



TERMS OF REFERENCE

Project Number
SAHRA/COMMS/01/04/2024

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF BRANDING 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 supply and delivery of event marketing and promotional materials, for the purpose of marketing the SAHRA brand and disseminating collateral materials at SAHRA events.

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. It is vital to accept and understand the timeframe given, which will require the supplier to have the necessary understanding of design and dealing with artwork, as well as ensuring the delivery of specified equipment 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 dealt with procurement of equipment and delivery.

NB: Please note that SAHRA prefers communicating electronically via 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:

Important qualities:

Creativity: He/She must be flexible in regards to making changes to the artwork where necessary.

Detail oriented: The material should match the requirements sent through.

Good judgment:

Have in-house or proof of partnership with printing company.
Have seamless co-ordination between DTP design & print divisions.
Adhere to deadlines as provided by SAHRA.

3.2. Branding Procurement Requirements

Material identified for Event Collateral and Equipment

- 200 Branded Booklets (Small notebook and pen)
- 100 Branded Sling Bags
- 200 Branded Highlighters
- 150 A4 Flyers for each unit (12 sets)
- 30 Sets of 100 Business cards
- Plastic card machine (For identity cards)
- 50 Backpack Bags
- 50 USB's (16gb)
- 20x Wireless Buds (similar/equivalent to Volcano buds)
- 50x 10000mAh Powerbanks
- Laptop Extender - Portable and Expandable Multi-Screen Monitor
- 2x 55 Inch Televisions
- 2x 32"- 70" Mobile Floor TV Mount Stand with Wheels

ADDITIONAL INFORMATION

Please note, most of the artwork will be provided to the appointed service provider by the SAHRA Marketing division, however there might be occasions whereby the service provider will be requested to input design elements. 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.





4. TERMS AND CONDITIONS OF PROPOSALS

4.1 All costs and expenses incurred by 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.

4.2 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.

4.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal will be solely within the discretion of SAHRA.

4.4 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.

4.5 SAHRA reserves the right not to make an appointment from the proposals submitted.

4.6 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved unless authorized to do so by SAHRA.

4.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.

4.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.

4.9 A valid Tax Compliance Pin issued by the South African Revenue Services, must be submitted, failing which the relevant service provider's proposal shall not be considered.

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

4.11 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.

4.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.

4.13 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.





4.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.

4.15 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.

4.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote.

4.17 The "Requirements for the 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.

4.18 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance with the specifications provided.

4.19 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms; kindly submit fully completed Bid Documents.

4.20 Bidders must supply at least two (2) valid contactable references/letters of similar work.

4.21 Working files to be submitted to SAHRA upon completion of the project,

- 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
- 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. 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

5.1 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.
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- **Phase Two:** Preference points on specific goals as follows;

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

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 a maximum of 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

Project Number: SAHRA/COMMS/01/04/2023

Project Name: Appointment of a suitably qualified service provider for the supply and delivery of branding and promotional items.

Quotations must be placed in the Tender Box located at:

SAHRA Head office

111, Harrington Street, Cape Town, 8001

Tel: 021 462 4502

Or by email 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.

11. CLOSING DATE AND TIME

Closing Date: 23 April 2024 at 11h00am – No late Tenders will be accepted.

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

Technical Enquiries:

Mr. Yazeed Sadien
Manager: Communications and Marketing
Email: ysadien@sahra.org.za

Supply Chain Management Enquiries:

Ms. Yonela Somtsewu
Supply Chain Manager
Email: ysomtsewu@sahra.org.za

