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South African Heritage Resources Agency - Head Office | 111 Harrington Street | Cape Town  
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**04 DECEMBER 2019**

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**TERMS OF REFERENCE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE LAYOUT, TYPESETTING AND PRINT PRODUCTION OF BOTH SAHRA'S ANNUAL PERFORMANCE PLAN (APP) FOR 2020/21AS AND THE SAHRA 5 YEAR STRATEGIC PLAN.**

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## **1. PURPOSE**

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit proposals for the layout, typesetting, edit, proofreading/editing and print production of **SAHRA's 2020/21 Annual Performance Plan (APP)** and **SAHRA's 5 year Strategic Plan**. NB: SAHRA will supply a Corporate Identity Manual as a reference to the successful service provider.

## **2. BACKGROUND**

Regulations by National Treasury prescribes strict and set deadlines which SAHRA will have to comply with, thus the delivery date is a crucial and non-negotiable priority. This includes the design concept, theme, covers, layouts and a series of edits and proofreading. It is vital to accept and understand the timeframe for layouts, which will require a design team to complete the whole book within four weeks after receiving the go-ahead from SAHRA. It is anticipated that design work, type setting and proof reading/editing would need to take place over the holiday season i.e. 15<sup>th</sup> December -15<sup>th</sup> January.

## **3. SCOPE AND SERVICES REQUIRED**

3.1 The following is required from the potential service provider: ·

- Have corporate booklets designing and printing experience;
- Have and make use of a competent and adequate design team and/or DTP graphic artist in-house i.e. no one-man shows;
- Have access to and make use of a professional copy editor/who has track records of professional editing and proofreading of corporate documents;



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- Submit full profile of professional editor and designers;

**Copy editor:**

Will review a copy of the APP for errors in grammar, punctuation and spelling and check the copy for readability, style, and agreement with editorial policy. He/she should suggest track revisions, such as changing words and rearranging sentences to improve clarity or accuracy.

**NB:** Please note that SAHRA prefers sending documents electronically via the e-mail. We primarily work with Microsoft® Word files. The document should be a marked copy using MS Word's track changes feature in order for us to verify the proposed changes and confirm amendments if content.

**Qualifications:**

SAHRA prefers a copy editor with a bachelor's/master's degree in communications, journalism, or English.

**Important qualities:**

**Creativity:** He/She must be creative and knowledgeable in a broad range of topics within the heritage sector.

**Detail oriented:** Make sure that material is error-free, and that all changes proposed by SAHRA in the PDF document are completed accurately. The material should also match the style of a publication.

**Good judgment:**

Have in-house or proof of contract with printing company;

Have seamless co-ordination between DTP design & print divisions;

Be available to effect ongoing edits and changes, until the job is complete to the satisfaction of SAHRA (this includes dates between the 15<sup>th</sup> December to the 15<sup>th</sup> January);

Undertake all layouts, typesetting and artwork requests, photos (including photoshopping of front cover photos);

Undertake editing, alignment and formatting of the SAHRA APP;

Undertake the supplementary images, if any, even from internet, logos, and designs to be added;



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Undertake proof-reading and quality control by the editor of the copy before final print, and adhere to deadlines as provided by SAHRA.

### **3.2. APP AND STRATEGIC PLAN**

#### **Required formats for both documents**

The quotations must contain or meet the following elements: SIZE: A4 booklet FINISHING: 297mm x 210mm

SELF-COVER: 300gsm

INSIDE PAGES: 170gsm

COLOR: Full Color

PAPER: Gloss

QUANTITY: 150 copies for both APP and 5 Year Strat Plan

PAGES: 100 pages for both APP and 5 Year Strat Plan

BINDING: The completed documents should be stapled (if too big the binding of pages must be durable)

DELIVERY DATE: 15th January 2020

PACK & DELIVER: 150 copies of both documents to be delivered to the SAHRA Head Office Cape Town & 10 CDs of PDF APP document

ARTWORK: Complete artwork to be saved on the disc & **5 x discs with PDF** format

#### **Other requirements**

Allow unlimited hours of design time during the design phase (4 weeks for design). Anticipate and calculate for unlimited design time after-hours work in order to meet tight deadlines, in which the full and final draft has to be submitted by 24<sup>th</sup> December 2019. The printer and or designer will need to be available during the holiday season from 1st December to 15<sup>th</sup> January in order to meet with SAHRA and make the relevant formatting changes as required before printing.

Anticipate and account for the fact that countless draft revisions may be done, and revised many more times with edit changes and amendments in our processes. We have the rights to the design artwork once formatted. If we go beyond the set requirements, the additional design and formatting costs should be proportional or in ratio to the original total amount bid.



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#### 4. TERMS AND CONDITIONS OF PROPOSALS

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- All costs and expenses incurred by potential service providers relating to their submission of the tender will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any tender or the cancellation of this project.
- While SAHRA endeavours to ensure that all information provided to all potential service providers is accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- SAHRA reserves the right to waive deficiencies in project proposals/quotations. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal/quotation will be solely within the discretion of SAHRA.
- SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal/quotations.
- SAHRA reserves the right not to make any appointment from the tenders/quotations submitted.
- Service providers shall not make available or disclose details pertaining to the tender/quotation with anyone not specifically involved, unless authorized to do so by SAHRA.
- Service providers shall not issue any press release or other public announcement pertaining to details of their tender/quotation without the prior written approval of SAHRA.
- Service providers are required to declare any conflict of interest they may have in the transaction for which the tender/quotation is submitted or any potential conflict of
- interest. SAHRA reserves the right not to consider further any proposal and/or tender/quotation where such a conflict of interest exists or where such potential conflict of interest may arise.



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A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered. (See attached application form for Tax Clearance Certificate)

- Any and all project proposals and/or tenders shall become the property of SAHRA and shall not be returned.
- The tender should be valid and open for acceptance by SAHRA for a period of 30 days from the date of submission.
- Service providers are advised that submission of a proposal and/or tender gives rise to no contractual obligations on the part of SAHRA.
- It is expected of service providers to familiarise themselves with the property before submitting their tender offer.
- SAHRA reserves the right not to accept any proposal and/or tender which does not comply with the TERMS OF REFERENCE and conditions set out in the tender documents.
- Please note that SAHRA will view every proposal and/or tender against the spirit and purpose of the National Heritage Resources Act No 25 of 1999.
- SAHRA reserves the right not to award, or not award the proposal / tender to the service provider that scores the highest points.
- Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- All returnable proposal / tender documents must be completed in full and submitted together with the service provider's quote.



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- The “Requirements for content of the project proposal” section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information may result in your proposal being excluded from the evaluation process.
- All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.
- It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; kindly submit fully completed Bid Documents.
  - SBD 1 Invitation Bid;
  - SBD 2 Tax Clearance certificate application form;
  - SBD 3.3 Pricing Schedule;
  - SBD 4 Declaration of Interests form;
  - SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document);
  - Contract Form – Rendering of Services;
  - SBD 8 Declaration of Bidders SCM practices;
  - SBD 9 Declaration of independent bid determination;
  - General Conditions of Contract (**PLEASE INITIAL EACH PAGE, AS PROOF THAT THE BIDDER FAMILIARIZED THEMSELVES WITH THE CONTENT OF THE DOCUMENT**).
  - A valid Fidelity Fund Certificate.

**NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.**

- SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

## 5. EVALUATION CRITERIA

All proposal offers received shall be evaluated based on the following phase out approach:



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- Phase one: Compliance to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase. ·
- Phase two: Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

Criteria	Points Allocated
1. Number of years of experience of the design team and/or DTP graphic artists in-house 9 and above years = 5 7 - 8 years = 4 5 - 6 years = 3 3 - 4 years = 2 1 – 2 years = 1 Less than 1 year = 0  <b>CV's or full profile</b> of the design team to be utilised <b>must be</b> attached.	40
2. Number of years of experience of the In-house or contracted printing company.  9 and above years = 5 7 - 8 years = 4 5 - 6 years = 3 3 - 4 years = 2 1 – 2 years = 1 Less than 1 year = 0  <b>Proof of contract with printing company</b> must be attached if an external supplier will be used.	20
3. Number of years' experience of the Editor to be utilised in the project. 9 and above years = 5 7 - 8 years = 4 5 - 6 years = 3 3 - 4 years = 2 1 – 2 years = 1 Less than 1 year = 0	20



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<b>CV's or full profile of the editor to be utilised must be attached</b>	
4. Qualification of the editor to be utilised in the project.  Master's Degree in communications, journalism or English=5 Bachelor's Degree in communications, journalism or English=4 National Diploma in communications, journalism, or English=3 Higher Certificate in communications, journalism, or English=2 Certificate in communications, journalism, or English=1 No Qualification in communications, journalism or English=0  Copies of qualification of the editor <b>must be</b> attached.	10
4. Methodology	10
Total	100

A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase.

Failure to obtain 60 points will render your proposal non-responsive.

**A bidder must obtain a minimum of 60 points on the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.**

- **Phase three:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80/90 points are allocated to price, and 20/10 points are allocated to BBBEE status level as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20





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2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

#### 6. PRICE (VAT INCLUDED)

80 Points for price will be awarded with reference to the Final Offer inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

#### 7. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope and marked for the attention of the:

**Supply Chain Management**

**Bid No: SAHRA/COM/29/11/2019**

**Project Name: Print production of APP and Strategic plan**

**Tenders must be placed in the Tender Box located at:**

SAHRA's Head Office

111 Harrington Street,

Cape Town

Tel: 021 462 4502

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.



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## 8. CLOSING DATE AND TIME

Closing Date: 11 Decemember 2019

Tel: 021 868 2270

*For any further information, please send your request in writing to :*

**Mr Disang Kolwane**

Acting Supply Chain Manager

SAHRA

Tel: 021 462 4502

Email: [dkolwane@sahra.org.za](mailto:dkolwane@sahra.org.za)

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