

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

**APPOINTMENT OF SERVICE UNDERTAKE DEVELOPMENT AND FACILITATION OF
TRANSFORMATION AND EMPOWERMENT SMME'S DEVELOPMENT FUNDING
STRATEGY AND THE HDA STRATEGIC PARTNERSHIPS AGREEMENT**

RFP/JHB/2021/006

**PROPOSALS TO BE SUBMITTED BY
NO LATER THAN
12H00, MONDAY
24 May 2021**

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial, and local government and municipalities, as well as with communities, developers, financiers, and other affected parties. Established in 2009, the Agency is established by an Act of Parliament in 2008 and is accountable through its board to the Minister of Human Settlements.

The objects of the Agency are to;

- (a) Identify, acquire, hold, develop and release state, communal and privately owned land for residential and community purposes and for the creation of sustainable human settlement;
- (b) Project manage housing development services for the purposes of the creation of sustainable human settlements;
- (c) Ensure and monitor that there is centrally coordinated planning and budgeting of all infrastructure required for housing development; and
- (d) Monitor the provision of all Infrastructure required for housing development

Functions of the HDA

Section 7 (1) of the HDA Act outlines the HDA's functions. It stipulates inter alia that the HDA must:

- (a) Develop a development plan to be approved by the Minister in consultation with the relevant authorities in the provinces and municipalities
- (b) Develop strategic plans with regard to the identification and acquisition of state, privately and communally owned land that is suitable for residential and community development
- (c) Enhance the capacity of organs of state, including skills transfer, to enable them to meet the demand for housing delivery
- (d) Ensure that there is collaboration and intergovernmental and integrated alignment for housing development services
- (e) Assist organs of state with the upgrading of informal settlements
- (f) Assist organs of state in respect of emergency housing solutions
- (g) Ensure that job creation is optimised in the process of residential and community development

To execute the above objects and mandate, the HDA performs the following key functions:

- Project Conceptualisation, Planning and Design,
- Land Acquisition, Assembly, Rezoning and Approvals,
- Project Packaging and Capital Raising,
- Project Implementation and Procurement inclusive of strategic IGR and private sector partnerships,
- Monitoring, evaluating, reporting, and accounting, and
- Property Management

2. PURPOSE OF THIS PROJECT

During an intensive participatory strategy review and planning process held in July 2020, the HDA re-confirmed its decision to make the strategic shift to playing the role of a public sector property developer to make a meaningful tangible contribution to the human settlement priorities of government. Within this context, the HDA's aims to achieve its Vision of being "The public sector Developer of Choice providing integrated, sustainable human settlements and security of tenure.

The Transformation and Empowerment Unit aims to achieve the following:

- Creation of opportunities and removal of barriers for economic participation by black women, youth, people living with disabilities and military veterans within the HDA Supply Chain processes to increase the number of designated groups participation in procurement opportunities and projects.
- Develop and conclude strategic partnerships with social partners and designated groups beneficiaries from the HDA empowerment initiatives to enable efficient programmes and projects execution.
- Transform Human Settlement value chain of material suppliers through the introduction of emerging black business industrialists into the value chain to enable Transformation of the racial profile of suppliers to the sector.
- Develop and implement the Enterprise Development Programme within HDA implemented projects to advance Community economic emancipation.

3. SCOPE OF WORK

The scope of work entails:

- a) Conclude partnership agreements with business units responsible for public sector funding with all major banks;
- b) Conclude partnership agreements with private with a registered financial service provider the construction sector;
- c) Conclude agreements with competitive interest rates and flexible repayment terms for SMME's;
- d) Conclude partnership agreements with construction and building material suppliers for emerging SMME in the sector;
- e) Conclude partnership agreements with established companies to procure from our emerging building material suppliers.

4. DELIVERABLES

- a) Agreements with all the financial sector – Major banks.
- b) Agreements with 5 or more private funding partners.
- c) Competitive interest rates and flexible repayment terms for SMME's
- d) A funding model appropriate to the HDA's emerging contractor needs and their development.

5. SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIRED

The HDA needs to be satisfied that the service provider selected has the necessary experience to undertake this assignment. Thus, service provider should have the following credentials:

- Experience in planning, facilitation of strategic partnerships within the public sector;
- Strong written and verbal communication skills with the ability to effectively organize and communicate complex information in a clear and concise manner.
- Experience in developing SMME strategy model & design
- Experience in implementation of the SMME's development strategy
- Excellent research, analytic and writing skills.
- Sound understanding of the HDA's mandate and the national policies and legislation that inform this mandate.
- Extensive understanding of the human settlements sector and its related policies and legislation.
- Extensive understanding of the Human Settlement Sector Transformation and Infrastructure Development Score Card
- Extensive understanding Broad-based Black Economic Empowerment Act 53 of 2003
- Extensive understanding Revised Preferential Procurement Regulations, 2017
- Strong Project Management Skills
- Requisite qualifications in finance and legal to perform the task

6. GENERAL PROVISIONS AND REQUIREMENTS

6.1 Duration of Contract

The duration of the contract is for (3) months from the date of appointment.

6.2 The Proposal

The proposal of Service Provider must include:

- I. The proposed methodology and approach which would be used in the completion of this task.
- II. A High-level Project Plan indicating project phases (if any), indicating milestones, timeframes and budget.
- III. Names and abbreviated Curriculum Vitae (CV's) of the consultants assigned to the project indicating the knowledge, skills and experience required as reflected in Section 6 above.
- IV. A summary list of similar previous projects undertaken.
- V. The professional fees for the entire project- fees should be linked with rates gazetted by the Department of Public Service and Administration;
- VI. Dependencies or the aspects of the project that the service provider would rely on the HDA to provide support.
- VII. An explanation of how skills will be transferred to HDA staff.

Additional documentation outlined below should be included in the proposal;

- a. **Annexure One:** A copy of a strategy document developed by the bidder
- b. **Annexure Two:** Company Profile
- c. **Annexure Three:** Three reference letters of previous clients that the service provider has worked with.

7. EVALUATION CRITERIA

A Three - phase approach will be used for the evaluation of proposals received as follows:

Phase One evaluation: The compulsory documents to be submitted with the tender are as listed below. Failure to submit any of the documents will result in the tenderer being disqualified and not considered for the next stage, i.e. Functionality.

- A tenderer having a stipulated minimum B-BBEE status level of contributor 1

Tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

Phase Two evaluation: Proposals will be evaluated on their technical ability to perform the task as per the technical response/proposal.

Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation.

Phase Three evaluation:

The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system: -

9.1. Table 4 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
BBBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

- The HDA proposal will be evaluated as per PPPFA regulations.

Table 1: technical evaluation criteria

PHASE ONE EVALUATION CRITERIA		
CRITERIA	RATING	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company	5
Related work experience	5 reference letters from companies where similar assignments were concluded signed by a duly	20

	authorised official, with contact details (phone and email): 0- letter = 00 points 1- 2 letter = 05 points 3- 5 letters = 20 points	
CVs of team members proposed to do the work	1. Commercial Law Specialist (experience in concluding SMME funding models) 1.1. Experience in role 15 points 5 years and above 15 points 3 years 10 points 1 year 5 point 2. Finance Specialist (experience in developing SMME funding models) 2.1. Experience in role 10 points 5 years 5 points 3 years 3 points 1 year 1 point 3. Business Consultant (experience in Strategy design, development) 3.1. Experience in role 5 points 5 years 5 points 3 years 3 points 1 year 1 point	30
Approach and methodology	Demonstrates a comprehensive, detailed, and in-depth knowledge base and strategy development methods. The ability to creatively integrate the knowledge of these methods into the HDA organizational environment. The proposal should include: • A well-defined, clearly articulated work plan • Clear allocation of resources and tasks • Project deliverables • Well-matched allocation of resources and tasks to project activities and • Clear articulation of project deliverables (40 points)	40
Skills transfer plan to HDA staff	The proposal should include a clear plan with milestones on how skills to do this work with the transferred to HDA staff including milestones and key performance indicators.	05
Total		100

8. GENERAL

8.1 Below are compulsory requirements for this service

8.1.1 There will be no briefing meeting for this service.

8.1.2 It is important to note that the successful person will work under the supervision of the HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

8.1.3 Kindly complete and submit the following:

- Registration with the National Treasury Central Supplier Database (CSD Report), if not yet registered use the following link to register: <https://secure.csd.gov.za/>
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issue by the following agencies SANAS, IRBA or CCA
- Valid original tax clearance certificate.

8.1.4 Further information regarding technical matters can be requested via email Amos.Skhosana@thehda.co.za or Tel: 011 544 1000

8.1.5 A request for further information regarding supply chain matters can be sent via email to: Jennifer.Monareng@thehda.co.za or Tel: 011 544 1000

9. TERMS AND CONDITIONS

9.1 HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

9.2 No payment will be made where there is an outstanding information/work by the service provider/s.

10. SUBMISSION OF PROPOSALS

10.1 Proposals should be submitted on or before Monday the 24th May 2021 by no later than 12h00 to the following address:

**The Procurement Officer
The Housing Development Agency
Block A
Riviera Road Office Park
6-10 Riviera Road
Killarney
2193.**

Tel: 011 544 1000

- 10.2 The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint a service provider.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:

 - 2.2 Identity Number:

 - 2.3 Position occupied in the Company (director, trustee, shareholder²):

 - 2.4 Company Registration Number:

 - 2.5 Tax Reference Number:

 - 2.6 VAT Registration Number:

 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
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2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Number / Persal

4 DECLARATION

I, THE UNDERSIGNED (NAME).....
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23
OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐

4.4.1	If so, furnish particulars:
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SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

—
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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Signature

Date

.....

.....

Position

Name of Bidder

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