

## Gauteng Partnership Fund

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**BID NUMBER: RFP007/22**

**REQUEST FOR PROPOSAL: TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST THE GAUTENG PARTNERSHIP FUND (GPF) IN PROVIDING CLIENTS WITHIN THE KASI 4 REAL FUNDING PROGRAMME WITH AN 8 WEEK PROPERTY DEVELOPMENT AND MANGEMENT SHORT COURSE FOR A PERIOD OF 12 MONTHS**

**NON-COMPULSORY BRIEFING SESSION: 24 March 2023**

Via Microsoft teams (To joint click on the link)

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YzlhOWY1NDktMzQyNS00YzhjLWFiMGMtNjA2ZjA5M2I4YzYz%40thread.v2/0?context=%7b%22Tid%22%3a%22154b23b9-ec74-445b-b538-3a100312fd1a%22%2c%22Oid%22%3a%22a8bce599-4cca-44c9-8b39-299bca16e459%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzlhOWY1NDktMzQyNS00YzhjLWFiMGMtNjA2ZjA5M2I4YzYz%40thread.v2/0?context=%7b%22Tid%22%3a%22154b23b9-ec74-445b-b538-3a100312fd1a%22%2c%22Oid%22%3a%22a8bce599-4cca-44c9-8b39-299bca16e459%22%7d)

**at Gauteng Partnership Fund, GPF Offices, 82 Grayston Drive, 1<sup>st</sup> Floor, Sandton, 2196 (Deposit in the tender box)**

**ENQUIRIES: [tenders@gpf.org.za](mailto:tenders@gpf.org.za)**

**CLOSING DATE AND TIME:**

**31 March 2023 AT 11H00AM**

## ACRONYMS

GPF	Gauteng Partnership Fund
ICASA	Independent Communications Authority of South Africa
SLA	Service Level Agreement
GDHS	Gauteng Department of Human Settlements
PPE	Provincial Public Entity
GPG	Gauteng Provincial Government
PFMA	Public Finance Management Act
SLA	Service Level Agreement
BBBEE	Broad Black Based Economic Empowerment
SANAS	South African National Accreditation System
CIPC	Companies and Intellectual Properties Commission
EME	Exempted Micro Enterprise
QSE	Qualifying Small Enterprise

## 1. SECTION 1: GENERAL CONDITIONS OF BID

### 1. Proprietary Information

GPF considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to GPF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of GPF.

## 2. Enquiries

- 2.1. All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name: Ms Nokuthula Mqwashi

Email address: [tenders@gpf.org.za](mailto:tenders@gpf.org.za)

- 2.2. Closing date for enquiries in relation to this RFP will be **27 March 2023**
- 2.3. The enquiries will be consolidated and GPF will issue one response and such response will be posted, within two days after the last day of enquiries, onto the GPF website ([www.gpf.org.za](http://www.gpf.org.za)) under tenders i.e. next to the same RFP document.
- 2.4. The GPF may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the GPF on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

- 3.1. Responses to this RFP received from bidders will be valid for a period of 90 days counted from the bid closing date.

#### 4. Instructions on submission of Bids

4.1. Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD/USB) in PDF format all bound in a sealed envelope endorsed. The sealed envelope must be placed in the bid box at the First floor area of the GPF Offices,  
82 Grayston Drive, 1<sup>th</sup> Floor, Sandton, 2196 by no later than **11:00 AM [Telkom time]**.

4.2. Bids must be submitted in the prescribed response format, herein reflected as

##### **Response Format.**

4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.

4.4. If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box found on the GPF Offices, 82 Grayston Drive, 1<sup>th</sup> Floor, Sandton, 2196. **The GPF will not be held responsible for any delays where bid documents are handed to the GPF Receptionist/ officials.**

4.5. No bid response received by telegram, telex, email, facsimile or similar medium will be considered.

4.6. Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the GPF's policy not to consider late bids for tender evaluation.**

#### 5. Preparation of Bid Response

5.1. All the documentation submitted in response to this RFP must be in English.

5.2. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

- 5.3. Bids submitted by bidders which are, or comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4. The bidder should check the numbers of the pages of its bid to satisfy itself that none of their documents are missing or duplicated. No liability will be accepted by GPF in regard to anything arising from the fact that pages/documents of a bid are missing or duplicated.
- 5.5. A valid tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status.
- 5.6. All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids and include in their bid a copy of their Master Registration Number (Supplier Number) in order for GPF to verify the bidder's tax status on CSD and other Governing compliances.

## **6. Supplier Performance Management**

- 6.1. Supplier Performance Management is viewed by the GPF as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the GPF and all its suppliers.
- 6.2. The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the GPF, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier 's performance and ensure effective delivery of service, quality and value add to GPF's business.

## 7. **Supplier Development**

- 7.1. The GPF promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the GPF and the successful bidder.

## 8. **GPF's Rights**

- 8.1. The GPF is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the GPF has record of such bidders, may be advised in writing of such amendments in good time and any such changes will be posted on the GPF's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2. The GPF reserves the right to award this bid as a whole or in part.
- 8.3. The GPF reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.4. The GPF reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 03 of 2017/2018: Cost Containment Measures**, where relevant.
- 8.5. The GPF reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the GPF to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

## 9. **Undertakings by the Bidder**

- 9.1. By submitting a bid in response to the RFP, the bidder will be taken to

offer to render all or any of the services described in the bid response submitted by it to the GPF on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

9.2. The bidder may be required to attend an interview should GPF require such and the bidder shall be notified thereof in good time before the actual presentation date. Such interview may include a practical demonstration of understanding products or services as called for in this RFP.

9.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the GPF during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

9.4. The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with GPF, as the principal(s) liable for the due fulfilment of such contract.

9.5. The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become GPF property unless otherwise stated by the bidder/s at the time of submission.

## 10. **Reasons for disqualification**

10.1. The GPF reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

10.1.1. Bidders who submit incomplete information and documentation according to the requirements of this RFP document;

- 10.1.2. Bidders who submit information that is fraudulent, factually untrue or inaccurate;
- 10.1.3. Bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.4. Bidders who do not comply with **mandatory requirements** if stipulated in the RFP document; and/or
- 10.1.5. Bidders who fail to attend a compulsory briefing session if stipulated in the tender advert and/ or in this RFP document.

11. **Response Format (Returnable Schedules)**

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

11.1. **Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

11.2. **Schedule 1:**

- 11.2.1. Executive Summary
- 11.2.2. Company Registration Documents
- 11.2.3. Central Supplier Database Report

11.3. **Schedule 2**

- 11.3.1. Valid tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status;
- 11.3.2. Annexure 1: SBD 1 (duly completed and signed);
- 11.3.3. Annexure 2: SBD 4 (duly completed and signed);
- 11.3.4. Annexure 3: SBD 6.1 (duly completed and signed);
- 11.3.5. Annexure 4: Sworn Affidavits / BBBEE Certificate issues by accredited SANAS Verification Agency;



- 11.3.6. Annexure 5: GPF's Standard Condition of bid and General Condition of Contract (signed);
- 11.3.7. Annexure 6: General Conditions of Contract (signed)
- 11.3.8. Annexure 7: Protection of Personal Information Act 4 of 2013 (POPIA) completed and signed.
- 11.3.9. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (11.3.1-11.3.6) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**

## **1. BACKGROUND**

- 1.1. The Gauteng Partnership Fund (GPF) was founded in 2002 as a Benevolent Trust under the Trust Properties Control Act 57 (1988), by the Executive Authority of the GPF, Gauteng Department of Human Settlements. Gauteng Partnership Trust is trading as the Gauteng Partnership Fund (GPF):
- 1.2. 31 August 2005 GPF was listed as a Schedule 3C Provincial Public Entity (PPE), in terms of the Public Finance Management Act (Act 1 of 1999, as amended by Act 29 of 1999) (PFMA). The Gauteng Partnership Trust trading as Gauteng Partnership Fund (GPF) is a PFMA Schedule 3C provincial public entity under the Gauteng Department of Human Settlements (GDHS).
- 1.3. The mandate of the GPF is to serve as the Gauteng Department of Human Settlements (GDHS) capital raising and implementing agent of identified Mega Projects in the Gauteng Province. In 2002, the Gauteng Department of Housing (later configured as the Gauteng Department of Local Government and Housing, and since 2013 as the Gauteng Department of Human Settlements).
- 1.4. GPF reports to the Gauteng Department of Human Settlements (GDHS) as its Executive Authority, and from which it receives its annual budget allocation. It aims to support the National priorities and outcomes as detailed in the National Development Plan (NDP) and aligned Medium Term Strategic Framework (MTSF) and directs its efforts at contributing to the decisive spatial transformation and modernisation of human settlements pillars of the

Gauteng Provincial Government's (GPG) Ten Pillars Programme of Transformation, Modernisation and Reindustrialisation (TMR).

As part of an initiative to broaden the affordable housing spectrum and the enhancement of township economy through real estate, the Gauteng Department of Human Settlement has tasked the GPF to implement the Kasi 4 real programme on their behalf. KASI 4 REAL is a new product aimed at providing funding to emerging Property Developers in the Townships for the development of affordable housing on a much smaller scale to address the increasing housing demand in the Townships.

GPF funding is offered to Property/Homeowners with available space in their backyards to develop units for rental purposes and/or Property Developers with access to vacant sites who intend to develop units in the Townships at a smaller scale for rental purposes. The developments will be delivered conventionally (bricks and mortar) or unconventionally utilizing alternate materials/prefabricated units which will be assembled on site.

The Kasi 4 Real programme aims to enhance the township economy through providing funding for the development backyard housing. The purpose of this document is to:

- Conceptualize the new product as an intervention and design a business model.
- Identify potential development/finance partners who are currently investing in the Townships economy.

Define the funding requirements and qualification criteria to develop and implement the new product. In order to implement this funding instrument, all qualifying developers will therefore need to be equipped with the necessary skills to enable them to manage the properties themselves in future.

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## **2. THE BID WILL BE EVALUATED BASED ON THE FOLLOWING STAGES**

- 2.1. Mandatory Criteria
- 2.2. Functionality Criteria
- 2.3. Administration compliance

NB: All service providers that scores a minimum of 70 points on functionality.

Criteria will qualify to be included in the panel, therefore a request for quotation will be issued to the appointed panel for specific projects.

### 3. **SCOPE OF WORK**

The required service will equip the qualifying developers from the priority townships with the basic skills in property development. The short course offered will prepare the developers on how to prepare a business plan (what & how), to manage the professionals delivering the project (what & how), insight to property management (what & how) and elementary business financial skills (what & how). The trainees will receive modules for each short course offered as a reference tool.

The scope of work should include:

#### 3.1 Provide training on Property Development

- Business plan funding application process and requirements
- Feasibility modelling for the development/project
- The development process
- Managing the professionals to deliver the product within time and budget

#### 3.2 Provide training on Property Management

- Collection of rentals
- Maintenance
- House rules

#### 3.3 Provide training on Financial Management

- repayment of loan facility
  - consequences of defaulting
  - Project as an asset or liability
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- Facilitate the issuing of certificates after completion of the course by the developers
  - The course should be for a duration of between 4 and 8 weeks
  - The selected service provider will enter into a 12-month contract with the GPF

### 4. **NEGOTIATIONS WITH BIDDERS**

The GPF reserves the right to enter into negotiations with shortlisted bidders on the offered price.

## **5. TIMEFRAME**

The total estimated duration for the completion of the short course is between 4-8 weeks. However, the GPF will enter into a twelve (12) months contract with the service provider.

## **6. PROPOSAL REQUIREMENTS**

- 6.1** Prospective bidders must submit detailed company profile with information on the institution and all applicable SAQA accreditation certificates.
- 6.2** Professional CV of the lead facilitator
- 6.3** Qualifications of the lead facilitator of the programme.

**The GPF will conduct due diligence on the proposals as part of the evaluation process and further reserves the right to undertake all necessary reference checks on all information provided.**

## **7. SPECIAL INSTRUCTIONS TO BIDDERS**

- 7.1** Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, are required explicitly state “Comply/Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 7.2** Failure to comply with Mandatory Requirements will lead to the bidder being disqualified.

## **8. (STAGE 1) MANDATORY REQUIREMENTS**

**NB: Bidders must take note of the following:**

- **To be completed by the bidders: bidders must indicate whether they comply and attach proof thereof.**

- The proof attachments must be referenced from Annexure A-B.

Mandatory Requirements		Comply	Do not comply	Properly mark your attachments from annexure A-B
No				
<b>The following mandatory documents are required:</b>				
1.	SAQA Course Accreditation Certificate			Annexure A
2.	Schedule of Property Courses Provided			Annexure B

***NB: Failure to comply with the Mandatory Requirements assessed in this phase will lead to disqualification of bids.***

## **9. STAGE 2: FUNCTIONALITY CRITERIA**

Stage Two (2) evaluation criteria: The bidders will be required to score a **minimum of 70** points (functionality / technical) to qualify for Stage Three (3) of the evaluation where only points for Price and special condition will be considered.

### **Functionality: Criteria (minimum threshold is 70 points)**

**Table 2**

CRITERION	POINTS
<b>Functionality</b>	
<b>1. Course Plan/Outline</b>  Bidders should provide a course plan indicating how the modules will be broken down for the duration of 8 weeks. (5 points)  No course Plan/Outline - (0 points)	<b>5</b>
<b>2. List of Property Modules Provided (The modules should cover the following topics):</b>  Provide training on Property Development <b>(25 points)</b> <ul style="list-style-type: none"> <li>• Business plan funding application assembly (5 Points)</li> <li>• Feasibility project modelling (10 Points)</li> <li>• Managing the professionals to deliver the product (10 Points)</li> </ul> Provide training on Property Management <b>(25 points)</b>	<b>70</b>

<ul style="list-style-type: none"> <li>• Collection of rentals (10 Points)</li> <li>• Maintenance (10 Points)</li> <li>• House rules (5 Points)</li> </ul> <p>provide training on Financial Management – <b>(20 points)</b></p> <ul style="list-style-type: none"> <li>• Repayment of loan facility (10 Points)</li> <li>• Consequences of defaulting (10 Points)</li> <li>• Project as an asset or liability (5 Points)</li> </ul> <p>NB: A brief description of the modules should be included in order to earn full points.</p>	
<p>3. Bidders to provide CV of the facilitator and their Qualifications in relation to Property Development and Management</p> <p>1 to 2 years' experience (0 Points)</p> <p>2 years' experience and above (5 Points)</p> <p>NB: Both CV and qualifications should be submitted to points.</p>	<b>5</b>
<p><b>3. Proof of Experience and Reference Letters</b></p> <p>Bidders must provide written contactable reference letters, not older than five (5) years from current and previous companies where similar seg services were rendered:</p> <p>The reference letters from the clients must include:</p> <ul style="list-style-type: none"> <li>&gt; company name on company letter head</li> <li>&gt; scope of work executed</li> <li>&gt; contactable person and contactable telephone numbers</li> <li>&gt; dated and signed</li> </ul> <ul style="list-style-type: none"> <li>• 5 positive reference letters (20= points)</li> <li>• 4 positive reference letters (15 =points)</li> <li>• 3 positive reference letters (10 =points)</li> <li>• 2 positive reference letters (5 = points)</li> <li>• 1 positive reference letter (0 = points)</li> <li>• No reference letter (0 points)</li> </ul> <p>Note: Letters of award/appointment will not be accepted</p>	<b>20</b>
<p>Total points for Functionality</p>	<b>100</b>
<p><b>A minimum requirement for functionality out of 100 is</b></p>	<b>70</b>

**FAILURE TO PROVIDE RELEVANT INFORMATION IN RELATION TO THE EVALUATION CRITERIA WILL RESULT IN NO POINTS BEING ALLOCATED.**

**BIDDERS SCORING LESS THAN THE MINIMUM THRESHOLD OF 70 POINTS FOR FUNCTIONALITY WILL BE DISQUALIFIED**

#### UTILIZATION OF THE PRE-APPROVED LIST OF SERVICE PROVIDERS

The established panel will be utilized on a need basis and in line with pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) ACT, 2000: and its regulations.

#### 5. NON-COMMITMENT

**5.1** The GPF is not bound to accept any of the bids submitted, in line with the Preferential Procurement Policy Framework Act (PPPFA) ACT, 2000: Preferential Procurement Regulations,2017, Paragraph 13.

**5.2** The GPF reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.

**5.3** The cost of preparing bids will not be reimbursed.

#### 1.1 6. \_\_ REVIEW PROCESS

**6.1** Documents submitted on time by bidders shall not be returned and shall remain the property of the GPF.

**6.2** All bids duly lodged will be evaluated in accordance with the evaluation criteria.

## 1.2 7. NEGOTIATIONS WITH SUCCESSFUL BIDDERS

The GPF reserves the right to enter into negotiations with successful bidders on the offered price.

## 1.3 8. LATE BIDS

Bids received late shall not be considered and would therefore be returned to the bidder if possible. **A bid will be considered late if it is received one second after closing time.** The bid closing time is stipulated in the advert.

## **10. (STAGE 3) ADMINISTRATION CRITERIA**

- Valid tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status;
- Annexure 1: SBD 1 (duly completed and signed)
- Annexure 2: SBD 4 (duly completed and signed);
- Annexure 3: SBD 6.1 (duly completed and signed);
- Annexure 4: General Conditions of Contract (signed)
- Annexure 5: GPF's Standard
- Annexure 6: Condition of bid and General Condition of Contract (signed)
- Annexure 7: Protection of Personal Information Act 4 of 2013 (POPIA) completed and signed.
- Financial Statements for the latest financial year signed by an independent registered Accountant.
- Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).
- 1 original bid document and an USB must be submitted

### **Process of award**

Bidders must note that the GPF reserves the right to appoint more than one service provider.