

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



REQUEST FOR PROPOSALS

**PANEL FOR PROVISION OF PRINTING SERVICES TO
THE HOUSING DEVELOPMENT AGENCY FOR A
PERIOD OF TWELVE (12) MONTHS**

RFP/JHB/2017/040

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12 NOON ON 23 MARCH 2018

Terms of Reference

1. Introduction

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency is established by an Act of Parliament in 2008 and is accountable through its board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

2. Overview

The HDA requires services of reputable and professional state of the art companies to provide Litho/digital printing service for a period of 3 year subject to a yearly review.

3. Specifications

- **Comprehensive Litho/Digital Service**

- Print all HDA publications as listed below (**not limited to the list below**)
- Provide advice on printing specifications as per each brief/printing job
- Work with the HDA Graphic Design Studio in delivery of high quality publications
- Provide Adhoc small printing service

Publications

Annual Report

HDA quarterly stakeholder newsletter

HDA Staff Newsletter

NUSP Newsletter

Research Reports

Feature Reports

Statutory Reports

Internal Policy documents

Brochures/Pamphlets/Posters/Folders/notepads/greeting cards and any other marketing material

Invitations

Any other HDA publication on a needs basis

Any other HDA marketing collateral products/publications

Print Specifications for selected publications

(Will be provided in print ready format and brief may vary)

NUSP newsletter

HDA staff newsletter (6-4 A4 pages)

Annual report: 90 Page layout will be A4 portrait

Number of Copies : 400

Colour : Full colour

Bond : A4 cover (300g to 360g) and A4 inner pages (115 to 130g)

Binding : Section sewn with cover drawn on to make a spine

Type of Printing : Litho printing

Statutory Publications

Description : A6 4 page cover and 60 text page saddle stitched portrait booklet

Quantity : 1000

Size : 148mm deep x 105mm wide

Stock : Cover: Hi Q Gloss 200gsm

Text : Hi Q Gloss 90gsm

Colour : Cover: cmyk both sides,

Text: black and white

HDA Services/Information brochures

Description : A4 roll-fold: 3 panels (one side) 6 panels (both sides)

Colour : Print CMYK both sides

Fold : Folded and trimmed to size

Size : Flat: 297 mm deep x 630 mm wide

Folded : 297 mm deep x 210 mm wide

Stock : HQ White Matt 170gsm (or similar)

Quantity : 3000

A4 roll-folders and Notebooks

Any other adhoc printing requirement as per brief.

All goods are to be delivered to the HDA, Killarney offices, Johannesburg

Note: Proposals should include response times.

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

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Curriculum vitae of the team and team leader	<p>Qualifications or extensive training and experience in Printing& Publishing</p> <p>Graphic design & layout, and print management</p> <p>Service provider must at least have three full-time staff members and at least must have access to freelance staff if necessary</p> <p>Minimum ten years' combined experience and knowledge in Publications production and Printing</p>	20
	<p>Provide a detailed portfolio both hard copy and soft copy (on USB) of previously published and client approved work. (Not older than 3 years)</p> <p>1-2 examples of marketing and/or communications materials/publications/online content (6 Points)</p> <p>3-4 examples of marketing and/or communications materials/publications/online content (13 Points)</p> <p>5 and above examples of marketing and/or communications materials/ publications/online content (20 Points)</p>	20
	<p>References (not older than 1yr)</p> <p>1-2 non-work specific testimony Letter/Contactable References (6 Points)</p> <p>3-4 work specific testimony</p>	20

	Letter/Contactable References (13 Points) 5 and above work and project specific testimony Letter/Contactable References (20 Points)	
Understanding of the work	Quality (<i>show of creativeness</i>) and responsiveness (<i>show of understanding of the services needed</i>) of the project proposal towards the scope of work as described in this terms of reference	20
Approach and methodology and access to a printing factory with machinery	Methodology and approach clearly describing the work flow for a print project (<i>Show of work and process flow</i>) <i>Pictures of your warehouse/printing factory</i> HDA will undertake a Site visit of the premises of the selected service provider or their sub-contractors	20
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.

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 organisational guidelines.

7.1.2 Kindly complete and submit the following with:

- 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. 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 Queries for further information regarding technical requirements/matters can be sent an email to: zingaphi.matanzima@thehda.co.za or at Tel: 011 544 1000 or Katlego.moselakgomo@thehda.co.za tel: 011 544 1000

7.3 Queries for 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.

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.
- 8.3** A dedicated HDA account manager must be allocated with a substitute should there be a need.
- 8.4** All work designed/images purchased are the property of the HDA
- 8.5** All work undertaken must be handed over to the HDA on all available and possible formats 2 weeks before the contract ends.
- 8.6** HDA will provide print ready files as provided by the appointed graphic design company
- 8.7** Service Provider must provide professional advice to the HDA on its printing needs

9 Submission of Proposal

9.1 Proposals should be submitted on or before the **23 March 2018** by no later than **12h00** to the following address:

Procurement Specialist, Housing Development Agency, Block A, Riviera Office Park6 – 10 Riviera Road Killarney Johannesburg

9.2 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.