REQUEST FOR PROPOSALS

PRELIMINARY GEO-TECHNICAL INVESTIGATIONS AND ENVIRONMENTAL ASSESSMENT ON THE PORTION 1 OF THE FARM PAARL, 522 LQ

LIMPOPO PROVINCE

RFP/LIM/026

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 MONDAY, 11 FEBRUARY 2015
TERMS OF REFERENCE

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 settlements. 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.

In Limpopo, the HDA has signed an implementation protocol with the department of Cooperative Governance, Human Settlements and Traditional Affairs (CoGHSTA). One of the objectives in the Medium Term Operational Plan is to support the department in land assembly programme. The HDA and relevant stakeholders have subsequently identified land parcels that are suitable for housing development across the province. Some of the identified land parcels require technical investigations to confirm suitability for integrated human settlements development and any other services related to Human settlements.

Further to this, the HDA is required, to undertake any processes relating to approvals required for housing development and prepare necessary documentation for consideration and approval by the relevant authorities. In order to achieve these objectives, the HDA intends to utilize services of relevantly qualified and experienced professional service providers to undertake Preliminary Geotechnical investigations (including mining prospectors’ assessment) and preliminary environmental scoping on the below-mentioned property in order to:

- Determine soils stability and suitability through Preliminary Shallow Geotechnical Assessment and Laboratory testing.
- Establish possibility of existence or non-existence of any ground water and or abnormal water table level challenges.
- To undertake flood line investigations.
- Establish if the properties could be / have the potential to be developed as an integrated Human settlement.
- Identify key environmental issues to ensure that detailed prediction work is only carried out for important issues.
- Recommend Mitigation measures where adverse impacts have been identified.
- Establish any other unknown risks on the properties with regard to environmental / soil challenges;
- Determine the extent of developable areas through diagrammatic / schematic presentations;
2. PROPERTY DESCRIPTIONS

The locality map of the properties to be investigated is attached hereto. The property descriptions are provided as follows;

Table 1: Property descriptions

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>PROPERTY DESCRIPTION</th>
<th>PROJECT EXTENT (HA)</th>
<th>T/DEED NO.</th>
<th>OWNERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lephalale Local Municipality</td>
<td>Portion 1 of the Farm Paarl 522 LQ</td>
<td>635.7615</td>
<td>T101771/2007</td>
<td>ABSA PROP DEVELOPMENT PTY LTD</td>
</tr>
</tbody>
</table>

The subject property is located within the jurisdiction of Lephalale Local Municipality. The subject property is located adjacent to Ledibeng Eco-state (Private/ gated community development). It is intended that upon acquisition of this property, the Department of Cooperative Governance, Human Settlement & Traditional Affairs will develop an integrated Human settlement on the said property. The Portion 1 of the Farm Paarl 522 LQ is 635.7615 hectares in extent.

3. OBJECTIVE OF THE PROJECT

The objective of this assignment is to undertake preliminary geotechnical investigations and environmental assessment on the Portion 1 of the Farm Paarl 522 LQ, located within the Jurisdiction of Lephalale Local Municipality.

4. SCOPE OF WORK

The scope of work for the assignment consists of the following;

a. Conduct Preliminary Shallow Geo-Technical Assessment to establish soils stability and suitability, and advice the HDA on mitigatory measures to be applied should the HDA acquire the property for the development of an integrated human settlement.

b. Provide Laboratory Testing results as part of further assessment and recommendations thereof.

c. Provide the HDA with two related and separate comprehensive reports for Preliminary Geo-Technical Assessment and Environmental Scoping with recommendations advising the HDA on whether to pursue the acquisition of the subject properties based on the findings of the latter reports in line with relevant legislation.

d. To determine if there are mining (prospecting) activities or rights taking place on or closer to the properties in question and how the potential mining activity/rights might affect the use of the land Human settlement.

e. To determine if the properties are not within the flood lines.
5. DELIVERABLES & OUTPUTS

In accordance with the relevant standards and procedures for professional practice, and contracted scope of work, the professional service provider will submit and make oral presentation on the following outputs and deliverables:

5.1 Inception Report

The report must outline the agreed scope of methodology, process plan, expected outputs, deliverables and milestone/ timeframes, including detailed description of content and characteristics of each of the work outputs/ deliverables of task section. An oral presentation of the inception report to client is required. A soft copy and three (3) hard copies are required.

5.2 Geotechnical investigation and preliminary environmental impact assessment report (Draft)

This report must contain findings and analysis with preliminary conclusions, proposals and recommendations with respect to scope of work/ task section 4. An oral presentation of the draft report to client is required. A soft copy and three (3) hard copies are required.

5.3 Geotechnical investigation and preliminary environmental impact assessment report (final)

This report will incorporate feedback and comments on the on the above draft. The service provider will provide all necessary drawings, and submit the reports in PDF, word and shape files/DWG format. An oral presentation of the final report to client is required. A soft copy and five (3) hard copies are required.

All other related information attained from any other relevant / responsible authorities, which assisted in undertaking of Geo-Technical Assessment and Environmental Scoping should form part of annexures of the comprehensive reports to be submitted to the HDA. Mining prospecting licence and comments from the Department of Mineral Resources must also be made available to the HDA.

Flood line certificate if the area is affected by the flood lines must be submitted to the HDA. The lab result from the trial pits conducted on site must be made available to the HDA.

6. DURATION

The anticipated timeframe for the completion of this project is 1 Month.

7. TEAM COMPOSITION

The service provider is expected to assemble a team with the following expertise
- Environmental and/or EIA specialist
- Geotechnical engineer

The above professional staff composition is the client's suggestion as a minimum requirement. The consultants are advised to propose their own team composition based on the scope of work as defined in section 4.

6. EVALUATION PROCESS

6.1. 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.

6.2. 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% of the points noted in the table below will be disqualified for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using 80/20 Price/B-BBEE formula.

Table 1 – Evaluation Criteria

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/ POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company profile and individual team members (CVs)</td>
<td>• Qualifications, Capacity, Level of experience and knowledge</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>• Previous work in: The compilation of Environmental Impact Assessment and Geotechnical investigation reports.</td>
<td>40</td>
</tr>
<tr>
<td>Approach and methodology</td>
<td>• Methodology, roadmap and clear understanding of information to be collected and the rationale thereof</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

The following criteria will be used for point’s allocation for price and B-BBEE compliance on 80/20 point system:-

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Table 2 – Price and B-BBEE

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/ POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>Detailed Budget Breakdown</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE Status Level Verification Certificate from accredited verification agencies.</td>
<td>B-BBEE Level Contributor</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

The **HDI proposal** will be evaluated as per PPPFA regulations.

8. **REQUIREMENTS**

8.1 Below are compulsory requirements for this service

8.2 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.

8.3 Kindly submit the following documents:

- 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 proposals on all work to be done.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

8.3 Further information regarding technical matters can be sent via an email to: [tryphina.mabokela@thehda.co.za](mailto:tryphina.mabokela@thehda.co.za)

8.4 Further information regarding supply chain matters and queries can be send via email to: [jerry.makofane@thehda.co.za](mailto:jerry.makofane@thehda.co.za) or tel: 011 544-1000

9. **SUBMISSION OF QUOTATIONS**

Proposals should be submitted on or before the 11 February 2015 by no later than 12h00 to the following address:

**The Procurement Specialist**  
The Housing Development Agency,  
Block A, 6-10 Riviera Road, Killarney, 2193,  
Tel: 011 544 1000

9.1 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.

10. **GENERAL**  
1) The selection of the qualifying proposal will be at the HDA’s sole discretion.
2) The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

3) The HDA expresses that in an event of any service provider being appointed on this job, there is no expectation that any follow up work on this project will be granted to the same service provider.