



E1.1 Notice and Invitation to submit Proposals

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR HOUSING COMPANY TSHWANE.

Housing Company Tshwane is a City of Tshwane Municipal Owned Entity with a mandate to develop, maintain and manage social housing and rental stock. In order to achieve this mandate, Housing Company Tshwane has amongst other things reviewed its procurement strategy in order to progressively develop and deliver its projects.

Proposals are hereby called from interested professional service providers in a form of a tender to submit their credentials and company profiles in order to be included in a panel of service providers for development of social housing stock within the City of Tshwane over the coming period of three (3) years. The detailed copy of the Terms of Reference is available on www.thehct.co.za or request via e-mail: ThabaniM@tshwane.gov.za.

The envisaged scope of work will require inclusion of the following expertise on the panel:

1. **Architect**
2. **Civil Engineering (specify expertise .e.g. roads, storm water, sewer and water)**
3. **Electrical Engineers**
4. **Structural Engineering**
5. **Environmentalists**
6. **Town Planners**
7. **Traffic Engineers**
8. **Project Managers**
9. **Quantity Surveyors**

The tenderers within the panel will be expected to also have the following expertise as and when required:

1. **Land Surveyors**
2. **Conveyancers**
3. **Geotechnical Engineers**
4. **Facilities Management**
5. **Social Facilities**
6. **Policy/Strategy development (with extensive Social Housing development and management background)**
7. **Safety Officer**
8. **Project Finance Specialist**

Respondent's proposals will be required to be accompanied by the **Document of Formation** of the proposal duly registered and authenticated by a Notary Public or other official deputised to witness sworn statements in which is defined precisely the conditions under which the tender will function, its period of duration, the persons authorised to represent and obligate it, the address of correspondence, the participation of several firms forming the tender and any information necessary to permit a full appraisal of its functioning including a clause to the effect that the members of the tender are jointly and severally bound

RESPONDENTS ARE REQUIRED TO INCLUDE IN THEIR SUBMISSION, AN ORIGINAL TAX CLEARANCE CERTIFICATE FROM THE SOUTH AFRICAN REVENUE SERVICES (SARS), CERTIFYING THAT THE TAXES OF THAT PERSON AND/OR THE RESPONDENT TO BE IN ORDER, OR A LETTER FROM SARS STATING THAT SUITABLE ARRANGEMENTS HAVE BEEN MADE WITH SARS, AND OR AN APPLICATION HAS BEEN LODGED.

FAILURE TO COMPLY WITH THIS REQUIREMENT WILL NULLIFY THE RESPONDENT SUBMISSION. NO CORRESPONDENCE WILL BE ENTERED INTO FOR FAILING TO COMPLY WITH THIS REQUIREMENT.

DISQUALIFICATION CRITERIA

Only respondents who are responsive to the following responsiveness criteria are eligible to submit proposals:

1. **Proposals must be properly received on the closing date and time specified on the invitation, fully completed and signed in black ink (All as per Standard Conditions for the calling for Proposals as contained in Annex H of the CIDB Standard for Uniformity in Construction Procurement (January 2009) as published in Government Gazette No 31823, Board Notice 12 of 2009 of 30 January 2009. (See www.cidb.org.za).**
2. **Original Valid Tax Clearance Certificate.**
3. **Submission of declaration of interest.**
4. **Submission of service provider's/specialists profiles**
5. **Submission of the compulsory returnable schedules/ documents listed under returnable documents.**

EVALUATION CRITERIA

Criteria Applicable		Guideline	Allocation of points
1.	Professional & Technical Qualification	At least (1) one registered professional as according to the field of expertise.	40
2.	Professional & Technical Competence	Provide list of projects successfully implemented and completed with reference.	20
3.	Previous Experience	Bidders to provide a detailed list of all related project experience attained required for the evaluation of previous experience. In this regard, the value of work, reference, length of assignment, resources utilized.	25
4.	Infrastructure & Capacity	Bidders to provide a detailed list of office facilities and equipment that is deemed necessary to render a professional service i.e.: vehicles, computers with relevant software's, telephone, telefax, email etc.	5
5.	Financial Resources	Companies to submit bank rating and or copies audited (3) three year financial statements or since establishment. Close corporations to submit financial statements.	5
6.	Locality	The Programme Manager's offices should be within City of Tshwane's boundaries	5
Total			100

The tender must achieve 80% in order to go to the next phase of evaluation.

Projects will be allocated to selected service providers approved in the panel.

Each submission should include:

- Details of relevant expertise and experience;
- Ownership profile;
- Profiles of all service providers; in the case of a joint venture.
- Addresses and contact details of offices;
- Certificates of Relevant professional associations (Certified Copies);
- CV's of Directors and other personnel who would be working on the projects identified by Housing Company Tshwane;

Minimum Points that will qualify respondents to be included on the list of panel of professional service providers shall equal to 80.

It should be noted that Housing Company Tshwane is not obliged to accept any or all of the submissions received.

Applicants are urged to ensure that they are also registered as Service Providers with the Supply Chain Management Database of Housing Company Tshwane, which expedites any procurement that requires to be done via a service provider; however inclusion on both of this will not necessarily be a guarantee of any work being awarded.

1. COLLECTION OF PROPOSALS DOCUMENTS:

- Related documents i.e Database registration forms, Declaration of interest documents are obtainable on www.thehct.co.za and will be obtainable on during working hours (between 07:30 and 16:00) at the Housing Company Tshwane, No 271 Francis Baard street Bothongo Plaza West, Ground floor shop 7&8, Pretoria Central,
- ENQUIRIES RELATED TO PROPOSALS DOCUMENTS MAY BE ADDRESSED TO:

Author	Mr A. Magubane	Telephone no:	(012) 358 5205
Cell no:	N/A	Fax no:	N/A
E-mail:			

2. DEPOSIT / RETURN OF PROPOSALS DOCUMENTS:

- 3.1. Telegraphic, telephonic, telex, facsimile, electronic and late submissions will not be accepted.
- 3.2. Requirements for sealing, addressing, delivery, opening and assessment of Proposals are stated in the Submission Data document.
- 3.3. All other additional documents should be bound together with this EoI document.

Proposals must be submitted in the TENDER BOX situated Housing Company Tshwane, Ground floor, Shop No 7 & 8, Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central, 00031. Tenders will be opened at the latter address at the time indicated.