



## human settlements

Department:  
Human Settlements  
PROVINCE OF KWAZULU-NATAL

### INVITATION FOR PROPOSALS

**ZNB23/2017/18HSE- APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER SPECIALISED DEVELOPMENT FACILITATION SERVICES, FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD NOT EXCEEDING 5 YEARS, ON A ROTATIONAL BASIS AS AND WHEN THE NEED ARISES**

<b>BID NUMBER</b>	<b>ZNB23/2017/18HSE</b>
<b>CLOSING DATE</b>	<b>09 MARCH 2018 @ 11H00</b>
<b>BID BOX NO.</b>	<b>15 (SITUATED AT 12<sup>TH</sup> FLOOR FOYER, EAGLE BUILDING, 353-363 DR PIXELY KA SEME STREET, DURBAN)</b>
<b>COMPULSORY BRIEFING SESSION DATE</b>	<b>19 FEBRUARY 2018 – <u>NO DOCUMENT WILL BE ISSUED ON OR AFTER BRIEFING SESSION DAY</u></b>
<b>BRIEFING SESSION TIME</b>	<b>11H00</b>
<b>BRIEFING SESSION VENUE</b>	<b>LECTURE HALL, DEPARTMENT OF WORKS, SAPPER AVENUE, 455A KING CETSHWAYO HIGHWAY (FORMER JAN SMUT HIGHWAY) MAYVILLE, DURBAN</b>
<b>TECHNICAL ENQUIRIES</b>	<b>MR V. GUMEDE: 031 319 5169</b>
<b>BID ENQUIRIES</b>	<b>MR. S. MTHEMBU 031 336 5169/ MRS R. GAFOOR 031 336 5142</b>

The KZN Department of Human Settlements hereby invites proposals from suitably qualified and experienced service providers with the capacity for placement on the Department's Database for Social Facilitators to undertake SPECIALISED DEVELOPMENT FACILITATION Services.

Bid documents can be downloaded from E-tenders Publication Portal ([www.e-tenders.gov.za](http://www.e-tenders.gov.za)) from 09 February 2018 to 19 February 2018.

The bidder or a person who is directly employed by the bidder and is suitably qualified and experienced to comprehend the implications of the work involved must represent the bidder at the compulsory briefing session.

**Bidders must furnish original bid documents at the briefing session venue as section J will be endorsed by the Department's official.**

The successful applicant will be required to enter into an Agreement with the Department of Human Settlements. The applicant must comply with legislative requirements, hence must register with the respective professional bodies and covered by the professional indemnity.

The proposal, inter alia, to incorporate the following aspects

### SCOPE OF WORK

The successful applicant will be required to enter into an Agreement with the Department of Human Settlements. The applicant must comply with legislative requirements.

The Province has a huge housing backlog which is growing at such a fast rate resulting in an increase in the number of slum which are very unhygienic and unhealthy to live in thus putting serious pressure on the department to fast track delivery.

The department is faced with a serious lack of built environment professionals to fast track the various legally mandated activities that must take place in any housing development.

The Province is constantly prone to natural disaster (heavy storms/ gail force wind, fire etc.) and beneficiaries affected by such disasters cannot be assisted immediately due to the Supply Chain Management requirements at both Municipal and the departmental level.

A number of projects in the province are blocked and come to a total standstill due to service providers going bankrupt, lack of bulk infrastructure, etc.

### **SCOPE OF WORK FOR SPECIALISED DEVELOPMENT FACILITATION AND BENEFICIARY ADMINISTRATION COMPANY**

1. Undertaking social facilitation/ surveys for the projects requested by the Department of Human Settlements by engaging with relevant stakeholders within the communities to be developed.
2. Conduct research on various human settlements projects and community dynamics.
3. Provide reports on social facilitation/ surveys for the projects requested by the Department of Human Settlements
4. Conducting regular meetings with professionals and community leadership.
5. Communicating the projects processes and progress to the relevant stakeholders.
6. Facilitate and undertake beneficiary administration.
7. Refer special cases to various departments and other relevant stakeholders, for cases that need special attention within projects
8. Compile a social compact based on needs analysis that will be a guide on what product is need
9. Compiling a submission on project need basis

### **PROFESSIONAL COMPETENCY REQUIRED**

Service Providers must comply with legislative and governmental policy requirements and be registered with the Central Suppliers Database.

### **EVALUATION CRITERIA**

**THE BID WILL BE EVALUATED IN TWO STAGES AS FOLLOWS:**

#### **STAGE 1 – ELIGIBILITY CRITERIA**

**IN ADDITION TO REQUIREMENTS, A COMPREHENSIVE COMPANY PROFILE MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER EVALUATION CRITERIA. THE PROFILE MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED PROJECTS MUST BE ATTACHED. IN CASES WHERE THERE ARE TEAMS, DETAILED CURRICULAM VITAE OF ALL KEY PERSONNEL IS REQUIRED. A MINIMUM OF 60% IS REQUIRED IN ORDER TO QUALIFY.**

<b>Key aspect of Eligibility</b>	<b>Basis for points allocation</b>	<b>Score</b>	<b>Points Allocation</b>
<b>Methodology</b>	Define a clear and unambiguous strategy in executing the service	Good	<b>19 - 30</b>
	Acceptable (in terms of above).	Fair	13 - 18

	Lacks the appropriate level of experience (in terms of above).	Poor	0 - 12
<b>Relevant Experience</b>	Experience is relevant and applicable to the related field. Good track record and a list of traceable references. Displays appropriate, applicable and relevant skills on previous similar assignments.	Good	<b>16 - 25</b>
	Acceptable (in terms of above).	Fair	11 - 15
	Lacks appropriate, applicable and relevant skills (in terms of above).	Poor	0 - 10
<b>Stakeholders and Resources Organogram</b>	Clearly indicates stakeholders and resources organogram.	Good	<b>10 - 15</b>
	Organogram is acceptable.	Fair	7 - 9
	Organogram lacks clarity.	Poor	0 - 6
<b>Financial Capacity</b>	Clearly indicates that the service provider possesses the required Financial Capacity to successfully undertake this service. Provide 2 year audited financial statements.	Good	<b>10 - 15</b>
	Acceptable Financial Capacity	Fair	7 - 9
	Lacks Financial Capacity	Poor	0 - 6
<b>Risk Management</b>	Display an understanding of the risks involved in the field of work and devise mitigation strategies.	Good	<b>10 - 15</b>
	Acceptable display of risk and mitigation strategies	Fair	7 - 9
	Lacks display of risk and mitigation strategies (in terms of above).	Poor	0 - 6
<b>TOTAL</b>			<b>100</b>

## **STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM**

The 80/20 Preference Points System will be utilized. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:  
MR V. GUMEDE: 031 319 3620/ 0827714665**

