



INVITATION FOR PROPOSAL

APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE THE ESTABLISHMENT AND IMPLEMENTATION OF THE NATIONAL HOUSING NEEDS REGISTER IN THE MSUNDUZI MUNICIPALITY FOR A PERIOD OF 12 MONTHS.

BID NUMBER ZNB91/2022/23HSE
CLOSING DATE 06 FEBRUARY 2023
BID BOX NO. 01 (SITUATED AT THE 12TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001).

COMPULSORY BRIEFING SESSION DATE **DATE:** 20 JANUARY 2023
TIME: 11:00AM
INKOSI ALBERT LUTHULI CENTRAL HOSPITAL
RESIDENCE HALL
800 VUSI MZIMELA ROAD
CATO MANOR
DURBAN
4091

BID DOCUMENTS Bid document can be downloaded from www.kzndhs.gov.za/tenders/advertisements or www.etenders.gov.za/browse opportunities/currently advertised. **NOTE (NO BID DOCUMENTS WILL BE ISSUED BY THE DEPARTMENT).**

TECHNICAL ENQUIRIES MS. S. RAMLUCKAN: 031 336 5366

BID ENQUIRIES MRS R. GAFOOR 031 336 5142/MR. J. MNQONDO 031 336 5164/ MR. S. MKHIZE 031 336 5241/ MR. S. BIYASE 031 336 5165

This bid is limited to tenderers who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017):

(a) A bidder having a minimum B-BBEE status level 1 and must be an EME or QSE.

Note: A bid that fails to meet any pre-qualifying criteria stipulated above will not be considered.

There are four (4) main stages in the selection process, namely, ensuring that bids comply with pre-qualifying criteria, administrative Compliance, eligibility criteria and preference points.

Step 3 - Eligibility Criteria

A COMPREHENSIVE COMPANY PROFILE / PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER EVALUATION CRITERIA. THE PROFILE / PROPOSAL 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.

METHODOLOGY	DEFINE A CLEAR AND UNAMBIGUOUS STRATEGY OF EXECUTING THE PROJECT.		
	<ol style="list-style-type: none"> 1. Display clear strategy on how the system will be implemented using a suitable methodology taking into consideration any limitations of the pandemic environment. (6) 2. Clear indication of the social facilitation and IT skills required in the approach and how the team will be assembled. (3) 3. Reflect an understanding of how the registration process will be undertaken i.e., mass registration, door-to-door, etc. (3) 4. Understanding the requirements and implications of establishing project steering committees and conducting stakeholder workshops to ensure support and cooperation. (3) 5. Identify key stakeholders and understand their relevant roles and responsibilities in the implementation process. (3) 6. Establish a process to ensure the correctness of the information. (3) 7. Provide a clear skills transfer plan and field worker recruitment strategy. (3) 8. Indicate how field workers / data capturers will be sourced. (3) 9. Provide a clear plan on how the maintenance of the system will be carried out based on the available capacity at relevant municipalities. (3) 	Good	19 - 30
		Fair	13 - 18
		Poor	0 - 12
RESOURCES ORGANOGRAM AND CAPACITY	RESOURCES REQUIRED TO IMPLEMENT THE PROJECT		
	<ol style="list-style-type: none"> 1. Displays a resources organogram with the roles, responsibilities and competency level of the following persons who will be on the project: <ol style="list-style-type: none"> a) Social Facilitator: liaison with community, councilors, traditional and municipalities in respect of the registration process. (minimum 5 years' experience, minimum number required: 3) (4) b) IT Professional: Provide IT support to capturers. (minimum 3 years' experience, minimum number required: 1). (4) c) Data Capturers: Persons who will undergo the required training and be responsible for the capturing of the information from the questionnaires accurately into the needs register (minimum 3 years' experience, minimum number required: 10). (4) d) Field Workers: use of matriculated youth from the communities to assist with the completion of questionnaires. (Matriculated with exemption, minimum number required: 30). (4) e) Project Manager: Manage the overall project and meet the required milestone targets. (minimum 5 years' experience, minimum number required: 1). (4) f) Other relevant resources. 	Good	13 - 20
		Fair	9 - 12
		Poor	0 - 8
EXPERIENCE	RELEVANT EXPERIENCE IN THE SOCIAL FACILITATION AND INFORMATION TECHNOLOGY		
	<ol style="list-style-type: none"> 1. Display organizational and administrative knowledge in respect of archiving systems for the completed questionnaires. (3) 	Good	16 - 25
		Fair	11 - 15

	<p>2. Relevant experience with a good track record and traceable references. (6)</p> <p>3. Clear proof of knowledge of relevant capacity of key resources to undertake the project. (10)</p> <ul style="list-style-type: none"> ▪ Certificates / Qualifications / CVs ▪ Training certificates ▪ Company profile <p>4. Experience in Project Management, IT, Social Facilitation & Research in similar projects. (6)</p>	Poor	0 - 10
RISK MANAGEMENT	CLEAR UNDERSTANDING OF THE RISKS WITH THE EXECUTION OF THE PROJECT		
	1. The risk areas of the process are defined clearly and understood with the execution of the project and proposes risk mitigating measures. (5)	Good	10 - 15
	2. Clearly identifies the risks associated with sensitive social and community aspects anticipated in implementing the NHNR. Risks could include the possible pandemic environment, political, social, terrain, inclement weather, etc. (5)	Fair	7 - 9
	3. All activities in terms of the generic project management knowledge areas. (3)	Poor	0 - 6
	4. Include mitigation measures (over and above generic project risks).(2)		
FINANCIAL CAPACITY	CLEAR INDICATION OF FINANCIAL CAPACITY TO SUCCESSFULLY UNDERTAKE THE PROJECT		
	Provide proof of financial capacity to satisfactorily execute the required service, such should include the following: <ul style="list-style-type: none"> • Bank rating of the company indicating specific category. Category A=10 points	Good	10
	Category B=06 points	Fair	6
	Category C=04 points/ Letter of good standing with the bank.	Poor	4
	Did not provide bank rating letter/ Letter of good standing with the bank - 0 points		0
			100

Stage 4 – Preferential Point Evaluation

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