

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



REQUEST FOR PROPOSALS

**EDITING, DESIGN, PRINTING AND PROOF READING OF THE
ASSESSMENT OF THE INTEGRATED RESIDENTIAL DEVELOPMENT
PROGRAMME (IRDP) AND ITS IMPACT ON SPATIAL
TRANSFORMATION REPORT**

RFP/JHB/2017/033

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 07 DECEMBER 2017

1. Introduction

1.1 The Housing Development Agency (HDA) is positioning itself into an effective public sector human settlements development agency. It acts as the project developer of sustainable, integrated human settlements on behalf of government to drive delivery, undertaking the following functions:

- Accessing land for human settlements projects
- Packaging of human settlements projects
- Establishing delivery partnerships with the private sector
- Mobilising, coordinating and investing funds on behalf of the public sector
- Facilitating the resolution of blockages
- Monitoring the implementation of human settlements projects

1.2. The Monitoring and Evaluation, Knowledge Management and Research Unit has developed a report for the assessment of the Integrated Residential Development Programme (IRDP) and its Impact on Spatial Transformation.

2. Purpose

The HDA requires an experienced and qualified service provider to design, edit, compile, proof-read, print and supply the assessment of the Integrated Residential Development Programme (IRDP) and its Impact on Spatial Transformation report .

3. Scope of work

3.1 Printing specifications

- Description : A4 (double sided)
- Colour : Print CMYK both sides
- Stock : HQ Matt 150gsm (or similar)
- Quantity : 100
- Delivery : HDA, Killarney offices, Johannesburg

3.2 Edit:

Professional editing of the content and structure of the document.

3.4 Layout and design:

Design for the Report

Layout of the Report

Photography and other images to be provided and quality control by service provider

Client's changes

Final proof-reading prior to going to print

Production of the publication and high-res print ready pdf to printer

Print management of the publication

Print specifications:

A4 portrait publication
 45 pages (128gsm) plus 4 page cover (250gsm)
 Full colour
 Litho printing
 100 copies
 Delivery: HDA, Killarney offices, Johannesburg

The design must be innovative, yet simple use of design elements to ensure that the content and official nature of the document is not detracted from. The HDA has a Corporate Identity Guidelines for publications to inform the design.

Final deliverables:

Design and Layout: An innovative design and layout for the report with the deliverable being a print ready document in PDF. The HDA also requires a final version of the Report in PDF format (high res)for uploading onto its website and for email purposes.

Printing: 100 copies of quality printed Reports**4. 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

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Curriculum vitae of the team	Qualifications in writing, design, layout, and proof reading with five years' experience and knowledge.	10
	Previous work in similar initiatives, e.g. academic policy papers, policy briefs, fact sheet and research analysis papers. <ul style="list-style-type: none"> • 1-2 examples of policy prescripts (6 Points) • 3-4 examples of policy prescripts (13 Points) • 5 and examples of policy prescripts (20 Points) 	20
	References for work in similar initiatives (please provide evidence): <ul style="list-style-type: none"> 1-2 Testimony Letter (6 Points) 3-4 Testimony Letter (13 Points) 5 and above Testimony Letter (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 (40 Points)	40
Approach and methodology	Methodology and approach clearly describing the work flow for a design and print project (10 Points)	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

HDI proposal will be evaluated as per PPPFA regulations.

5. General

- a. Below are compulsory requirements for this service
 - i. 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.
 - ii. Kindly complete and submit the following documents:
 - Central Supplier Database registration report
 - 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.
- b.** Further information regarding technical matters can be sent an email to: Karishma.Busgeeth@thehda.co.za or at tel: 011 544 1000, and
- c.** Further information regarding supply chain matter and queries can be sent via email to: sindisiwe.mweli@thehda.co.za or at tel: 011 544 1000

6. Terms and Conditions

- a.** 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.
- b.** No payment will be made where there is an outstanding information/work by the service provider/s.

7. Submission of Proposals

7.1 Proposals should be submitted on or before the **07 December 2017** by no later than **12h00** to the HDA's head office:

**The Procurement Officer
Block A, Riviera Office Park
6-10 Riviera Road
Killarney
Johannesburg
2192**

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.