REQUEST FOR QUOTATIONS

LAND SURVEYING, SITES PEGGING AND GENERAL PLAN FINALISATION OF ERVEN SITUATED WITHIN PORTION 134 OF THE FARM BOKFONTEIN NO. 448 JQ, MADIBENG LOCAL MUNICIPALITY, NORTH-WEST PROVINCE

RFQ/NW/2015/001

QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN
12H00 TUESDAY, 23rd FEBRUARY 2016

RFQ/NW/2015/001
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. Further, the HDA provides project delivery support services to organs of state at local, provincial and national levels. Informal settlements upgrading and project management services are of particular focus for the organisation.

2. PURPOSE

The purpose of this report is to secure the services of a Registered Professional Land Surveyor to undertake the Land Surveying, Sites Pegging and finalization of the General Plan for erven situated on Portion 134 of the Farm Bokfontein No. 448 JQ in accordance with the approved Layout Plan.

2.1 Property Description & locality

The property description is as follows:

<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>Madibeng Local Municipality</td>
<td>Portion 134 of the Farm Bokfontein No. 448 JQ</td>
<td>30.6185</td>
<td>T84496/2012</td>
<td>Madibeng Local Municipality</td>
</tr>
</tbody>
</table>

The locality map of the subject property attached hereto.

2.2. Current Status

An approval was granted for a township establishment on the subject property and the following documents are available:

2.2.1. Township establishment approval;
2.2.2. Approved Layout Plan.

3. PROJECT OBJECTIVE

The objective of this assignment is to demarcate the erven in accordance with the approved Layout Plan to enable the municipality to allocate the stands for approved beneficiaries as well as handing over deeds of transfer/Tittle Deeds.

4. SCOPE OF WORK

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

4.1 Municipal and community engagements;
4.2 Survey of Topographic and Contour Plans (0.5m contour interval);
4.3 Surveying and pegging of erven in accordance with the approved Layout Plan;
4.4 Submit General Plan to and secure the approval thereof from the Surveyor General.
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:

- Inception Report;
- Report with surveyed coordinates;
- Provide visible pegs on site for each stand;
- Topographic and Contour Plans;
- Provide electronic and hard copies on A1 or A3 of the Topographic & Contour plans; and
- Approved General Plan;

6. DURATION

The anticipated timeframe for the completion of this project is two (2) Months.

7. TEAM COMPOSITION

The appointed consultant is advised to propose his/her team composition based on the scope of work as defined in section 4.

8. EVALUATION PROCESS

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

<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>BBBEE (Status Level Verification Certificate from accredited verification agencies)</td>
<td>BBBEE Level Contributor</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

The HDI proposal will be evaluated as per PPPFA regulations.
9. REQUIREMENTS

Below are compulsory requirements for this service:

9.1 Registered as a Professional Land Surveyor.

9.2 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.

9.3 Kindly submit the following documents:

- Proof of valid registration as a Professional Land Surveyor with the relevant institution (PLATO).
- 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.
- 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.
- **NB: Failure to submit the above mentioned will lead to automatically disqualification**

If not on our database, kindly complete and submit the HDA supplier database form and together with the above documents.

9.4 Further information regarding technical matters can be sent via an email to: tumisi.kgomo@thehda.co.za or tel: 011 544 1000

9.5 Further information regarding supply chain matters and queries can be send via email to: jane.mahlangu@thehda.co.za or tel: 011 544 1000

10. SUBMISSION OF QUOTATIONS

Quotations should be submitted on or before the 23rd February 2016 by no later than 12h00 to the following address:

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

10.1 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.

11. 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.