



Terms of Reference: Market Survey to determine demand for affordable housing, City of Tshwane (Pretoria CBD)

1. Introduction

Housing Company Tshwane (HCT), a Non Profit Company (NPC) hereby invites proposals from qualifying service providers to conduct a **market survey** to determine the demand for affordable, social/rental housing in and around the Pretoria central business district, City of Tshwane .

2. Purpose

The **market survey** will be used to determine the demand for social /rental housing in and around the Pretoria central business district, City of Tshwane .

3. Scope of work

3.1 The market survey is expected to produce the following outcomes:

3.1.1 a demand and supply analysis that is aimed at examining the potential of the social/rental housing market and

3.1.2 a demographic analysis to supplement the demand and supply investigation.

The Demographic analysis must include:

- The number of households within defined income bands as well as anticipated changes that will occur within the next five years within each band(taking into consideration the economic status of the country among other relevant factors)

- The profile of households with joint monthly incomes between R3501- R7500, R7501- R15000, R15000 and more
- Determine the disposable income and typical non housing related expenditures of households in the target range, transportation and parking costs and availability and or lack of services and social facilities in those areas.
- Estimate the number of households in the target income range who are coping and who are not coping with their rentals.

3.2 With regard to demand, HCT requires:

- A breakdown of the demand in terms of preferred housing typologies.
- Demand data that includes up to date and relevant population trends in relation to the study area and proposed social housing project.
- Employment levels and stability within the area
- Nature and composition of employment sectors in the area
- Projected growth /decline of the relevant economic sectors

3.3 The supply data should include inter alia the following:

- The acceptable forms of housing typologies
- Available housing stock around the study area
- Relevant housing information such as rental housing vacancy rates around the study area

3.4 Additional information (activities and timeframes)

- The service provider's work plan must include both quantitative and qualitative information on the way the market survey will be packaged and conducted.
- The proposed market survey will be conducted over a period not exceeding three (03) months, commencing on 01 November 2013 The assignment will be undertaken in and around the prescribed area(s) of the City of Tshwane. Specific attention must be paid to potential tenants residing within the CBD areas and surrounding suburbs and townships.

4. Evaluation Criteria

Bidders will be evaluated in terms of the prevailing supply chain policy applicable to HCT and it should be noted that:

- The benchmark of minimum of 80 points out of 100 points on technical capability will be the cut- off to qualify for further evaluation;
- Qualifying bids will be assessed using the 80:20 formula for Price and HDI.

The following table demonstrates the criteria to be used for allocation of bid points. Bids scoring less than 80 points will be set aside.

4.1 Price and BEE compliance

Criteria	Sub Criteria	Weighting/points
Price	Price of the bid	80
BEE	Equity holding by HDI	5
	% of equity holding by women	5
	% of equity ownership by disabled(proof to be provided)	5
	% of equity ownership by Youth (18-35)	5
Total		100

4.2 HDI evaluation

- The HDI proposal will be evaluated as per the applicable legislation and regulations.

- If points are claimed for disabled persons, indicate nature of impairment and medical certificate/proof must be submitted

4.3 Additional bid information

- Hard copy of the bid proposal must be hand delivered to the Housing Company Tshwane(1 original copy and 1 copy)
- Note that, on acceptance of the proposal it would be expected that your consultancy/company/organisation should be registered on our HCT SCM database (forms available in our offices)
- All the legally required information should be submitted with the proposal. The compliance checklist is as follows:
 - original tax clearance certificate
 - certified copies of company registration documents;
 - certified copies of identity documents for each company shareholder or member(s).
- cost breakdown on key issues, including hourly rates and sundry costs where applicable

All bids must reflect a VAT-inclusive price.

5. Control mechanism

A formal communication structure is required to ensure that the delivery requirements are met by Service Provider

6. Acceptance of proposals

The selection of the qualifying proposal will be at HCT's sole discretion. The HCT does not bind itself to accept any particular bid/proposal and the HCT reserves the right not to appoint the service provider.

7. Payment structure

Payment for work done (phased) will be made no later than thirty (30) days receipt of a formal invoice, and once the relevant project delivery milestones have been achieved.

8. Submission address

Proposals must be submitted to HCT for the attention of the **Property Development Manager** by no later than 12:00 pm on the 03 December 2013

Housing Company Tshwane

Ground Floor, Shop 7

Bothongo Plaza West

271 Francis Baard Street

Pretoria Central

e-mail enquiries can be sent to ayandama@tshwane.gov.za