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Houghton, 2041
Block A,
Riviera Office
Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

OFFICE BRANDING AND SIGNAGE

RFP/2019/FS/001

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12 NOON ON TUESDAY 26 NOVEMBER 2019**

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 settlement. As its primary activity, the HDA assembles state, private and communal land and releases it for development.

In addition 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. Visit www.thehda.co.za for more information about the HDA.

2. BACKGROUND

The HDA Bloemfontein regional office has secured and moved to a new building. The new building requires branding. Certain pictures and items need to be mounted, others need to be redesigned and installed. The new building is located at 86 Kellner Street, Westdene, Bloemfontein. The office therefore requires the services of a suitably qualified service provider to assist with the branding through installation and printing of **Signage, Vinyl, Printed Pictures (already available) And Glass Writing Boards (available at client offices in Bloemfontein).**

3. SPECIFICATION

SIGNAGE, VINYL, PRINTED PICTURES AND GLASS WRITING BOARDS

- a) The pictures (A4 size) and white boards need to be mounted. The total for all items that require to be mounted is 20.
- b) Three boardroom door name signs – signs will be approximately 76mm x 436mm each for the doors.
- c) One (1) offices glass wall – (vinyl to be installed) to be installed on One (1) office glass wall (193cm by 57cm).
- d) Sitting area (vinyl four glass walls) – widths at 111cm (x2) and 142cm (x2) both at 234cm height.
- e) Entrance door and adjacent partitioned walls (vinyl to be installed) – 475cm (total of partitioned glass wall) at height of 238cm.
- f) Reception area (partitioned glass walls) – 975cm width. All standing at 238cm height. Diagram with dimensions and pictures attached.
- g) Road Sign – Chromadeck panel with vinyl detail supplied and fixed to existing x1 square tubing
- h) Mount/Installation: Custom printed window film 2055 x 1870 (no white backing) Client's own image x1
- i) Mount/ Installation: Custom printed canvas 1100 x 2000 on 50mm stretcher Client's own image x1
- j) Mount/ Installation: Custom printed canvas 1100 x 1600 on 50mm stretcher Client's own image x1

Vinyl should be applied with HDA logo. Sketched proposal will be required from service provider together with a quote. A compulsory briefing session and site inspection will be held on **19 November 2019** at **86 Kellner Street, Westdene, Bloemfontein**. No quotes will be accepted from service providers who did not attend the briefing session and site inspection.

Mount/Install: Custom printed canvas 1800 x 1100 on 50mm stretcher own image x2

- k) Supply, delivery and installation in the Bloemfontein offices x1

TOTAL size of building space occupied by HDA is 485m².

4. PROJECT DEADLINE

26 November 2019.

5. Evaluation

The evaluation process is based on:

□□The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process

Table 1-Functionality Criteria

The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using an 80/20 Price/B-BBEE formula.

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

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Curriculum vitae of the team	Previous work in similar initiatives: 1-2 examples of marketing and/or communications materials (7 Points) 3-4 examples of marketing and/or communications materials (13 Points) 5 and above examples of marketing and/or communications materials (20 Points)	40
References	1-2 Testimony Letter/Contactable References (7 Points) 3-4 Testimony Letter/Contactable References (13 Points) 5 and above relevant Testimony Letter/Contactable References (20 Points)	20
Understanding of the work	Quality and responsiveness of the project proposal towards the scope of work as described in this terms of reference	30
Approach and methodology	Methodology and approach clearly describing the work flow for a design and print project	10
TOTAL		100

The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using an 80/20 Price/B-BBEE formula.

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

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ 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.

6. Payment structure

Payment will be made within 30 days of receipt of invoice and upon delivery of printed publications as described above to the HDA's Johannesburg offices.

7. General

7.1 Below are compulsory requirements for this service

7.1.1 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 organizational guidelines.

7.1.2 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- Valid original tax clearance certificate.
- 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.

7.2 Further information regarding technical matters can be sent an email to: communication@thehda.co.za or at tel: 011 544 1000, and further information regarding supply chain matter and queries can be send via email to: jennifer.monareng@thehda.co.za or at tel: 011 5441000

8. Terms and Conditions.

8.1 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.

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

9 Submission of Quotation

Quotations should be submitted on or before the **26 November 2019** by no later than 12h00 to the following address:

**The Procurement Officer
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, Johannesburg, 2193
Tel: 011 544 1000**

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.