

Block A, Riviera
Office Park
6-10 Riviera
Road
Killarney,
Johannesburg
South,Africa
2041



REQUEST FOR QUOTATIONS

WRITING, DESIGN, LAYOUT, EDITING AND PRINTING SERVICES FOR INTERNAL AND EXTERNAL
STAKEHOLDER'S PUBLICATIONS FOR A PERIOD OF SIX MONTHS

RFQ/JHB/2021/010

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

TUESDAY AT 12H00

24th AUGUST 2021

TERMS OF REFERENCE

WRITING, DESIGN, LAYOUT, EDITING AND PRINTING SERVICES FOR INTERNAL AND EXTERNAL

STAKEHOLDER'S PUBLICATIONS FOR A PERIOD OF SIX MONTHS

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1. INTRODUCTION

- 1.1 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. Additionally, HDA provides project delivery support services to organs of state at local, provincial and national level. The project management of Informal settlements upgrading, Mining Towns upgrading, Social, Student and Emergency Accommodation services are some of the focus areas of the organisation.
- 1.2 The HDA needs to communicate the status successful competition of its projects to its internal and external stakeholders and has elected to provide publications both printed and electronic for this purpose.
- 1.3 Internal communication is an integral element to keep employees informed and engaged as we consider employee key enablers of our strategic outputs.

2. Overview

The HDA requires services of a reputable and professional company to provide **writing, design, layout, editing and printing services** for internal and external stakeholder's publications for a period of six months, subject to completion of project/s.

3. Specifications

- 3.1 Internal HDA Staff Newsletter** : 6 Pages, layout will be A4 portrait (High and low resolution – for email distribution – less than 1.5MB)
- Number of Copies : X1 Electronic booklet
- Colour : Full colour
- Paper : N/A
- Language : English

Quarterly Copies for October, January 2021 and March 2022.

3.2 External newsletters

- 3.2.1 uMhlali Newsletter** : 12 Pages, layout will be A4 portrait
- Number of Electronic Copies : X1 (High and low resolution for high quality printing and low resolution for website uploading)
- Number of Printed Copies : 10 000
- Colour : Full colour
- Paper : A4 (100gsm) (A3 folded to A4)
- Fold : Single fold

Quarterly Copies for October, January 2021 and March 2022.

4. Evaluation Process

4.1 Pre-qualification Criteria

4.1.1 HDA Customised Newsletter Design concept

4.1.2 Bidders must have a minimum of Three (3) years' experience in writing, design, editing, layout and publishing corporate publications (including e-publications).

4.2 Preference will be given suppliers:

4.2.1 having a Level 1 – 2 statuses as a minimum B-BBEE Level of Contributor.

4.2.2 Preference will be given to companies that have 51% women ownership and persons with disabilities.

5. Price and BEE Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all construction companies, the HDA has a policy for the appointment of bidders that will be adhered to. Quotations 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 point's allocation for price and B-BBEE compliance on an 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
TOTAL		100

6. General

- 6.1 It is important to note that companies quote for the correct item listed on the attached schedule.
- 6.2 Kindly submit the following documents:
- 6.3 SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement under compliance checklist.
- 6.4 Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
- 6.5 Further information regarding supply chain matter and queries can be sent via email to: Jennifer.Monareng@thehda.co.za or at tell: 011 544 1000

7. Term and Conditions

- 7.1 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.
- 7.2 No payment will be made where there is an outstanding information/work by the service provider/s.

8. Submission of Quotation

Quotations should be submitted on or before **Tuesday the 24th August 2021** by no later than **12h00** to the following email address:

Procurement@thehda.co.za cc Jennifer.Monareng@thehda.co.za

- 8.1 The selection of the qualifying bidder 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 suppliers.

