



RFQ DOCUMENT

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS TO COMPLETE THE REVIEW/ DEVELOPMENT OF THE MUNICIPAL HOUSING SECTOR PLAN (MHSP) AND HOUSING CHAPTER (HC) OF THE INTEGRATED DEVELOPMENT PLAN (IDP) FOR MANGUANG METROPOLITAN MUNICIPALITY

QUOTE NUMBER : HS-ABP01
CLOSING DATE : 22 AUGUST 2025
TIME : 10:00
VALIDITY PERIOD : 60 DAYS

All bidders must indicate their CSD Registration number: _____

Total Quote price (as included in SBD 3.3) _____



RFQ ADVERT DATE:	15 AUGUST 2025
RFQ NUMBER	HS-ABP01
TITLE OF RFQ	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS TO COMPLETE THE REVIEW/ DEVELOPMENT OF THE MUNICIPAL HOUSING SECTOR PLAN (MHSP) AND HOUSING CHAPTER (HC) OF THE INTEGRATED DEVELOPMENT PLAN (IDP) FOR MANGAUNG METROPOLITON MUNICIPALITY.
EMPLOYER	FREE STATE HUMAN SETTLEMENTS (FSHS)
POSTAL ADDRESS	P.O BOX 247
TOWN/CITY	BLOEMFONTEIN
CODE	9300
PHYSICAL ADDRESS1	OR TAMBO BUILDING,
PHYSICAL ADDRESS2	7 TH FLOOR
PHYSICAL ADDRESS3	CNR ST ANDREW AND MARKGRAAFF STREETS
PHYSICAL ADDRESS4	9301
E-MAIL:	shalati@fshs.gov.za
CLOSURE DATE	22 AUGUST 2025
CLOSURE TIME(CAT)	10H00
TENDER BOX LOCATION	NB: QUOTATIONS MUST BE DEPOSITED AT THE FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS TENDER BOX, GROUND FLOOR, OR TAMBO BUILDING, CNR MAKRAAFF AND ST ANDREWS STREET. E-MAILED QUOTATIONS WILL NOT BE CONSIDERED
SCM ENQUIRIES CONTACT PERSON	SHALATI NTSANWISI: shalati@fshs.gov.za



SECTION A:

STANDARD BIDDING DOCUMENTS

SBD.1

INVITATION OF BID



PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
QUOTE NUMBER:	HS-ABP01	CLOSING DATE:	22 AUGUST 2025	CLOSING TIME:	10H00
DESCRIPTION	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS TO COMPLETE THE REVIEW/ DEVELOPMENT OF THE MUNICIPAL HOUSING SECTOR PLAN (MHSP) AND HOUSING CHAPTER (HC) OF THE INTEGRATED DEVELOPMENT PLAN (IDP) FOR MANGAUNG METROPOLITON MUNICIPALITY.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
QUOTATION BOX ON THE GROUND FLOOR, OR TAMBO BUILDING, CNR MARKGRAAFF AND ST ANDREWS STREET, BLOEMFONTEIN, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Shalati Ntsanwisi		CONTACT PERSON	Caren Somiah	
TELEPHONE NUMBER	077 602 1551		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	quotations@fshs.gov.za		E-MAIL ADDRESS	caren@fshs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	



IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐

NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.



PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN SERVICE LEVEL AGREEMENT.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



SBD 3.3 PRICING SCHEDULE **(PROFESSIONAL SERVICES)**

SBD 3.3

PRICING SCHEDULE **(Professional Services)**

NAME OF BIDDER: BID NO.: ...HS ABP01.....

CLOSING TIME 10:00

CLOSING DATE: 22 AUGUST 2025

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	-----days
	-----	R-----	-----days
	-----	R-----	-----days
	-----	R-----	-----days

5.1 Travel expenses (specify, for example rate/km and total km, class



of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----

TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....
.....
.....



SBD.4

BIDDERS DISCLOSURE



1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....



3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN

TERMS OF THE PREFERENTIAL

PROCUREMENT REGULATIONS 2022



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an



invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$



Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Supporting documents to be attached as a proof of points claimed
Women Ownership - $\geq 51\%$	10		Sworn affidavit in the DTIC format or SANAS approved BBBEE certificate
Youth Ownership - $\geq 51\%$	10		Sworn affidavit in the DTIC format or SANAS approved BBBEE certificate
Total	20		



DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
4.4. Company registration number:
4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and



- (e) forward the matter for criminal prosecution, if deemed necessary.

	
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	



TERMS OF REFERENCE

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS TO COMPLETE THE REVIEW/ DEVELOPMENT OF THE MUNICIPAL HOUSING SECTOR PLAN (MHSP) AND HOUSING CHAPTER (HC) OF THE INTEGRATED DEVELOPMENT PLAN (IDP) FOR MANGUANG METROPOLITAN MUNICIPALITY



1. INTRODUCTION AND BACKGROUND

Municipal accreditation has been emphasised as a key Government priority in support of more effective and efficient human settlements delivery. The programme is an instrument to ensure the progressive capacitation of municipalities in order for them to perform the assigned function without compromising delivery capacity in the short term.

Against this background, more work still needs to be done in order to ensure that the provinces and municipalities are capacitated towards delivery of human settlements functions.

One of those critical components that unlock the accreditation process is the existing or potential capacity of the municipality to develop and implement the accreditation business plan for Level 1 and 2 that the prioritised municipalities wish to be considered for. This will be realised as a prerequisite to develop certain documents on behalf of the province and municipalities.

2. OBJECTIVE

The last review of the Mangaung Metropolitan Municipality's Housing Sector Plan was completed in 2017. A first draft of the HSP was compiled in 2024 however the document/ project has not been completed. This assumes that the Plan does not meet the requirements or standards of the National Department of Human Settlements and has therefore lost relevance in reflecting adequately in the human settlement dynamics in the Municipality.

It is against the above that the Free State Provincial Department of Human Settlements requires the services of a qualified and experienced service provider to assist with the review/development of a Municipal Human Settlements Sector Plan (MHSSP) for Mangaung Metropolitan Municipality and a Housing Chapter (HC), which will be part of the Municipal Integrated Development Plan (IDP).

It is important to further note that, in line with the Accreditation Framework 2023, Level One and Two accredited municipalities must develop their Municipal Human Settlements Sector Plan (MHSSPs), which identify specific programmes and projects to be undertaken within the MTEF in their municipal area. Municipalities accredited at Level One and Two must submit a chapter as part of their MHSSP, that addresses the specific human settlements projects and budget that will be administered on behalf of province to the MEC for approval.

3. LOCATIONAL CONTEXT

Mangaung covers 6,863 km² and comprises three prominent urban center's, which are surrounded by extensive rural areas. It is centrally-located within the Free State and is accessible via national infrastructure including the N1 (which links Gauteng with the Southern and Western Cape), the N6 (which links Bloemfontein to the Eastern Cape), and the N8 (which links Lesotho in the east with the Northern Cape in the west via Bloemfontein). Bloemfontein is the sixth largest city in South Africa and the capital of



the Free State Province. The City is the Judicial Capital of South Africa and serves as the administrative headquarters for the Province. It also represents the economic hub of the local economy. The area is also serviced by an east/west and north/south railway line and a national airport (Mangaung IDP).

Botshabelo is located 55km to the east of Bloemfontein and represents the largest single township development in the Free State. Botshabelo was established in the early 1980s and was intended to provide much-needed labor in Bloemfontein without the inconvenience of having labor at the doorstep of the employer. Thaba Nchu is situated 12km further to the east of Botshabelo and used to be part of the Bophuthatswana 'Bantustan'. As a result it exhibits a large area of rural settlements on former trusts lands.

The Mangaung Local Municipality (MLM) was established in 2000 with the amalgamation of four former transitional councils, but was recently (April 2011) elevated from a category 'B' municipality to a category 'A' metropolitan municipality. This new status presents both challenges and opportunities to the MMM and it is against this background that the Municipality is excited to fulfil its constitutional mandate by focusing on effective and efficient municipal service delivery, growing the economy and empowering its community (Mangaung IDP).

4. PURPOSE

The main purpose of a Municipal Human Settlements Sector Plan (MHSSP) is as follows:

- To ensure the effective allocation of limited resources;
- To provide a formal and practical method of prioritizing human settlements projects and obtaining political consensus for the sequencing of the implementation; and
- To ensure more integrated development through bringing together the relevant cross-sectoral role players to coordinate their development interventions in one plan.

5. COMPONENTS OF THE MUNICIPAL HUMAN SETTLEMENTS SECTOR PLAN

Analysis

- Human Settlements related results from the IDP analysis phase.
- Overview of critical challenges facing human settlements sector in general.
- Determine and identification of human settlements backlog and the need.
- Trend analysis in terms of current and future spatial distribution of economic activities based on migration pattern, demographics and age.

Strategy

- Indicate IDP objectives and strategies relate to human settlements, spatially, economically, environmentally, infrastructural and socially.
- How the human settlements objectives and strategies will address the IDP objectives and strategies.



- Identified housing supply options. This should include the negotiated supply objectives or goals as referred to in the Housing Act; and
- Negotiated supply strategies which should complement the IDP development strategies.

Projects

- Basic information on the prioritised IDP human settlements projects and informal settlements.
- Projects objectives, description and indicators, national human settlements subsidy programme, target groups, spatial location, major activities, estimated timeframes for implementation, implementation agencies, preliminary capital and operational budget implications and source of finance.
- Bulk infrastructure availability, carrying capacity and lifespan.

Integration

- Confirmed priority human settlements projects and their relationship to the IDP objectives and strategies;
- Clarify integration through preliminary assessment of social, economic, environmental, infrastructural and the spatial feasibility of human settlements projects;
- Clarify the coordination of the human settlements projects funding with the five year financial plan and capital investment programme of the IDP;
- Compile a detailed action plan for delivery including all the human settlements projects and municipal institutional arrangements.

Approval

- Facilitate a process for approval by the respective Municipal Councils.

6. GUIDING PRINCIPLES

The Housing Sector Plan should give effect to the following key principle in respect of housing development:

- Human Settlements should be provided closer to employment opportunities;
- Human Settlements development should provide wider choice with regard to type of house, materials, tenure, etc;
- Human Settlements development should take measures not to harm the environment;
- Housing should be prioritized to the poorest of the poor;
- The special housing needs of the disabled and HIV/AIDS victims should be addressed;
- Houses should be designed in a manner that accommodates future extensions;
- Promote higher density in respect of human settlements development to ensure the economical utilization of land and services;
- Human Settlements development should be based on integrated development planning;
- Promote racial, social, economic and physical integration in urban and rural areas;



- Human Settlements development should be administered in a transparent, accountable and equitable manner and uphold the practice of good governance;
- Promote education and consumer protection in respect of human settlements development;
- Promote the establishment of socially and economically viable communities and safe and healthy conditions to ensure the elimination of slums;
- Facilitate the active involvement of all relevant stakeholders in housing development; and
- Provide community and recreational facilities in residential areas.

7. PROJECT KEY ACTIVITIES

In line with the above-mentioned project scope, the professional service provider will be expected to review phase 2 and 3 of the scope subsequently look into 50% of scope performed by previous service provider. Furthermore, the service provider shall be expected to align phase 4 and 5 of the scope with the entire Project Activities:

The Project has five (5) Phases:

Phase 1:

The Background, Analysis and Legislative Framework was reviewed, concluded and approved by the Municipality in 2024.

Phase 2:

The Human Settlements Strategy has been partially developed in the 2024 draft document and must be reviewed .

Phase 3:

Project Planning, Monitoring, Coordination and Evaluation and has been partially addressed in 2024 and must be reviewed.

Phase 4:

Institutional arrangements and Integration. It has been partially addressed in 2024 and must be reviewed

Phase 5

Constitutes the final 10% of the project which is the approval by Council on completion of the Human Settlements Sector plan.

- 7.1 Review the Assist the Province and municipality with a comprehensive analysis human settlements challenge, identifying backlog and need and determining the trends in terms of current and future spatial distribution of economic activities;



- 7.2 Prepare / develop comprehensive and integrated MHSP that is ready to implement for Mangaung Metropolitan Municipality;
- 7.3 Ensure the alignment of the MHSP with critical instruments such as the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP), the National Master Spatial Plan framework and the Spatial Development Frameworks (SDFs) of the respective municipalities (where it exists), Accreditation Business plans and other National/ Provincial planning frameworks.
- 7.4 Advise the Municipality and Province of their respective capacitation efforts towards gearing the Municipality for the new function and the province relinquishing of the same.
- 7.5 Document, collate and consolidate information for the purposes of fulfilling this assignment.
- 7.6 Ensure that collated information from various engagements between the province and municipalities finds expression in the MHSP;
- 7.7 Ensure fair negotiation between the municipality and the province to open the way towards prioritisation of projects.
- 7.8 Ensure full stakeholder participation including supportive structures towards the MHSP developments and analysis conducted; and
- 7.9 Ensure the facilitation for approval by respective Municipal Councils.

8. REQUIRED EXPERIENCE, QUALIFICATIONS AND SKILLS

- 8.1 Given the significant scope and the multidisciplinary nature of the envisaged project, a team comprised of a broad range of expertise is required. The following minimum relevant skills and expertise are necessary for the effective implementing of the assignment:
 - 8.1.1 Service provider's experience in undertaking similar assignment or work, their familiarity with the IDP process, provisions and principles for the conceptualisation and integration of a Housing Sector Plan and familiarity with the contents of the Provincial Human Settlements Development Plan;
 - 8.1.2 Specific expertise in municipal finance, project finance, financial management, grant management, audits;
 - 8.1.3 Understanding the organizational structures, operations and financing of the public service;
 - 8.1.4 Extensive experience within human settlements environment;
 - 8.1.5 Extensive experience with local government management environment;
 - 8.1.6 Reference letters for related work undertaken in the same Province/District/Municipality
 - 8.1.7 Development planning, including urban, town and regional planning;
 - 8.1.8 Understanding of housing and human settlements programmes;
 - 8.1.9 Experience in handling of delegation of functions, and or other local government function;
 - 8.1.10 Housing Subsidy System (HSS) application;
 - 8.1.11 Organizational and institutional development; and
 - 8.1.12 Programme and project management as well as knowledge of and exposure to the National Housing Code and practicalities of the different housing instruments.



8.2 Critical skills required:

- 8.2.1 Report writing;
- 8.2.2 High level communication (verbal and written);
- 8.2.3 Managing change;
- 8.2.4 Conflict management and dispute resolution;
- 8.2.5 Negotiation skills; and
- 8.2.6 Political understanding and management

8.3 Core competencies required:

- 8.3.1 The service provider should have knowledge and experience in advance programme management which includes coordinating a multiplicity of key stakeholders;
- 8.3.2 Experience in advanced project planning, implementation and monitoring;
- 8.3.3 Excellent communication and organization skills (experience working with the public sector is considered an asset more especially linking the higher echelons with operations);
- 8.3.4 Full computer literacy and experience in working with Excel and Project Management, in particular Multi-year planning and sequencing of Human Settlements projects;
- 8.3.5 Good knowledge of and exposure to all housing programmes, key advantage;
- 8.3.6 Insight into Intergovernmental Relations Framework Act and practical experience; and
- 8.3.7 Display a good grasp and experience regarding the accreditation and assignment programme as well as all applicable legislations.

9. PROJECT DURATION

The service provider should be able to commence immediately after being appointed and the duration of the project is a period of **six (6 months)**.

10. DELIVERABLES & OUTPUTS

In accordance with the relevant standards and procedures for professional practice and the contracted scope of work, the professional service provider will submit and make oral presentation on the following outputs and ensure that the deliverables are achieved as outlined in an implementation plan to be agreed upon with the client;

- Inception report;
- Report regarding analysis of information collated and gaps identified;
- Compiling credible and recent research on all social, economic and demographic issues impacting on housing planning and delivery for Mangaung Metropolitan Municipality;
- Workshop and stakeholder reports with Mangaung Metropolitan Municipality;
- Progress reports (monthly);
- Comprehensive Housing Needs Analysis for Mangaung Metropolitan Municipality; and
- Presentation of all documents to the relevant committee/s.
- Further, the professional service provider will submit three soft and hard copies of the work as outlined on the scope of work and in a format that is possible to calibrate and manipulate. Soft and hard copies of all reports of:
 - ✓ The Mangaung Metropolitan Municipality's Human Settlements Sector Plan;
 - ✓ The Mangaung Metropolitan Municipality's Housing Chapter for inclusion in the IDP



- ✓ PowerPoint Presentations of Draft and Final Human Settlements Sector Plan.

11. EVALUATION PROCESS

11.1 The evaluation process comprises of two stages:

- Functionality: Experience, Expertise and Methodology
- Price and BBBEE.

11.2 It is anticipated that the project team should possess a degree. (Preferably post-graduate qualifications), experience and expertise in the following fields of study:

Social & Human Sciences	Economics	Finance
Town and Development Planning	Project & Programme management	Research & data analysis
	Governance and Policy	

11.3 In order to facilitate a transparent selection process that allows equal opportunity to all bidders, the Department has a policy for the appointment of service providers that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain management policy applicable to the department it should be noted that:

- Bidders must achieve a minimum of 70 points and above on functionality in order to be eligible for further evaluation. Bidders that obtain a score of 70 points and above on functionality will be eligible for further evaluation using the 80/20 Preference Point System of the new Preferential Procurement Regulations 2022, effective from 16 January 2023.
- Functionality will be evaluated based on responses on the Technical/ Functionality Questionnaire and supporting documentation supplied by the Bidders.
- Any proposal not meeting the minimum score of 70 points on functionality/technicality will be regarded as having submitted a non-responsive bid and will be disqualified.

PHASE I: Administrative Compliance

During this phase service provider's response will be evaluated based on the mandatory and non-mandatory requirements indicated hereunder. The phase is not scored and service providers who do not submit acceptable proposals, by failing to comply with all the mandatory criteria and conditions will be disqualified.

- a) All SBD forms to be completed and signed accordingly.

Mandatory Requirements

- Company registration documents;
- CSD Report
- Sworn affidavit in the DTIC format or SANAS approved BBBEE certificate
- Valid Tax Compliance status pin letter.
- Signed Joint Venture agreement in case of a Joint Venture.
- Joint Venture and SANAS approved BBBEE certificate in case of a Joint Venture.



- g) The tenderer or any of its directors are not listed on the Register of Tenderer Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- h) In bids where consortia/joint ventures are involved; each party must submit a separate valid tax pin compliance letter and a separate CSD report.

Tax Compliance Status

It is a condition of this bid that the tax matters of the successful service provider be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the service provider's tax obligations at the point of awarding. Tax Compliance will also be confirmed at award.

Consortia/Joint Ventures/Sub-contractors

Where Consortia/Joint Ventures/Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

In bids where consortia/joint ventures are involved; each party must submit a separate tax pin compliance letter and a separate CSD report.

FUNCTIONALITY CRITERIA

Bidders must achieve a minimum of **70 points** and above of the functionality points in order to be eligible to be on the database. Any proposal not meeting the minimum score of 70 points on the technical functionality at the time of bid closing date will be disqualified.

Functionality will be evaluated based on the responses on the Functionality Questionnaire and supporting documentation supplied by the Bidders as follows:

- The bids will be evaluated on technical / functionality compliance by allocating points in respect of functionality according to the criteria set out below.

Table 1 – Evaluation Criteria on Functionality or Technical Abilities

ITEM	CRITERIA	ATTACHMENT	POINTS
Experience	Bidders to demonstrate the firms experience in Public Service sector planning processes and systems Minimum 10 years' experience in developing business plan and human settlements sectoral plans and systems • 10 years or above – 40 points • 8-9 years' experience – 25 points • 5-7 years' experience – 15 points • 0 -4 years' experience - 0 points	Reference letter from previous clients detailing work done.	40



ITEM	CRITERIA	ATTACHMENT	POINTS
Capacity/Efficiency	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience. Adequacy and completeness of skills of team presented and fit for task. Experience in the following fields : Certified and registered Town and Development Planner • Above 9 years' experience – 10 points • 4-9 years' experience - 5 points • 1-3 years' experience - 3 points Project & Program management – e.g. Human settlements programs/sector plans • Above 9 years' experience – 10 points • 4-9 years' experience - 5 points • 1-3 years' experience - 3 points Governance and Policy • Above 9 years' experience – 10 points • 4-9 years' experience - 5 points • 1-3 years' experience - 3 points Research & data analysis • Above 9 years' experience – 10 points • 4-9 years' experience - 5 points • 1-3 years' experience - 3 points Failure to attach any of these will result in no points being allocated	CVs of team members proposed to do the work accompanied by certified qualifications	40
Approach, Methodology	Costed work programme, plan and allocation of resources and tasks. • Detailed methodology and project plan – 20 points • No points will be allowed for failure to submit detailed project plan	Detailed project plan- clear timelines Proposed methodology	20
TOTAL SCORE : FUNCTIONALITY			100



Bidder's capacity will be determined through the under mentioned criterion on functionality which carries 100 points.

12. CONTRACTUAL OBLIGATIONS

The appointed company or institution will enter a formal contract with the Free State Department of Human Settlements. The contract will include clauses related to confidentiality, intellectual property rights, conflict of interest, and other relevant terms and conditions.

13. SUBMISSION DEADLINE

Proposals should be submitted at **O.R Tambo Building** (in the tender box) situated on Ground floor at the address mentioned below. It is the responsibility of the prospective supplier to ensure that the bid document is deposited in the tender box before **10H00 on 22 August 2025. No late submission will be accepted.**

Address for Submission:

O R Tambo House,
Cnr Markgraaff and St Andrews,
Bloemfontein,
9300

If a courier service company is being used for delivery of the proposal document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, as mentioned above.

The Department will not be held liable for loss of documents by courier services.

14. OFFICIALS PROHIBITED FROM SUBMITTING BIDS

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Government or a public entity may not have a business interest in any entity conducting business with the Provincial Government.

15. TERMINATION RIGHTS

An agreement can be terminated by a participant on grounds of poor service delivery or any other breach by the bidder.

Department of Human Settlements will be in a position to terminate an agreement without honouring the outstanding months where after following the prescribed remedial process stipulated in the agreement and agreement between the bidder and the Department of Human Settlements; it is proven that the bidder failed to remedy the poor provision of service.

16. AGREEMENTS



The Service Provider(s) will be expected to sign a framework agreement with the Free State Human Settlement. The Service Level Agreement will be subject to the bid documents, including the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC).

17. SETTLEMENT OF DISPUTES

Notwithstanding clause 27 of the GCC, mediation proceedings will not be applicable to this contract

18. ACCEPTANCE OF THE TERMS OF REFERENCE AND GENERAL CONDITIONS OF CONTRACT

Failure to accept the Terms of Reference and the General Conditions of Contract or any part thereof, may result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions as such amendments or inclusions will result in disqualification of the bid.

THE BIDDER MUST COMPLETE THE FOLLOWING:

I _____ in my capacity as _____ of the
Company, hereby certifies that I take note and accept the above-mentioned Special
Conditions of the Contract.

SIGNATURE

CAPACITY

Contact person of company: _____

Tel. of company: (____) _____ Fax of company: (____) _____