P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera

REQUEST FOR PROPOSALS

Courier Services

RFP/JHB/022

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12 NOON ON WEDNESDAY 10 August 2011

July 2011

HDA seeks to appoint experienced and reputable service providers to provide Courier Services to run for a period of Thirty Six (36) months.

1. Introduction

The HDA is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements.

2. Overview

In order to deliver on its Mandate, the HDA has established a national structure comprising three offices in different locations (Johannesburg, Cape Town and Port Elizabeth), and a departmental organizational structure dealing with corporate governance, finance, land acquisition, project management and support functions such as Information Technology services.

3. Outlined below is the scope of service for this quotation that must be adhered to when responding to this RFQ.

- To provide same day, overnight , public and weekend courier service delivery as and when required

- Appointed Service Provider will be expected to assist with the delivery / distribution of approximate 200 parcels/letters on a daily, weekly or month basis to different stakeholders, institutions, and individuals in and around South Africa,

- Collect and Deliver all documents/parcels for or from all for HDA Nationally. The authorized representative of Courier Service will be required to furnish receipt for parcels and documents

- The prospective Service Provider will ensure that all parcels/documents are delivered to the intended recipient

- Upon prompt and correct delivery, the Service Provider will ensure that the intended recipient clearly indicates his /her full names, signature, and telephone number on the waybill

- The Service Provider will furnish proof of delivery of parcels/documents to HDA with the required level of detail on a monthly basis

- The Courier Service will return the undelivered parcels/letters within a week

4. Bid evaluation process

The HDA will establish an evaluation panel consisting of officials from the HDA, who will administer the evaluation process. The evaluation will be based on the assessment of a proposal submitted.

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

- The benchmark of minimum 80 points out of 100 points on **technical capability** will be the cut off to qualify for further evaluation
  Those that qualify will be assessed using the 80:20 formula for Price and HDI as per the PPPFA

4.1. Technical Criteria

Technical/ Functional Criteria	Weighting
Delivery time-frame for Overnight, Same Day, Public Holidays and on Weekends.	40
Proof of Previous Work Experience	20
Ability to deliver Nationally and access remote areas.	40
Total points for functionality	**100**

4.2 Price and BEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Price of the bid	**80**
BEE	Equity Ownership by HDI	**5**
	Equity Ownership by Women	**5**
	Equity Ownership by Disabled	**5**
	Equity Ownership by Youth	**5**
TOTAL		**100**

5. HDI Evaluation

The HDI proposal will be evaluated as per PPPFA regulations**.**

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

6. Duration of contract

It is expected that the contract will be in place for an initial period of 24 Months, subject to an assessment of the service received. The service will be evaluated based on performance criteria as contained in an agreement with the service provider.

7. Control mechanisms

A formal communication structure is required to ensure that the delivery requirements are met by the service provider in respect of:

- Appointment Letter
- Contract

8. Payment structure

Payment is strictly on the basis of the proof of delivery (waybill) and Invoice.

9. Address for submission

Proposals must be submitted, without prejudice to the HDA Head Office (6-10 Riviera Road, Riviera Office Park), by no later than 12:00 pm on the 10 August 2011.

10. Late submissions

Late submissions will not be accepted.

11. General

It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with a valid tax clearance certificate as well the SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.

Further information regarding technical matters can be sent an email to: mpho.mmethi@thehda.co.za or Jabulile.mndebele@thehda.co.za.

Further information regarding supply chain matter and queries can be send via email to: Jabulile.Mndebele@thehda.co.za or procurement@thehda.co.za.

12. Requirements

- Your Proposal in response this RFP and all returnable attachments must be submitted to HDA on 10 August 2011 at 11h00.
- All quotations/price proposals must be valid for ninety (90) days.
- HDA reserve the right to reject any RFP that does not comply with the requirements/specification of this request.
- All quotations must be accompanied by an original **Valid Tax Clearance Certificate**.
- HDA reserves the right not to award the bid to its discretion.

13. Terms and Conditions

- HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- No payment will be made where there is an outstanding information/work by the service provider/s.