

P.O. Box 3209,
Houghton, 2041

4 Kikuyu Road
Sunninghill
2157



REQUEST FOR QUOTATIONS

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
RELOCATE FURNITURE FROM BLOCK B, MEGAWATT
OFFICE PARK, SUNNINGHILL TO 4 KIKUYU ROAD,
SUNNINGHILL, 2157

RFQ/JHB/

APPLICATIONS TO BE SUBMITTED BY

NOT LATER THAN

(Time)..... ON(Date)

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

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2. BACKGROUND

- 2.1 The HDA seeks to appoint a competent service provider for the relocation of office furniture from Block B, Megawatt Park, 1 Maxwell Drive, Sunninghill to 4 Kukuyi Road, Sunninghill.
- 2.2 The service provider is to provide a Project Manager who will determine logistics and draft a written relocation plan and advise the Facilities Manager of the said plan. Relocation and delivery time frames must be stipulated.
- 2.3 The service provider must have a supervisor on site for the full duration of the office move.
- 2.4 The service provider must be able to offer full Insurance Cover for the move.

3. SCOPE OF WORK

- 3.1 Items to be moved include the following:
 - 3.1.1 2 credenzas on the 2nd floor are required to be relocated to the new office;
 - 3.1.2 Approximately 13 oak veneer and white formica two door 1500mm x 900mm Cupboards on the 2nd floor of Megawatt Park to be relocated to the new office;
 - 3.1.3 There is a boardroom table to be disassembled and two servers on the second floor of Megawatt Park that require relocation to the new offices;
 - 3.1.4 There is an executive desk; wall unit and 3 chairs on the second floor of Megawatt Park that require relocation to the new offices;

- 3.1.5 1 Bulk Filer to be disassembled; moved and reassembled in the new office;
- 3.1.6 Two Austen Safes, one on the ground floor and one on the second floor to be moved to its location in the new office;
- 3.1.7 Forty five x 4 shelf steel box shelving on ground floor of Megawatt Park to be disassembled and reassembled at the new premises;
- 3.1.8 4 Bulk filers to be assembled at the new offices; and
- 3.1.9 Marketing Material and banners on the ground floor to be moved to the new office (to be checked at site briefing).
- 3.1.10 +85 Inches TV and stand on second floor (Please take extra caution during the move, this is a
- 3.1.11 NB: Exercise extreme caution when removing high-value and fragile items, ensuring meticulous handling to prevent damage. Any damage resulting from negligence or carelessness during the removal process will be promptly rectified at the expense of the service provider. Furthermore, the service provider is responsible for covering all costs associated with repairing any damages incurred to office walls during the delivery and reassembling processes.**

4. DELIVERABLES

- 4.1 The successful bidder must be available to commence with the relocation and assembly of furniture in the storeroom on appointment;
- 4.2 A fulltime supervisor must be on site for the entire duration of the relocation;
- 4.3 The service provider must have closed vehicles for protection of all goods to be moved;
- 4.4 The service provider must use vehicles with tail lifts and air suspension; and
- 4.5 The service provider must adhere to and take responsibility for all provisions of the OHS Act whilst busy with move;

5. GENERAL:

- 5.1 A compulsory site briefing will take place at Megawatt Park; 1 Maxwell Drive; Sunninghill;
- 5.2 All bidders must submit in their proposals a clear breakdown of their "Technical Proposal";

- 5.3 The "Technical Proposal" must inter alia include the estimated time and duration to complete the move as well as the availability to effect the move.
- 5.4 Bidders must be registered with the Accredited Movers Of South Africa (AMOSAs)
- 5.5 Below are compulsory requirements for this service:
- 5.5.1. Kindly submit the following documents:
- CSD registration.
 - SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
 - Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
- 5.6 Further information regarding technical matters can be directed via email to: desire.riga@thehda.co.za on Tel: 011 544 1000.
- 5.7 Further information regarding supply chain matter and queries can be sent via email to XXXXXXXXX or on Tel: 011 544 1000

6. TERMS AND CONDITIONS.

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

7. SUBMISSION OF QUOTATION

- 7.1. Quotations should be submitted on or before theby no later than **12h00** to:

**Attention: Supply Chain Management
4 Kikuyu Road
Sunninghill
2157**

7.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any proposal, and the HDA reserves the right not to appoint the service provider.