



KZN HUMAN SETTLEMENTS

INVITATION FOR PROPOSALS

APPOINTMENT OF PROJECT MANAGEMENT SERVICE PROVIDERS TO UNDERTAKE HUMAN SETTLEMENTS PROJECT MANAGEMENT ACTIVITIES REQUIRED IN THE DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD NOT EXCEEDING 60 MONTHS, SUBJECT TO ANNUAL REVIEW, TO BE UTILISED AS AND WHEN REQUIRED.

BID NUMBER	ZNB 1139/2014 HSE
CLOSING DATE	22 JANUARY 2015
BID BOX NO.	16 (SITUATED AT GROUND FLOOR, SAMORA HOUSE, 2 SAMORA MACHEL STREET, DURBAN)
COMPULSORY BRIEFING SESSION DATE	18 DECEMBER 2014 – <u>NO DOCUMENT WILL BE ISSUED ON OR AFTER BRIEFING SESSION DAY</u>
BRIEFING SESSION TIME	11: 00
BRIEFING SESSION VENUE	DEPARTMENT OF HUMAN SETTLEMENT, 4TH FLOOR BOARDROOM, 02 SAMORA MACHEL STREET, SAMORA HOUSE, DURBAN, 4000.
TECHNICAL ENQUIRIES	MR L. PATO 033 392 6418/ MR. V GUMEDE 031 360 5222
BID ENQUIRIES	MR S. MTHEMBU 031 336 5169/ MRS R. GAFOOR 031 336 5155/ MR N.E. NGWENYA 031 3365157

The Department of Human Settlements hereby invites proposals and expression of interest from suitably qualified and experienced Project Management service providers with the capacity to monitor Human Settlements projects in the KZN Department of Human Settlements.

Documents will be made available as from **08 December 2014**. A non-refundable cash fee of **R350.00** will be charged for the bid document. Payment must be made at cashiers office 1st floor, Samora House, 2 Samora Machel Street Durban, from 8h00 – 15h00. A receipt must be produced to the bid section at 5th floor, room 518 for issue of a bid document. **No documents will be issued after 15h30 on 17 December 2014.**

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 a Bilateral Agreement with the Department Of Human Settlements.

Appended hereunder is the scope of work for the relevant disciplines:-

PROJECT BRIEF: PROJECT MANAGER

Duties and Responsibilities of the Project Manager

1. Manage all feasibility and detailed planning activities for all Human Settlement project types as prescribed by the Housing Code.
2. Formulate, facilitate, co-ordinate and maintain a sustainable continued regular liaison and interaction(s) by

and between individual members of the professional team of service providers for the Project, Municipality Line Departments including relevant committees, service and statutory institutions as well as relevant Government Departments and the beneficiary community representatives together with Human Settlements Project Officials.

3. Manage and control effective flow of communication, progress and completion of the commissioned tasks, assignments, studies, required services and process, feedback, compilation of all forms of reports, drawings, statistics, design and applications to ensure that they are obtained and delivered/submitted within the stipulated time frames.
4. Research new developments and updated information in the Human Settlements sector practice(s) to ensure compliance of the required and prescribed procedures, policies, regulations, acceptable norms and standards as well as legislative.
5. Understanding and translate the project specifics in terms of the activities of various role players involved. Ensure that they deliver on time and in the correct sequence of the activities listed below:-
 - 5.1 Environmental Impact Assessment;
 - 5.2 Geo-Technical Matters;
 - 5.3 Town Planning and related approvals;
 - 5.4 Land Surveying;
 - 5.5 Municipality Line Department Functions;
 - 5.6 Provincial Government Department Functions; and
 - 5.7 Formation and Management of Beneficiary Community Representative Structures.
6. Identify key risk factors with respect to social, financial investigations. Formulate a risk mitigation strategy to ensure project feasibility.
7. Prepare and compile the application pack for the funding as required by the MEC of Public Works & Human Settlements.
8. Scrutinise individual professional reports, drawings, designs and any other project related illustrations that are submitted by the Professional Team in order to combine the respective reports and prepare, compile and submit the following:-
 - 8.1 The Project Feasibility Report
 - 8.2 Submission: Housing Working Group (HWG)
 - 8.3 Project Packaging and Preparation: Stages 1, 2 and 3 (S1 & S2)
 - 8.4 PLS (Project Linked Subsidy) Application submission to Human Settlements Department (DoHS)
 - 8.5 NHBRC (National Home Builders Registration Council) Enrolment submission (Project Enrolment Stage 1 and Home Enrolment Stage 2).
 - 8.6 Direct and manage professional team during project lifetime cycle
 - 8.7 Compile close out report during closing of project and reconciliation of all finances.
9. Manage the professional team and ensure that the approval processes in stage one are compiled with for the implementation of Stage 1 (one) which will culminate in the Town Planning approval of the Project in accordance with the Town Planning scheme chosen.
10. Prepare the tender documentation and monitoring all procurement process of the project while ensuring that the process is in line with the PFMA and other prescripts.
12. Managing and monitoring construction and contract administration of the project implementation stages.

13. Manage the close out of the project ensuring that the objective is achieved within the budget available.

The evaluation criteria will be a two stage process. Stage 1 is eligibility criteria with a **MINIMUM SCORE OF 60%** to progress to stage 2. Stage 2 will be evaluated in terms of PPPFA.

1. Bids must be on the official original Bid Document which shall be completed in all respect and all information must be supplied as stipulated on the Bid Document.
2. Bids must be submitted on a separate sealed envelope into bid box no. 16 in the foyer.
3. The bid number and closing date must be endorsed on the envelope.
4. The name and address of the bidder must be endorsed on the envelope.

STAGE 1 – ELIGIBILITY CRITERIA

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

Key aspect of Eligibility	Basis for points allocation	Score	Max Points
Technical and quality - Max 25 points	-Overall level of compliance with the Department’s technical specifications as stipulated in the tender document. - Registration with the professional body of project management. - Provide details of your company structure as well as profile of your key personnel.	Good	16 -25
	Acceptable (in terms of above)	Fair	11 - 15
	Lacks the appropriate level of experience (in terms of above)	Poor	0 - 10
Financial Capacity -Max 10% points	- consider whole-of-life costs and best value for money - Provide details in respect of your financial capacity to undertake work of a similar nature throughout the province.	Good	7 - 10
	Acceptable (in terms of the above)	Fair	5 - 6
	Lack of financial capacity	Poor	0 - 4
Risk Assessment planning. - Max 20% points	- Business capability in assessing and monitoring risk factors throughout the lifespan of the project. - Advising the client timeously of any risk threats. - Providing alternative solution in mitigating the risk factors. - ensuring that there is value for money	Good	13 -20
	Acceptable (in terms of above)	Fair	9 – 12
	Did not provide satisfactory solutions to the set of criteria dealing with key issues (in terms of above)	Poor	0 – 8
Methodology - Max 20% points	Overall approach by service delivery in undertaking this project management tasks to include inter alia:- <ul style="list-style-type: none"> • How stakeholders will be kept abreast of the progress and deliverables. • And ensuring compliance by all relevant stakeholders 	Good	13 -20
	Acceptable (in terms of above)	Fair	9 – 12
	Lacks appropriate, applicable and relevant experience (in terms of above)	Poor	0 – 8
Relevant experience and support. - Max 25% points	-This includes proven ability and previous experience in undertaking work of a similar nature. - proven track record that is traceable of the previous jobs undertaken	Good	16-25
	Acceptable (in terms of above)	Fair	11 – 15

	Lacks appropriate, applicable and relevant experience (in terms of above)	Poor	0 – 10
TOTAL			100

Service Providers must comply with legislative and governmental policy requirements and be registered with **relevant professional bodies**. (Certified copy of proof of registration must be attached to Bid Document). Past performance and documented track-record will be considered.

STAGE 2: The 90/10 Preference Points System will be utilized. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution as per table below.

PREFERENCE TABLE FOR STAGE 2

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0