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Riviera



REQUEST FOR PROPOSALS

**OCCUPATIONIONAL HEALTH & SAFETY (OHS)
AGENTS FOR JOE SLOVO WEST 4040 PROJECT**

RFP/PE/007

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN 12H00 NOON ON 23rd JANUARY 2013**

TERMS OF REFERENCE**OHS AGENTS FOR JOE SLOVO WEST 4000 PROJECT****RFP/PE /007****1. Introduction**

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

Appropriately skilled individuals, companies, joint ventures or consortia are invited to submit proposals for consideration to assist the Housing Development Agency (HDA) to provide Operational Health and Safety agency services to the Joe Slovo West 4040 Services project.

Occupational Health and Safety Agents are required to ensure compliance with OHS legislation to ensure a safe working environment for workers and residents in and around the project area.

The parameters for the appointment are set out below.

2. Background and Context

The Zanemvula Mega Project is an Informal Settlement Upgrading and Human Settlement Project in the Nelson Mandela Bay Municipality.

The Zanemvula project involves the servicing of the Greenfield reception areas in Chatty Exts 3, 4, 5, 12, 13, 15 and Joe Slovo West, the relocation of families from the Chatty river flood plain in Soweto and Veeplaas to serviced sites in the Chatty Exts. & Joe Slovo West, the de-densification and improvement of source areas of Soweto-on-Sea and Veeplaas, a rectification program of storm damaged, wet and defective housing and the upgrading of certain informal settlement areas within the project boundaries.

The Joe Slovo West 4040 Services Project is a component reception project of the Zanemvula Mega Project and is situated between Port Elizabeth and Uitenhage and between the Joe Slovo 950 and Bethelsdorp/Kwadwesi North project areas. This component project involves the servicing of 4040 sites. The construction of top structures will be a separate project to follow this one.

The tender for the servicing of the Joe Slovo West 4040 sites was divided into two packages (namely A and B) each of approximately 2000 sites. The HDA has procured a separate service provider for each package.

3. Outcomes of the Appointment

The key outcomes of the appointment are:

The civil servicing works will involve the construction of rudimentary roads, the installation of a water borne sewerage system, piped water to each site and a surface level storm water management system for all 4040 erven. Occupational Health and Safety agents must ensure compliance with OHS legislation to ensure a safe working environment for workers on the site and residents of the area. See below for detailed scope of work of the OHS agent.

4. Scope of Work

- Approval of Health and Safety Plans of two contractors appointed to install municipal services to 4040 sites
- Ensure full compliance with all relevant legislation, to be monitored, audited and reported on monthly
- Conduct monthly audits of the two contractors' works. Following checks, audits and inspections required:
 - On-site inspection of OHS files to ensure all documentation compliant with the Act (RA's, SWP's, Checklists, appointments etc)
 - On-site check of all workers mandatory PPE
 - Mandatory safety signage is displayed
 - Making safe of any excavations
 - Cranes, construction vehicles and mobile plant operator competency procedures,
 - The safe and correct erection of any scaffolding and structures
 - Safe support of any formwork
 - The safe correct fitting/installation of edge protection (fall protection)
 - Electrical installations
 - Safe use of material hoists
 - Housekeeping, stacking and storage in place
 - Appropriate ladder use
 - Fire precautions in place
 - Workers welfare – toilets, eating and changing facilities
 - Safe access around the site
 - Site security
 - Safe access to platforms and towers
 - Correct documentation and reporting of any accident or incident, and assisting with the investigation
 - Compliance with all HIV/Aids OHS requirements
 - Any required training for above
- Attend all site meetings
- Compile a Close Out report at end of project

It is to be noted that the quotation is to be **inclusive of ALL disbursements, travel and any other costs** involved with the works required

5. Communication and reporting

The appointed party will report to Mr Eddie Potberg, HDA Project Manager of the project.

6. Fee Structure

A Fee proposal in ZAR be submitted to include:

- Proposal for fixed disbursements in ZAR.
- Inclusive of all travel and disbursement costs

The fee will be payable in equal amounts over a twelve month period.

7. 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.

8. Selection and evaluation criteria

- 8.1. The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process
- 8.2. The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposals scoring below **70 points** noted in the table below will be set aside for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and BBBEE using the **80/20** formula described below.
- 8.3. Submissions are to consist of a short report that must provide the HDA with sufficient information to make an evaluation of the proposal. It should include, but not be limited to:
- A detailed statement of the applicant's approach or methodology in dealing with this assignment.
 - A detailed statement of the applicant's previous experience and track record in similar projects,
 - A detailed statement substantiating the applicant's claim to provide creativity and innovation in the execution of the assignment
 - A detailed statement of the proposed composition of the team, clearly stating each team members qualifications, past experience and level and extent of involvement in the project
 - Details of Health and Safety qualifications and training courses attended
 - Membership of organisations promoting H&S
 - Proof of Professional Indemnity insurance

8.2.1. Table 1 – Technical Evaluation

TECHNICAL EVALUATION CRITERIA		
CRITERIA	SUB-CRITERIA	VALUE
Capability and Capacity of the proposed team and company in Occupational Health & Safety (attached CV, company profile and qualifications of the proposed team)	<ul style="list-style-type: none"> ▪ Demonstrate financial capability to execute the project, the service provider is expected to submit two years audited financial statements (10 Points) ▪ Relevant minimum qualifications in Occupational Health & Safety of the proposed team (10 Points). ▪ Technical skills/CV's of the team and team structure demonstrating technical and professional experience in similar projects (10 Points) ▪ Demonstrable skills and capacity of the proposed team and company (10 Points). 	40
Approach and Methodology, Work Plan and Process	<ul style="list-style-type: none"> ▪ Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to the deliverables and outputs. (30 Points) 	40

	<ul style="list-style-type: none"> ▪ The service providers must demonstrate their experience in similar assignments and must illustrate their understanding of the services required. (10 Points) 	
Level of experience and knowledge	<ul style="list-style-type: none"> ▪ Previous work in similar initiatives/project (Attached testimony letter/Three contactable references) (20 Points) <ul style="list-style-type: none"> ➤ 1 Letter/contactable reference (5 Points) ➤ 2 Letters/contactable reference (15 Points) ➤ 3 Letters/contactable references and above (20 Points) 	20
Total Points		100

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

8.2.2. Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies	B-BBEE Level Contributor	20
TOTAL		100

9. PAYMENT STRUCTURE

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. Payments will only be made on the basis of the work completed (milestones/ deliverables) as per the project implementation plan to be agreed at the inception of the project.

10. GENERAL

10.1 Below are compulsory requirements for this service

10.1.2 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.

10.1.3 Kindly submit the following document:

- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**
- **Valid Tax Clearance Certificate.**
- **Professional Indemnity**

10.1.4 Further information regarding technical matters can be sent an email to: Jacko.McCarthy@thehda.co.za or tel: 041 393 2600

10.1.5 Further information regarding supply chain matters and queries can be send via email to: Mpho.Mmethi@thehda.co.za or at tel: 011 544 1000

11 SUBMISSION OF PROPOSALS

11.1. Proposal should be submitted on or before the 23rd January 2012 by no later than 12h00 noon to the following address:

The Housing Development Agency
Fairview Office Park
66 Ring Road
Greenacres
Port Elizabeth

11.3. 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.