

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



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**REQUEST FOR QUOTATION**

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**BRANDING OF THE HDA MPUMALANGA OFFICE**

**RFQ/JHB/2018/004**

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**QUOTATIONS TO BE SUBMITTED BY**

**NOT LATER THAN**

**11 MAY 2018 AT 12H00**

## 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 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

Specification as follows:

#### DESCRIPTION

**Reception** light box logo 1000mm x 1710mm

**Glass wondows top front, back and nothern side.** Full colour contravision printed project images

Sizes: 1450mm x 1870mm

Sizes: 1500mm x 1870mm x 2, 1528mm x 1860mm x 1, 1525mm x 1860mm x 1, 1575mm x 1860mm x 1

Sizes: 1955mm x 1860mm x 2, 1945mm x 1860mm x 1, 1940mm x 1860mm x 1

Sizes: 580mm x 1650mm doors x 1, 585mm x 400mm x 1

Sizes: 1160mm x 1860mm x 1, 1100mm x 1860mm x 1

Design and layout

**Building main signage**, 5050mm x 1225mm, Chromadek, 70mm steel frame, aluminium strap. Full colour cut tout lettering, mounted 6m height

**Middle glasses Sandblast theHDA logo**

1550mm x 400mm x 3, 1560mm x 400 x 2, 1555mm x 400mm x 1,

1460mm x 400mm x 4, 1470mm 400mm x 3, 1475mm x 400mm x 2, 1450mm x 400mm x 1

1395mmx 400

**Top glass Sandblast theHDA logo**

1945mm x 400mm x 1, 1915mm x 400mm x 1, 1935mm x 400mm x 1

1515mm x 400mm

**Back Middle glasses Sandblast cut out houses on the logo**

1945mm x 2050mm x 1, 1935mm x 2050mm x 1, 1915mm x 2050mm x 1

1515mm x 2050mm

**Inside Partitioning Sandblasting on glasses cut out houses on the logo**

1200mm x 1220mm x 3, 1220mm x 1220mm x 2, 1250mm x 1220mm x 1, 1070mm x 1220mm x 1

683mm x 1220mm x 1, 675mm x 1220mm x 1, 730mm x 1220mm x 1

925mm x 1220mm x 1, 920mm x 1220mm x 1, 1060mm x 1220mm x 1

675mm x 1220mm door

**Back office ext Sandblast on glasses cut out house on the logo**

1450mm x 1220mm

343mm x 1220mm x 1, 773mm x 1220mm x 1, 168mm x 1220mm x 1

Back office exit Top glass Sandblast the HDA logo. 1520mm x 400mm x 1, 1450mm x 400mm x 1

**First floor front Sandblast on glasses cut out houses on the logo**

1180mm x 1500mm x 2, 1265mm x 1500mm x 2, , 1190mm x 1500mm x 2, 1245 x 1500mm x 2

680mm x 1500mm door x 2, 315mm x 1500mm x 1, 675mm x 1500mm doors x 2, 378mm x 1500mm x1

1535mm x 1500mm

248mm x 1550mm

1290mm x 1550mm

Installation and transportation

Forklift hire for 2 days

Labour and accommodation

**3. Evaluation**

In order to facilitate a transparent selection process that allows equal opportunity to all production 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 BBB-EE compliance on a 80/20 point system:

Table 1 – 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
<b>TOTAL</b>		<b>100</b>

The HDA 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 organizational guidelines.

5.1.2 Kindly submit the following documents:

- Registration with the National Treasury **Central Supplier Database(CSD Report)**, if not yet registered use the following link to register : <https://secure.csd.gov.za/>
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://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.**

5.2 Further information regarding technical matters can be sent by an email to: [zingaphi.matanzima@thehda.co.za](mailto:zingaphi.matanzima@thehda.co.za) or at Tel: 011 544-1000, and

5.3 Further information regarding supply chain matter and queries can be send via email to: [nqobile.mkhwanazi@thehda.co.za](mailto:nqobile.mkhwanazi@thehda.co.za) or at Tel: 011 544-1000

## 6 Terms and Conditions.

6.1 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.

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

## 7 Submission of Quotation

12.1 Quotations should be submitted on or before the 11 May 2018 by no later than 12h00 to the following address:

**Attention: Procurement Officer  
Block A, Riviera Office Park  
6-10 Riviera Road, Killarney  
Johannesburg**

12.2 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.