



an agency of the
Department of Arts and Culture

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South African Heritage Resources Agency - Head Office | 111 Harrington Street | Cape Town
P.O. Box 4637 | Cape Town | 8001

BID NO: SAHRA/COMMS/01/01/21

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED AND EXPERIENCED APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE PROOF READING AND PRINTING OF SAHRA'S ANNUAL PERFORMANCE PLAN 2021/2022

1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit proposals for the proof reading and printing of SAHRA's Annual Performance Plan 2021/2022. NB: SAHRA will **supply the artwork** to the 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 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 the given amount of time by SAHRA officials.

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;
- Submit full profile of professional editor and designers;



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Copy editor:

Will review a copy of the Annual Performance Plan (**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 communicating electronically via e-mail. We also make use of Wettransfer 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 APP;

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



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3.2. Annual Performance Plan Booklet

REQUIRED FORMATS FOR THE DOCUMENT

SELF-COVER: 300gsm

INSIDE PAGES: 170gsm

COLOR: Full Color

PAPER: Gloss

QUANTITY: 25 copies for APP

PAGES: 100 pages for APP

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

PACK & DELIVER: 25 copies 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

ADDITIONAL INFORMATION

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.

4. TERMS AND CONDITIONS OF PROPOSALS

4.1 The “Requirement for content of the project proposal” section above outlines the information that must be included in bid offers. Failure to provide all or part of the information will result in your bid being excluded from the evaluation process.

4.2 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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- 4.3 Bidders are requested to provide a proposal with a clear break down of installation and delivery costs where applicable.
- 4.4 SAHRA may require responsive bidders to present and discuss their proposals.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 Bidders shall not issue any press release or other public announcement pertaining to the details of their project proposal without the prior written approval of SAHRA.
- 4.7 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. 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.
- 4.8 A valid original Tax Clearance Certificate, issued by the South African Revenue Services, must be submitted, failing which the relevant bidder's bid shall not be considered. (See attached application form for Tax Clearance Certificate).
- 4.9. The service provider must be registered with an approved and recognised professional body in South Africa. Registration and proof must be attached to the Offer.
- 4.10. Any and all project proposals and/or bid project documents shall become the property of SAHRA and shall not be returned.
- 4.11 The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 4.12 Bidders are advised that submission of a proposal gives rise to no contractual obligations



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on the part of SAHRA.

- 4.13. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 4.14. 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.
- 4.15. 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.
- 4.16. 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.**
- 4.17. 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.
- 4.18. 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 contactable references from companies, whom the service provider offered the same service to.
- 4.19. The service provider is required to complete and provide the following forms:
 - a. SBD 1 Invitation Bid
 - b. SBD 2 Tax Clearance certificate application form
 - c. SBD 3.3 Pricing Schedule
 - d. SBD 4 Declaration of Interests form



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- e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- f. Contract Form – Rendering of Services
- g. SBD 8 Declaration of Bidders SCM practices
- h. SBD 9 Declaration of independent bid determination
- i. General Conditions of Contract (PLEASE INITIAL EACH PAGE, AS PROOF THAT BIDDER FAMILIARIZED THEMSELVES WITH THE CONTENT OF THE DOCUMENT).

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation

5. ANTICIPATED TIME SCHEDULE AND PROCESS

Closing date & Opening of proposals	Bids opened at SAHRA Head Office	15 February 2021
Commencement of contract and project delivery	SAHRA and successful bidder	Upon receipt of Purchase Order from SAHRA

6. EVALUATION CRITERIA

6.1 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

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 16 4 12 5 8 6 6 7 4 8 2 Non-compliant contributor 0
5.2 Price (Vat included) 80 Points for price will be awarded reference to the total fixed proposal



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amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

B-BBEE Contributor	Status Level of	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

7 PRICE (VAT INCLUDED)

- 7.1 Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule including management and transactional fee of the requested service. Price will be evaluated based on 80 points and the applicable formula of calculating points scored by each bidder.
- 7.2 **Please Note:** SAHRA reserves its right not to make any award in respect of this RFQ. The prospective service provider shall bear all costs associated with submission of the RFQ. No late offers shall be considered.

8. SUBMISSION OF PROPOSALS

Project proposals must be submitted in a sealed envelope, marked as confidential and for the attention of Supply Chain Management Unit – Bids must be placed in the Tender Box located in the foyer of the SAHRA Head Office situated at:

South African Heritage Resources Agency Head Office
111 Harrington Street, Cape Town
8001



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Closing date for bid offers and proposals: 15 February 2021 at 11:00, no late proposals will be accepted after the closing time.

For Technical information, please contact

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For the Supply Chain related enquiries, please contact

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