

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



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**REQUEST FOR PROPOSALS**

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**POLICY DEVELOPER TO ASSIST THE HDA IN  
DRAFTING THEIR I.T POLICIES**

**RFP/JHB/031**

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**PROPOSALS TO BE SUBMITTED BY  
NOT LATER THAN  
12 NOON ON MONDAY 31 October 2011**

October 2011

## **TERMS OF REFERENCE (TOR):**

### **1. Introduction**

The HDA is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements.

### **2. Overview**

In order to deliver on its Mandate, the HDA has established a national structure comprising three offices in different locations (*Johannesburg, Cape Town and Port Elizabeth*), and a departmental organizational structure dealing with corporate governance, finance, land acquisition, project management and support functions such as Information Technology services.

### **3. Purpose**

The purpose of the TOR is to establish pre-qualified services providers for the Housing Development Agency in order to develop an IT policy for the Agency.

### **4. Background**

During the course of the past two years, the HDA has established and created a stable IT environment, on Windows 7, Server 2008 R2, Exchange 2010 Mail Server, using cisco systems, Dell, HP and Acer servers, desk top machines and notebooks.

### **5. Scope of work**

The scope of the work is to ensure that the HDA has a good IT governance model that will assist in providing an IT environment that is conducive for the HDA to deliver its mandate. The Agency operates primarily in a public and public/private environment where the flow of information inside and outside the organisation is regarded as critical. The main focus is therefore to develop the IT policies to govern and protect this flow of information by following this process:

- **Assessment**
  - The current I.T policy need to be assessed and must be customised to suit the HDA
  - Advise if we require additional items to be added to the current policy I.T Policy
  
- **Compliance**
  - Make sure that the current policies complies to the ITIL standards
  
- **DRP Policy ( Disaster Recovery Plan )**
  - Assist with the drafting of a DRP policy specific to the HDA

- **Draft policy**
  - Ensure that the wording and length or complexity of the policy is appropriate to those who will be expected to implement it
- **Consider whether procedures are required**
  - Procedures are more likely to be required to support internal policies. Consider whether there is a need for clear guidance regarding how the policy will be implemented.
- **Implementation**
  - Assist with a training manual?
  - Consider whether there is a need for clear guidance regarding how the policy will be implemented

## 6. Bid evaluation process

The HDA will establish an evaluation panel consisting of officials from the HDA, who will administer the evaluation process. The evaluation will be based on the assessment of the proposal submitted. Once a service provider has been decided upon, and the process been finalised, the service provider(s) will receive a letter confirming their appointment to provide the service.

### 6.1. Technical criteria

The proposal and quotation will be evaluated on the basis of the submitted bid.

The prospective service providers should include in their proposal:

- Show knowledge of how information and knowledge management works
- Experience
- Proven and verifiable track record development
- Clear of ability to deliver nationwide and whether this will involve additional costs
- After-sales service
- Capability, qualifications and capacity of organisation
- References

**Scorecard – Table 1**

	Evaluation criteria	Max points
1.	Seven years' experience in field of I.T Policy development	30
2	Three references of similar work undertaken (testimony/reference letter must be attached)	15
3	Credible work experience of at least five years in this business	25
4	After-sales service	30
<b>Total score</b>		<b>100</b>

***It is important to note that only Bids with a minimum threshold of 80 points being stipulated per service area will be considered.***

**6.2. BEE and cost evaluation criteria**

The following table demonstrates the criteria to be used for allocation of BEE and cost points.

**Price and BEE – Table 2**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Price of the bid	80
BEE	Equity ownership by HDI	12
	Equity ownership by women	4
	Equity ownership by disabled (proof to be provided from a qualified practitioner)	4
<b>TOTAL</b>		<b>100</b>

HDI evaluation

The HDI proposal will be evaluated as per PPPFA regulations.

***\*If points are claimed for disabled persons, indicate nature of impairment and medical certificate/proof must be submitted.\****

## **7. General**

### **7.1. Below are compulsory requirements for this service**

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

7.1.2. Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

Valid original tax clearance certificate.

SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement).  
Under compliance checklist.

PSIRA registration certificate.

Quotation

**7.2. Further information regarding technical matters can be sent an email to: [garrard.connor@thehda.co.za](mailto:garrard.connor@thehda.co.za) or at tel: 011 544 1000, and**

**7.3. Further information regarding supply chain matter and queries can be send via email to: [Jabulile.Mndebele@thehda.co.za](mailto:Jabulile.Mndebele@thehda.co.za) or at tel: 011 544 1000.**

## **8. Terms and conditions**

8.1. The 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.

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

## **9. Submission of proposal**

9.1. Proposals should be submitted on or before the 31 October 2011 by no later than 12h00 to the following address:

**The Procurement Officer**

**The Housing Development Agency**

**Block A, 6-10 Riviera Road, Killarney, 2193**

**Tel: 011 544 1000**

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