

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



REQUEST FOR QUOTATION

BRANDED ITEMS: MARKETING MATERIAL

RFP/JHB/2016/019

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00, 01ST NOVEMBER 2016**

Terms of Reference

1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

2. Scope of Work

The HDA requires the following HDA branded marketing material:

The supplier must deliver the following items:

Item Description	Quantity
1. HDA branded pens (in colours: white, black, orange, green and blue of HDA's corporate colours)	x5000
2. HDA 4GB memory sticks (Black, with white logo)	x1000
3. HDA Folders (specification for folder below)	x1500
4. HDA Notepads	X1000
5. HDA bags (shopper bags)	X500
6. HDA Lanyards	X1000
7. A2 Poster (Print only)	X4
8. HDA branded umbrellas	X 200

SPECS

1. HDA branded pens

In colours: white, black, orange, green and blue of HDA's corporate colours

Quantity: 1000 of each colour

Type: Twist ball point pen

Ink colour: black

2. 4GB memory sticks (must be same as attached sample **Annexure A** (Black, with white logo and packaged and portable, with key ring)

Quantity: 1000

3. HDA folders specification (number 3 above):

Update existing HDA folder with current photographs, information and contact details. Pdf and photos to be provided by HDA.

Printing of the HDA folder:

Description: Diecut folder with 6mm spine, glued pocket with business card slits

Quantity: 1500

Size: Flat: 467mm deep x 460mm wide

Folded: 305mm deep x 216mm wide

Stock: Hi-Q Matt 300gsm

Colour: CMYK one side only

4. Notepads

Description: HDA branded A5 notepads, saddle stitched

Quantity: 1000

Size: 148 x 210 mm (A5)
 Trimming: Trimmed to size, saddle stitched
 Orientation: Portrait
 Stock: 300gsm (at the back and no artwork, no cover in front)
 Colour: Lines/text (black), logo (colour)

5. HDA bags

Description: Shopper bags, Black with white logo
 Quantity: 500

6. Lanyards

HDA branded petersham lanyard, black with white logo
 Size: 15 MM
 With A 1 Colour Print 1 Side and Lobster Hook
 Quantity: 1000

7. A2 Poster (Print and laminate only)

Description: HDA Fraud hotline A2 poster
 Colour: Full colour
 Size: A2
 Orientation: Portrait
 Paper: 150 gsm
 Finish: Laminated
 Quantity: 4

8. HDA branded umbrellas

Description: Portable/mini HDA branded foldaway umbrellas, auto open with matching cover
 Quantity: 200

Delivery of all material: Killarney

Suppliers must supply a quotation based on the above specifications and products should be portable, good quality, reusable. Fee for design work to be included in quote. Samples for pens and memory sticks to be provided. The HDA's CI manual is available on request.

3. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80: 20 formula for Price and B-BBEE as per the PPPFA.

The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTIN G/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

The HDI proposal will be evaluated as per PPPFA regulations.

4. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

5. General

5.1 Below are compulsory requirements for this service

5.1.1 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 organisational guidelines such as HDA corporate identity guidelines.

5.1.2 Kindly complete and submit the following **COMPULSORY DOCUMENTS** with your proposal:

- SBD Forms (**SBD4, SBD6.1, SBD8 and SBD9**) obtainable from the HDA website: www.thehda.co.za/procurement. Under compliance checklist.
- **a Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**
- **Central Supplier Database registration report**

5.2 Further queries regarding technical matters can be sent by email to Katlego.moselakgomo@thehda or by telephone on 011 544-1000, and

5.3 Further queries regarding supply chain matters can be sent via email to Sindisiwe.mweli@thehda.co.za or by telephone on 011 544-1000.

6 Terms and Conditions

6.1 The HDA undertakes to pay in full within thirty (30) days, all valid claims for work done or product/s supplied to its satisfaction upon presentation of a substantiated claim/invoice.

6.2 No payment will be made where there is an outstanding information/work/deliverables by the service provider/s.

7 Submission of Proposal

7.1 Quotations should be submitted on or before the **01 November 2016** by no later than **12h00** to the following address:

**The Procurement Officer
The Housing Development Agency,
Block A, Riviera Road Office Park, 6-10 Riviera Road, Killarney, 2193**

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 particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

Annexure A

4GB memory sticks (must be same as attached sample (Black with white logo))

