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Riviera



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**REQUEST FOR PROPOSALS**

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**DESIGN BRIEF FOR  
HDA PORT ELIZABETH OFFICE LAYOUT  
RFP/PE/ 003**

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**PROPOSALS TO BE SUBMITTED BY  
NOT LATER THAN  
12 NOON ON FRIDAY 2 DECEMBER 2011**

November 2011

## **Terms of Reference for Proposals**

### **DESIGN BRIEF FOR HDA PORT ELIZABETH PROJECT OFFICE LAYOUT**

#### **1. Introduction**

The Housing Development Agency (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. Visit [www.thehda.co.za](http://www.thehda.co.za) for more information.

#### **2. Overview**

The growth of the HDA from a staffing point of view requires that the Port Elizabeth office relocates to new premises in the existing building and that a redesign of this new space is undertaken.

#### **4. Specification**

HDA wishes to appoint a design consultant who will:

4.1 Assess the space requirements of HDA Port Elizabeth based on:

- A review of the existing layout of the new premises
- The organogram showing the Port Elizabeth staff structure with names and positions.
- What expansion (or contraction) of the Port Elizabeth staff is expected in the foreseeable future?
- Is there a particular 'feel' or 'image' that is representative of the organisation, its way of operating and its mission? (based on CI manual)
- Is there a proximity logic to the physical placing of staff based on the work flow
- What are the layout requirements which might guide a choice on open plan or closed offices or a combination
- What are the requirements in terms of reception area, meeting rooms, pause spaces, storage, filing space, archive room, library, kitchen, chill area, smoking area, coffee house, and also furniture such as book shelves, etc.
- What are the requirements arising from the way in which people work (flip charts, computer access, screens etc.)
- The identification of additional furniture as required
- What are the requirements in relation to the IT and Communication needs (computer and telephone) of the HDA Port Elizabeth, including the security of hardware and data
- Access, including for disabled persons
- Security requirements including alarm systems for main building and parking
- Air circulation, heating and air conditioning
- What are the constraints/requirements of the lease

**Please note that the new premises are 720 square metres and there are existing plans of the premises that will be made available to the appointed service provider.**

## 5. Expected deliverables

The deliverable for this phase of the project is a detailed plan of the new office layout, programme and budget, as well as creative treatment, for presentation to the HDA's General Manager: Projects and Programmes and Operations Manager: Port Elizabeth that takes into account possible phasing of the programme, as well as any office redesign needs to accommodate anticipated future growth for the next three years. This plan, programme and budget should be both cost-effective and deliver value for money.

## 6. Duration of contract

The contract will be for the delivery of a detailed plan, programme and budget as described in 5 above according to an agreed time frame. However, please note that the final presentation and plan must be completed by 15 December 2011.

## 7. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that:

- The benchmark of minimum **70 points** out of 100 points on technical capability will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the 80: 20 formula for Price and BEE as per the PPPFA

**Table 1 - Functionality**

<b>CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>WEIGHTING/ POINTS</b>
<b>Curriculum Vitae</b>	Qualifications, capacity, level of experience and knowledge	<b>30</b>
	Previous work in similar initiatives	<b>20</b>
<b>Interpretation of brief</b>	Creative treatment and conceptual approach, as well as understanding of the terms of the reference	<b>50</b>
<b>TOTAL</b>		<b>100</b>

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

**Table 2 – Price and BEE**

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 Disable	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.\****

## **8. Payment structure**

Payment is strictly on the basis of delivery of final proposal and presentation.

## **9. General**

**Below are compulsory requirements for this service**

- 9.1 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.
- 9.2 **There will be a compulsory site visit at 11h00, 30 November 2011, 4<sup>th</sup> Floor, Fairview House, Fairview Office Park, 66 Ring Road, Greenacres, Port Elizabeth.**
- 9.2 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.
  - Price quotation
  - Proposal

**Further information regarding technical matters can be sent an email to: [kate.shand@thehda.co.za](mailto:kate.shand@thehda.co.za) or at tel: 011 544 1000, and further information regarding supply chain matter and queries can be send via email to: [Jabuliile.Mndebele@thehda.co.za](mailto:Jabuliile.Mndebele@thehda.co.za) or at tel: 011 544 1000.**

## **10. Terms and conditions**

- 10.1 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.
- 10.2 No payment will be made where there is an outstanding information/work by the service provider/s.

## **11. Submission of proposal**

Proposals should be submitted on or before the 2 December 2011 by no later than 12h00 to the following email address: [procurement@thehda.co.za](mailto:procurement@thehda.co.za).

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.