



an agency of the  
Department of Arts and Culture

T: +27 21 462 4502 | F: +27 21 462 4509 | E: [info@sahra.org.za](mailto:info@sahra.org.za)  
South African Heritage Resources Agency - Head Office | 111 Harrington Street | Cape Town  
P.O. Box 4637 | Cape Town | 8001

11 March 2020

## TERMS OF REFERENCE

**THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR PRINT PRODUCTION OF SAHRA'S EVENT BRANDING MATERIAL AND PROMOTIONAL ITEMS.**

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### 1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) invites all suitably qualified and experienced service providers to submit quotations for the print production of SAHRA's event branding material and promotional items.

### 2. BACKGROUND

- 2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2 SAHRA requires an experience print production company to produce various branding and promotional material with a set time frame, thus the delivery date is a crucial and non-negotiable. This includes the includes deadlines for test prints and final production. It is vital to accept and understand the timeframe for production as this print needs to coincide with the organization's rebranding schedule. The delivery is expected to be in multiple phases to reach certain deadlines.



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2.3 It is within this context that SAHRA wishes to appoint competent service providers for the print production of SAHRA's event branding material and promotional items.

### 3. SCOPE OF SERVICES

3.1 The table A below reflects the description and quantity of items that are required.

**Table A**

<b>Number</b>	<b>Description</b>	<b>Number of units</b>
1	12.5mm Budget Banner Wall Units with print	2
2	Outdoor Pop-Up Banners	4
3	2x2m Branded Gazebos with steel frames	2
4	2m Sharkfin Banners	4
5	A1 blockmounted canvas prints with 44mm frame	8
6	845x2050mm Executive Roller Banners	10
7	845x2050mm Executive Roller Banners	2
8	2x1m A-frame Banners	2
9	sets of A4 double sided prints with gate fold – 1000 per set	6



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10	10 page booklet with cover, saddle stitched (128g pages with 250g cover, full colour)	500
11	30 page booklet with cover, saddle stitched (128g pages with 250g cover, full colour)	500
12	A4 folders with pocket, 350g UV coated, full colour l side	1000
13	sets of 90x50mm full colour, ds business cards, 2 sides, 200 cards/set	25
14	Memo notepads with Post-its & Pen	500
15	Strobe Ball Pens with 1 colour print	500
16	Drawstring Bags with 1 colour print	500

### Other requirements

The service provider will be expected to do a print run on the date of appointment for 2 executives roll up banners, 1 wall banner, 2 sets of brochures and 1 booklet by 20 March 2020. The rest of the material will be rolled out in phases of which time frames will be given.



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#### **4. OTHER CONDITIONS**

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

- Have layout and print experience for corporate branding and promotional items.
- Have and make use of a competent and adequate printing and design teams in-house i.e. no one-man operations.

##### **Editing and review of test outcomes:**

SAHRA expect the service provider to send through test prints of certain items and requires the chosen candidate to alert SAHRA on any defects in print outcomes.

NB: Please note that SAHRA will not be liable for any defects in print outcomes unless it is directly caused by faulty artwork.

##### **Qualifications:**

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

#### **5. DELIVERY ADDRESS**

5.1 The branding materials must be delivered to the SAHRA head office in capetown at 111 Harrington street, 8001.

#### **6. TERMS AND CONDITIONS OF TENDERING**

6.1. All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by the 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 proposal or the cancellation of this project.

6.2. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.



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- 6.3. SAHRA may require responsive bidders to present and discuss their proposals in person.
- 6.4. SAHRA reserves the right not to make any appointment from the proposals submitted.
- 6.5. Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 6.6. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- 6.7. SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 6.8. Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 6.9. The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- 6.10. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 6.11. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 6.12. Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 6.13. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.



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- 6.14. All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- 6.15. The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes, verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- 6.16. The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.
- 6.17. After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

## 5. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3 Pricing Schedule
- d. SBD 4 Declaration of Interests form.
- e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- f. SBD 7.2 Contract Form (Rendering Services).
- g. General Conditions of Contract
- h. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- i. SBD 9 Certificate of Independent Bid Determination
- j. General Conditions of Contract



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**NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.**

## 6. ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Request for quotation Issued</b>	Website	<b>11 March 2020</b>
<b>Closing date &amp; Opening of quotations</b>	SAHRA Head Office	<b>17 March 2020</b>

## 7. EVALUATION CRITERIA

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

- **Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
- **Phase two:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8



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6	6
7	4
8	2
Non-compliant contributor	0

#### 8. Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

#### 9. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of

**Supply Chain Management - Bid No: SAHRA/COM/11/03/2020**

**Project Name: PRINT PRODUCTION OF SAHRA'S EVENT BRANDING MATERIAL AND PROMOTIONAL ITEMS.**

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

**SAHRA's Head Office  
111 Harrington Street,  
Cape Town**

**Or Emailed to : TMadzinge@SAHRA.org.za**



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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.

## 11. CLOSING DATE AND TIME

**CLOSING DATE: 17 March 2020 AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.**

## 12. For enquiries, please contact:

Mr. . Tshilidzi Madzinge

Supply Chain Management

South African Heritage Resources  
Agency 111 Harrington Street

Cape  
Town  
8000

Tel: 021 462 4502

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