REQUEST FOR PROPOSALS

DEVELOPMENT OF MUNICIPAL PROFILES AND SUPPORTING LAND INFORMATION

RFP/JHB/070

PROPOSALS TO BE SUBMITTED BY NOT LATER THAN 22nd APRIL 2013, 12 NOON
1. Introduction

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

Section 7(2) (d) of the Housing Development Agency Act (HDA), Act 23 of 2008 requires the HDA to introduce and manage a land inventory and information system in support of the identification and acquisition of state, privately and communally owned land which is suitable for residential and community development.

The HDA has developed and deployed a solution to provide information to the users about properties at spatial level. The solution provides a mapping function, search function for properties, reporting function, analysis with a number of reports, simple spatial mapping tools and access to various data sets (South Africa administrative boundaries, National Address database, Cadastral Data, Deeds data, Street centre lines, Points of interest, Suburb boundaries and Town boundaries).

This solution, the Land and Property Spatial Information System (LaPsis) provides an integrated mechanism at a national scale to our stakeholders (internal and external), where the users have access to a simple online spatial information systems with easy logical navigation; information that can be used at a strategic and operation level by the user, making recommendations which will ultimately impact on policy development and the livelihoods of communities.

2. Purpose

The purpose of this request for quotations is to appoint a service provider to create a municipality profile template to be populated, based on a model that can be replicated for other municipalities.

3. Discussion

3.1. The HDA provides support in particular to the National and Provincial Departments of Human Settlements, Cooperate Governance and Traditional Affairs and their Municipalities through providing policy and resource interventions with the focus on human settlement development.

3.2. With this RFQ initiative, the HDA intends to provide guidance and advice to the Provincial Department of Human Settlements and Municipalities on efficient utilization of land and economical government infrastructure investments in support integrated human settlements development.

3.3. It has thus become increasingly important to have access to, key facts that may influence government investment decisions and prioritization. These may include but not limited to:

- Local population and settlement patterns
- Economic activities and associated income levels
- Demand and supply of housing needs
- Access to basic services (Water, electricity and related municipal services)
- Access to infrastructure, employment and socio economic amenities
- Strategic land acquisition in relation to housing need
- Spatial restructuring and redesign of communities.
3.4. It has therefore become imperative to understand the municipalities with regards to the following:

- Land Development Plans (land data base and management systems)
- investment programmes, (housing programme in relation with housing need per suburb over time supported by relating to socio-economic and demographics perspective),
- investment perspectives and opportunities (spatial restructuring, areas of growth, assessment of impact),
- economic strengths, weakness and possible opportunities (audit opinions, income, public finances, budgets),
- service delivery plans (bulk, transportation, priorities, projects, capacity and capabilities),

3.5. Equipped with this type of information, the HDA would be in a position to suggest and promote a number of solutions / alternatives to the municipality, using the information developed from the templates that would be analysed to monitor trends. This should guide the work of the Agency in advancing the support to partners at all the three spheres of government by providing factual data for making land related investment decisions.

3.6. The template should be developed with a perspective that it would profile prioritised municipality in the first instance but could be replicated in other municipalities in future to lead and guide the land acquisition for human settlement development by municipalities and the provinces where applicable.

4. Scope of work

The objective of this request is to:

- create a municipality profile template
- populate the municipality profiles, focusing the profiles of the mining towns: focusing as an immediate priority on:
  - Lephalale
  - Rustenburg
  - Sekukune
  - Klerksdorp
  - West Rand
  - Carltonville
  - Emalahleni and
  - Welkom
    - The proposal should present a quote specifically for these said municipalities on their own
- identify and recommend the categories of information to be used for populating the profiles
- ensure that the data set developed can be integrated with the land and property spatial information system, and
- ensure that the information set can be integrated or isolated and used in different context as may be required by municipalities to support their own planning processes.

5. Deliverables

The service provider is expected to undertake and deliver on the following:

- A well-researched model, for the template, based a structured principles
- A municipality profile template
• A municipal profile on a prioritised Mining Town as a pilot /case study.
• Provide the supporting database / set that can be integrated with the land and property spatial information system, and
• Provide data in an accessible format (Graphs, Excel etc.), to enable other analysis and consolidation where possible.
• Document all resources and ensure that the HDA access to the data and able to use and update the data
• Consider potential collaborators and a structure for collaborating in building a sustainable mechanism to populate and promote the templates.

6. Approach

Each of the profiles to be developed should be structured in a standard format to ensure uniformity of categories of data and information sets. The document to be developed should draw it data from the most recent, accessible and recognised (reputable) data available. It would be important to ensure that the data sources used be cited in the document.

7. Timeframe

It is expected that the project should be concluded within agreed time frame but no later than 90 days from the initiation of the project.

8. Institutional arrangements

The Agency will establish a Project Steering Committee composed of official from HDA, National department of Human Settlement and other expert groups as may be identified to assist in the review of the template and identification of priority municipalities. A key contact person will be nominated by both parties to coordinate the activities.

9. Invitation

You are invited to submit quotations for this work in accordance with the description of the project intention as outlined above.

10. Proposal structure

The proposal submitted for consideration must contain:
• Proposed approach to the work with a clear and logic methodology
• A draft proposed template
• Programme for populating the template and data set
• Statement of qualifications of the service provider (e.g. details of the individuals/team involved, specific expertise, track record)
• The skills and experience should demonstrate, among others:
  o An understanding of the HDA Act, human settlements sector and human settlement development issues generally
  o An understanding of the information environment supporting land assembly, land acquisition and land planning within the public arena at a national, provincial and local authority level
• A description of the service provider’s organisation, and an outline of recent experience on assignments of similar nature, including the name of the institution where a similar project was undertaken, the project name; value of the project awarded; year awarded and year completed, indicating and demonstrating capacity to do the work.
11. Contract

HDA shall enter into a legally binding contract with the successful bidder, in addition to the letter of appointment.

12. Proposal

It would be important for the service providers to ensure the following aspects are fully considered and discussed in their proposals:

a) A description of the service provider’s methodology to perform tasks set forth in these terms of reference, including the proposed work plan;

b) A description of the service provider’s organisation and an outline of recent experience on assignments of similar nature, including the name of the institution where a similar project was undertaken, the project name; value of the project awarded; year awarded and year completed.

c) Service providers must ensure that people with relevant skills and sufficient experience are part of the project. Curriculum vitae of professional staff to be involved in the project should be included, and should include the degree of their involvement in various previous assignments.

d) The skills and experience should include among others:
   - An understanding of development issues generally
   - An understanding of organisational issues
   - Insight and empathy
   - Authority/credibility
   - Experience in running strategic planning processes
   - A good reputation with previous clients
   - Conflict management skills and confidence about handling conflict
   - Able to help you clarify the outcomes of the process and a commitment to helping to reach the desired outcomes
   - Honesty and fairness
   - Logic, self-discipline and the ability to operate systematically
   - Commitment to deadlines
   - Verbal and written skills

13. Evaluation process

13.1. 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.

13.2. 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

- Itemised budget proposal based in key milestones
- Timeframe and project plan
- Costing should also reflect hourly rate of team working on the project
  - Note: sundry costs must be included as it will not be recovered separately.
  - Quotations must be Vat inclusive
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 a 80/20 Price/B-BBEE formula.

**Table 1-Functionality Criteria**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/ POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience, knowledge and skill</td>
<td>• Expertise and related experience in executing similar projects (15 Points)</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>• Knowledge of socio, demographic economic and related information, relevant sources, statistical analysis, planning (SDF, IDP’s, etc) and Fiscal frameworks (Grants, etc) (25 Points)</td>
<td></td>
</tr>
<tr>
<td>Understanding of the work</td>
<td>• Quality and responsiveness of the project proposal towards the scope and objectives in the body of the document (5 Points)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>• Comprehensive template with rationale that can be used to support decisions for land acquisition (15 Points)</td>
<td></td>
</tr>
<tr>
<td>Capability and capacity</td>
<td>• Capacity and functions of the proposed project team (5 Points)</td>
<td>10</td>
</tr>
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<td></td>
<td>• Understanding socio-economic development in local government (5 Points)</td>
<td></td>
</tr>
<tr>
<td>Approach and methodology</td>
<td>• Methodology, roadmap and clear structure of the profiles to be developed, used and rationale thereof (10 Points)</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>• Ease of use and integration of information with existing systems (online GIS) (20 Points)</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

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

**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>
14. Payment structure

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 an outstanding information/work by the service provider/s.

15. General

15.1. Below are compulsory requirements / submissions in order to submit your proposals 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 organisational guidelines.
- 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. Under compliance checklist.
  - Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

15.2. Further information regarding technical matters can be sent an email to: Johan.Minnie@thehda.co.za or at tel: 011 544 1000, and

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

15.4. A compulsory briefing session with representatives of the HDA will take place at the HDA, Block A, Riviera Office Park, 6-10 Riviera Road, Killarney, Johannesburg on Wednesday, 17th April 2013 starting at 11h00. Failure to attend the compulsory briefing session will lead to automatic disqualification.

16. Submission of Proposal

Proposals should be submitted on or before the 22nd April 2013 by no later than 12h00 to:
Attention:

Supply Chain Management

Block A, Riviera Office Park

6-10 Riviera Road, Killarney

Johannesburg

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.