an agency of the
Department of Arts and Culture

28 JULY 2020

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIVER FOR THE EDITING, PRINT PRODUCTION AND PRINT SETUPOF SAHRA 2019/20 ANNUAL REPORT

1. PURPOSE

1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service providers to submit quotations for the editing, print production and print setup of SAHRA 2019/20 Annual Report. **NB: SAHRA will supply the artwork to the service provider.**

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 is a statutory entity established under the National Heritage Resources Act, No 25 of 1999 and, together with the provincial heritage resources authorities, is one of the bodies that replaced the National Monuments Council. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.

2.3 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 editing, print setup and printing of the document. It is vital to accept and understand the timeframe given, which will require a design team to finalise the artwork provided and deliver the complete book within four weeks after receiving the go-ahead from SAHRA

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3. SCOPE OF THE SERVICE REQUIRED

3.1 NB: Editing, print production and print setup of SAHRA 2019/20 Annual Report

The quotations must contain or meet the following elements: SIZE: A4 booklet FINISHING: Two rounds of editing and proof reading - final edit and proof before print.

Print Setup – Double check bleed areas, image quality, correct specs for print, setting up the cover with spine, checking colour settings with mode, checking for missing links.

297mm x 210mm

SELF-COVER	**:** 300gsm
INSIDE PAGES	**:** 170gsm
COLOR	**:** Full Colour
PAPER	**:** Gloss
QUANTITY	**:** 200 copies for the ANNUAL REPORT
PAGES	**:** 150 pages for the ANNUAL REPORT (PLUS, MINUS)
BINDING	**:** The completed document should include cover with spine
DELIVERY DATE	**:** 15 September 2020
PACK & DELIVER	**:** 200 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 on the disc & 5 x discs with PDF format

3.2 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.
- Submit full profile of professional editor and designers.

Copy editor:
Will review a copy of the Annual Report 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 communicating electronically via the e-mail. We also make use of Wetransfer for large documents and artwork if required. We expect tracked changes to be sent through using these channels.

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
- Undertake editing, alignment and formatting of the ANNUAL REPORT;
- Undertake proof-reading and quality control by the editor of the copy before final print, and adhere to deadlines as provided by SAHRA.

4. TERMS AND CONDITIONS

a) All costs and expenses incurred by the potential service providers relating to their project proposal 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 proposal or the cancellation of this project.

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

c) SAHRA may require responsive bidders to present and discuss their proposals in person.

d) SAHRA reserves the right not to make any appointment from the proposals submitted.

e) 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.

f) 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.

g) 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.

h) Any and all project proposals shall become the property of SAHRA and shall not be returned.

i) 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.

j) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.

k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.

l) 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.

m) 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.

n) 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.

o) 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.

p) 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.

q) 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.

NB: Failure to submit completed returnable forms as mentioned above may disqualify your quotation.

6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	Website	**05 August 2020**
Closing Date	Proposals submitted to SAHRA	**12 August 2020**

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-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12

B-BBEE Status Level of Contributor	Number of points (80/20 system)
5	8
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

Bids must be submitted in a sealed envelope, marked as confidential and for the attention of
Supply Chain Management - Bid No: SAHRA/COM/01/08/2020
Project Name: 2019/20 Annual Report

BIDS must be placed in the Tender Box located at:
SAHRA's Head Office
111 Harrington Street,
Cape Town

Bids can also be emailed to: tenderinfo@sahra.org.za

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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10. CLOSING DATE AND TIME

CLOSING DATE: 12 AUGUST 2020 AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.

11. <u>For technical information, please contact</u>:

Mr. Yazeed Sadien
Acting Manager Marketing and Communications
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502
Email: ysadien@sahra.org.za

<u>For Supply Chain related enquiries, please contact</u>:

Mr Disang Kolwane
Supply Chain Management
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502

Email: <u>dkolwane@sahra.org.za</u>