

P.O. Box 15402,
Vlaeberg, 8018
129 Bree Street,
Cape Town



REQUEST FOR PROPOSALS

**OCCUPATIONAL HEALTH AND SAFETY CONSULTANT FOR N2 GATEWAY IN
THE CITY OF CAPE TOWN METROPOLITAN, WESTERN CAPE**

RFP/CT/001

**PROPOSALS TO BE SUBMITTED BY
NO LATER THAN
12 NOON ON FRIDAY 18TH NOVEMBER 2011**

November 2011

TERMS OF REFERENCE

Occupational Health and Safety Consultant for N2 Gateway in the City of Cape Town Metropolitan, Western Cape

1. INTRODUCTION

The Housing Development Agency (HDA) is seeking the services of a Health and Safety Consultant to monitor and advise the HDA regarding the OHS on all N2 Gateway projects.

The Housing Development Agency (HDA) is a newly established public development agency, established to fast track the acquisition of land and human settlements development services for government's housing programme. The Agency is created by an Act of Parliament viz. the Housing Development Agency Act No 23 of 2008 and falls under the executive authority of the Minister of the National Department of Human Settlements.

In terms of *section 55(1)(d) of the PFMA*, the accounting authority for a public entity, must submit to the National Treasury, its Executive Authority (Minister for Human Settlements), and the Auditor General,

- an annual report on the activities of that public entity during that financial year;
- the financial statements for that financial year after the statements have been audited; and
- the report of the auditors on those statements.

The HDA began operations on the 1st April 2009 and is governed by a Board, and managed by a senior management team made up of the Chief Executive Office, Chief Financial Officer, and in the year under review four General Managers responsible for; Land Acquisition Management; Projects and Programmes; IGR and Corporate Services

VISION: "Sustainable human settlements and communities developed on land and landed properties made available by the HDA"

MISSION: "A public development agency that promotes sustainable communities by making available well located and appropriately planned land and landed property that realises integrated human settlements"

GUIDING PRINCIPLES AND VALUES: "Trust, Teamwork, Commitment, Excellence"

The HDA operates in the Human Settlements Sector which falls under the National Department of Human Settlements (www.housing.gov.za) and forms part of a number of other institutions viz:

- National Home Builders Registration Council (NHBC) - www.nhbc.org.za
- National Housing Finance Corporation (NHFC) - www.nhfc.co.za
- National Urban and Reconstruction Agency (NURCHA) www.nurcha.co.za
- Rural Housing Loan Fund (RHLF) www.rhlf.co.za
- Social Housing Foundation (SHF) www.shf.org.za

2. SCOPE OF WORK

Conduct safety audits of three (3) N2 Gateway projects including the inspection of facilities, worksites, equipment, work practices, and safety devices to ensure compliance with required workplace safety standards, regulations, and (OHSA) policy; reports findings to the HDA and makes recommendations to establish safe work conditions on the indicated N2 Gateway Projects; informs HDA of potential hazards and how to affect changes.

2.1 The three (3) N2 Gateway projects identified for inspection and reporting are:

Delft Symphony (Precinct 1 & 2) (off Symphony Way, Delft)
TRA (Temporary Relocation Area) 5 (Corner of Delft Main Road and Symphony Way
Delft 7 – 9 (601) (Delft)

2.2 This will only be for a once off assessment on the three (3) sites indicated. Allowance must be made for two (2) site inspections per site of no less than 4 hours each, reporting on findings and provide recommendations to remedy if required. Photos must also be provided indicating good and un-lawful practices. All Health and Safety files and plans to be inspected and reported on.

3. EMPLOYMENT STANDARDS:

3.1 Possession of a bachelor's degree in safety or industrial engineering, and three years experience in coordinating safety and loss prevention activities for an insurance company, independent administrator, or large employer with diverse work environments; or,

3.2 Possession of a bachelor's degree in social sciences, human resources, or a closely related field with supplemental training in safety, industrial hygiene, or ergonomics; and three years experience in coordinating safety and loss prevention activities for an insurance company, independent administrator, or large employer with diverse work environments; or,

3.3 Possession of a bachelor's degree in social sciences, human resources, or a closely related field with supplemental training in safety, industrial hygiene, or ergonomics; and three years experience performing duties equivalent to the class of Safety Officer.

3.4 Equivalent combination of training, education, and experience that would provide the required knowledge and ability.

3.5 Additional Qualifications: Possession of a valid South African Driver's License.

3.6 Knowledge of: Principles and practices of evaluating and implementing a comprehensive safety program; training techniques; basic principles of risk management; techniques of accident prevention; laws and regulations applicable to employee safety and occupational health (OHSA); principles, practices, and methods of safety, occupational health, and loss prevention programs; application of statistical methods to management analysis including benefit analysis; industrial safety practices; methods of assessing safety hazards and controls; techniques for conducting accident investigations and safety inspections; English grammar and usage.

3.7 Ability to: Investigate and evaluate complex safety problems and issues; learn relevant aspects of involved industries and various operations on site; choose

between alternatives and act on decisions; communicate effectively orally and in writing; gather, organize, and analyse data and complete comprehensive reports; establish and maintain effective working relationships with people at all levels of the organization; analyse situations accurately and make timely and effective recommendations; interpret safety and environmental laws and regulations; plan and present safety training programs; use persuasion to obtain compliance and cooperation from those over whom one has no direct authority.

3.8 Supplemental Information: This position may require the ability to wear personal protective equipment such as a respirator; meet physical demands of position such as walking, standing, climbing ladders, bending, squatting, and crawling in tight spaces to safely access work sites.

4. REPORTING

The Service Provider must provide a reporting schedule in their proposal which details how they will report on progress of the project, using either written reports, or other appropriate methods. All reporting will be to Brendon Abrahams, the responsible HDA official for the Project.

5. PRICING

Service Providers must provide a detailed breakdown of the costs and fees. The quotation must be firm and valid for a period of thirty days. The total cost must reflect both VAT included as well as VAT excluded amounts.

Project	Delft Symphony	TRA 5 & 5.1	Delft 601
Site Visits x 2	R	R	R
Reporting	R	R	R
Working Sessions 3 hours each	R	R	R
Total	A	B	C

(A) R _____
 (B) R _____
 (C) R _____
 Sub Total R _____
 VAT R _____
 Total R _____

6. TIMEFRAMES

The deadline for the submission of proposals is **18th November, at 12h00**.

7. SERVICE LEVEL AGREEMENT

The HDA will provide the Service Level Agreement which will detail the terms of the contract including, the scope of work to be delivered, pricing, timeframes, and other relevant contractual obligations of both parties.

8. SELECTION AND EVALUATION CRITERIA

8.1 The HDA needs to be satisfied, in all respects, that the Service Provider selected has the necessary resources, skills, knowledge and experience for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.

8.2 The Proposal will be evaluated on the basis of the 80/20 split; with 80 points being allocated for pricing; and 20 for BEE requirements. This is reflected in the table below.

Table 1 – Functionality

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

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
TOTAL		100

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.***

9. SUPPORTING DOCUMENTATION

Service Providers are required to submit a valid Tax Clearance Certificate as well as details of their BEE accreditation. Where your company is registered on the HDA's database and has already lodged the required valid documentation, it is not necessary to re-submit.

10. APPOINTMENTS

The Housing Development Agency reserves the right not to make an appointment.

11. CONFIDENTIALITY

All data and details submitted by applicants will be kept confidential by HDA, and all products emanating from this RFP remains the sole property of the HDA. It should be noted that all work produced remains the intellectual property of the HDA and all final documents are subject to copyright protection.

12. DELIVERY ADDRESS, PROPOSAL FORMATS, SAMPLE OF WORK PRODUCED AND ENQUIRIES

12.1 Proposals are to be delivered to 129 Bree Street, Cape Town by 12h00 on the 18th November 2011. Please note that proposals which are received after 12h00 will not be accepted.

12.2 Proposals should be limited to **no more than 15 pages** including a brief company profile.

12.3 Enquiries relating to this tender can be directed to Brendon Abrahams on 021 481 2900; or Brendon.abrahams@thehda.co.za

13. GENERAL

13.1 Below are compulsory requirements for this service

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 organizational guidelines.

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. Under compliance checklist.

13.2 For further information regarding technical matters, an email can be sent to: Brendon.abrahams@thehda.co.za or at tel: 021 481 2900.

13.3 Further information regarding supply chain matters and queries can be sent via email to: Jabulile.Mndebele@thehda.co.za or at tel: 011 544 1000.

14. Terms and Conditions.

- 14.1 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.
- 14.2 No payment will be made where there is outstanding information/work by the service provider/s.

15. Submission of Proposal

Proposals should be submitted on or before the 18 November 2011 by no later than 12h00 to the following address:

**The Procurement Officer
The Housing Development Agency
129 Bree Street, Cape Town
Tel: 021 481 2900**

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.