



an agency of the
Department of Arts and Culture

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TERMS OF REFERENCE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE PRINT PRODUCTION OF SAHRA'S EVENT BRANDING MATERIAL AND PROMOTIONAL ITEMS.

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit proposals for the print production of **SAHRA's event branding and promotional material**. NB: SAHRA will supply the chosen service provider with all artwork for print.

2. BACKGROUND

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 organisations rebranding schedule. The delivery is expected to be in multiple phases to reach certain deadlines.

3. SCOPE AND SERVICES REQUIRED

- 3.1 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.
- Submit full profile of professional editor, designers and printers being used

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.

Important qualities:



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Creativity: He/She must be creative and knowledgeable in all forms of print and design.

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

- 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
- Undertake quality control before final print, and adhere to deadlines as provided by SAHRA.

3.2. SPECIFICATIONS | EVENT BRANDING MATERIAL AND PROMOTIONAL ITEMS

Description x Units

- 2X 12.5mm Budget Banner Wall Units with print
- 4X Outdoor Pop-Up Banners
- 2X 2x2m Branded Gazebos with steel frames
- 4X 2m Sharkfin Banners
- 8X A1 blockmounted canvas prints with 44mm frame
- 10X 845x2050mm Executive Roller Banners
- 2X 845x2050mm Executive Roller Banners
- 2X 2x1m A-frame Banners
- 6X sets of A4 double sided prints with gate fold – 1000 per set
- 500X 10 page booklet with cover, saddle stitched (128g pages with 250g cover, full colour)
- 500X 30 page booklet with cover, saddle stitched (128g pages with 250g cover, full colour)
- 1000X A4 folders with pocket, 350g UV coated, full colour 1 side
- 25 X sets of 90x50mm full colour, ds business cards, 2 sides, 200 cards/set
- 500 Memo notepads with Post-its & Pen
- 500 Strobe Ball Pens with 1 colour print
- 500 Drawstring Bags with 1 colour print

4. TERMS AND CONDITIONS OF PROPOSALS

- 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



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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.

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.



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- 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.
- 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.



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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:

- 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)

<p>1. Number of years of experience of the designers and printers</p> <p>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</p> <p>CV's or full profile of the design team to be utilised must be attached.</p>	<p>50</p>
<p>2. Number of years of experience of the In-house or contracted printing company.</p> <p>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</p> <p>Proof of contract with printing company must be attached if an external supplier will be used.</p>	<p>50</p>



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Total	100
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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.

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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
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/08/05/2020



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Project Name: Print Production of SAHRA Event Branding and Promotional Material

Tenders must be sent to the SAHRA tender email at tenderinfo@sahra.org.za , email size limited to 20mb (emails may be divided in to several parts)

Indicate the bid number and supplier name as the subject on the email . (e.g. SAHRA/COM/08/05/2020 Supplier X)

8. CLOSING DATE AND TIME

Closing Date:22 May 2020

Closing time :11:00 AM

Tel: 021 868 2270

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

MS. Ayanda Fortunate Mkhize

Supply Chain Manager

SAHRA

Tel: 021 462 4502

Email: AMkhize@sahra.org.za