



**PRODUCTION OF ANIMATED MOTION  
CARTOONS**

**REQUEST FOR TENDER**

**NHBRC MKT 1053/2008**

**TENDER CLOSING DATE: 30 September 2008  
TIME: 13H00**

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## **1. INVITATION TO TENDER**



The National Home Builders Registration Council is a statutory body with the responsibility to provide protection in terms of the Housing Consumers Protection Measures Act (Act No 95 of 1998). It is mandated to provide protection for housing consumers against defined defects and to regulate the home building industry.

### **REQUEST FOR TENDER**

#### **NHBRC PRODUCTION OF ANIMATED MOTION CARTOONS**

##### **NHBRC MKT 1053/2008**

The National Home Builders Registration Council (NHBRC) is a statutory body with a responsibility to provide protection to housing consumers in terms of the Housing Consumers Protection Measures Act (Act No. 95 of 1998). The Council is mandated to regulate the home building industry and to protection for all new housing consumers against defined structural defects.

The main purpose of the animation motion is to create an appealing cartoon for viewing by the general public. The animated cartoon will be based along the current NHBRC cartoon book.

#### **AVAILABILITY OF DOCUMENT**

The detailed brief can be accessed at NHBRC via the website [www.nhbrc.org.za](http://www.nhbrc.org.za).

#### **COMPULSORY BRIEFING**

A compulsory briefing session will be held on **Tuesday 19 August 2008 at 12h00** at NHBRC Bryanston Office, situated at Medscheme Office Park, Phase 4, 10 Muswell Road South, Bryanston. Service Providers must pay for their own travel and related costs.

#### **TENDER CLOSING**

The closing date for the tender will be on **30 September 2008 at 13h00**. Tender proposals should be marked with the tender number: **NHBRC PRODUCTION OF ANIMATED MOTION CARTOONS: NHBRC MKT 1053/2008** and the full name of the service provider.

Tender documents must be made for the attention of Manager Supply Chain. Tender documents must be deposited into a tender box situated at **NHBRC's Bryanston head office, Medscheme Office Park, Phase 4, 10 Muswell Road South, Bryanston**. No late, posted or faxed submissions will be accepted. **The public opening of the tenders will take place same date and venue at 13h00.**

**Enquiries should be directed to:**

**Production Enquiries:**

Beatrice Motsisi

Tel. 011 317 0242, Fax No. 086 626 1392, email: [beatricem@nhbrc.org.za](mailto:beatricem@nhbrc.org.za)

**Supply Chain and Tender Process Enquiries:**

Kwena Moloko,

Tel. 011 317 0241, Fax No. 086 630 8973, email: [Kwenam@nhbrc.org.za](mailto:Kwenam@nhbrc.org.za)

## **2. TENDER SUBMISSION INSTRUCTIONS**

### **GENERAL INFORMATION**

The NHBRC requires the services of competent companies or persons who are experienced in the field of providing animation services to animate the existing cartoon book that defines the Mandate of NHBRC.

#### **Tenders must return with the following**

- **NHBRC Procurement Form**
- **Specified person list**
- **Bill / Schedule of Quantities and Costing**

### **TENDER BRIEFING**

<b>Date</b>	<b>Tender Number</b>	<b>Address</b>	<b>Time (Briefing session)</b>
19 August 2008	NHBRC MKT 1047/2008	Phase 4 Medscheme Office Park 10 Muswell Road South Medscheme Office Park Bryanston 2021	12h00

### **TENDER RESERVATIONS**

Tenders shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company. The NHBRC reserves the right to accept or reject in part or whole any tender submitted, and to waive any technicalities for the best interest of the company.

#### **Tenders shall be rejected, among other reasons, for any of the following specific reasons:**

- Tenders received after the closing date and time as specified.
- Unbalanced value of any items.
- If the original Tax Clearance Certificate is not submitted
- Tender documents shall be completed in non-erasable black ink, unless using a computer.
- Tenders documents not initialed on every page.
- Tenders containing irregularities.

**Tenderers shall be disqualified and their tenders not considered, among other reasons, for any of the following specific reasons:**

- Reason for believing collusion among tenderers.
- The tenderer being in arrears on any existing contract or having defaulted on previous contract.
- Lack of competency as revealed by a financial statement, technical assessment and questionnaires.
- Uncompleted work that in the judgment of the company shall prevent or hinder the prompt completion of additional work, if awarded.

### **EXCLUSION OF TENDERS**

Tenders that may be viewed by the Tender Committee to have priced their services unreasonably above or below the NHBRC estimates and budget such suppliers may be requested to demonstrate how they envisage delivering at such cost and/or price.

If the Tender Committee is not satisfied with the motivation so provided, such suppliers will be excluded from further evaluation and thereby not considered for appointment to provide the service.

### **COST OF TENDER PREPARATION**

All cost associated with the preparation and submission of a tender is the responsibility of the tenderer. The costs shall not be chargeable to the NHBRC by successful or unsuccessful tender. All submitted tenders remain the property of NHBRC and shall not be returned except in the case of a late submission.

### **TENDER PRESENTATION AND DEMONSTRATION**

The NHBRC reserves the right to require that any tenderer provide a formal presentation of its tender at a date and time to be determined by the NHBRC.

The NHBRC shall provide short-listed tenderers ten (10) days notice, of the location, date, and time for their respective presentation and demonstration, which shall take place at the NHBRC, Phase 4, 10 Muswell Rd South, Bryanston, Gauteng. All tenderers must comply with the location, date and time scheduled by the NHBRC. Failure to comply with this requirement shall result in rejection of the tender. No tenderer shall be entitled to be present during, or otherwise receive any information regarding, any other tenderer's presentation and demonstration.

Presentations and demonstrations must be setup, coordinated, and conducted by tenderer's personnel. The tenderer shall be required to demonstrate the complete proposed inspection procedure as per the submitted tender.

The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the demonstration. All expenses must be borne by the tenderer.

## **VALIDITY**

**The validity period of the tender shall be 90 working days from date of closing.**

## **TENDER SUBMISSION**

It is a compulsory requirement that the tenderer must submit NHBRC Form C (Annexure C of the Procurement Policy document) completed and initialed in every page and signed by the person with authority to sign and do business for and on behalf of the company. If this form is not completed and attached such a tender shall be disqualified. All tenders documents to be completed in non-erasable black ink.

The following particulars are compulsory attachments:

Particulars of the company

- Registered name of the company
- Trading name of the company
- Certified copy of the Certificate of Registration
- Certified copy of the official Shareholders Certificate (e.g. CK 1, and CM29)
- NHBRC Supplier Record Form completed and initialed.
- V.A.T Registration certificate for Registered VAT Vendors.
- Original cancelled cheque of the service provider

NHBRC reserves the right to verify the information supplied.

## **TAX CLEARANCE REQUIREMENTS**

You are required to attach the original Tax Clearance Certificate and failure to do so shall result in the tender being disqualified.

### **3. TERMS OF REFERENCE**

#### **A) Purpose:**

The main purpose of the animation motion is to create an appealing cartoon to be viewed by the general public. The animated cartoon will be based along the current NHBRC cartoon book. By this we ensure that we create a broader understanding of the mandate of the NHBRC.

The service provider shall produce a product that:

- is professionally animated
- shall be of exceptional high standards
- interactive, interesting and engaging for the viewers
- the design and layout shall be of high standard
- advice on the correct format of cartoons animation
- is produced in English

#### **B) Specifications**

The service provider shall provide copies of animated motion cartoons on CD, with the required standard. The provider shall also guide the Marketing section of the NHBRC with regards to the story features used in the cartoon.

#### **C) Document Size:**

Animated motion cartoon is based on the current NHBRC cartoon book which is approximately 40 pages.

#### **D) Duration**

The duration for the production of animated motion cartoons will be approximately 60 days.

#### **E) Quantity**

The service providers shall produce 30 CDs animated motion cartoons.

## **F) Technical Evaluation**

The following will be used to evaluate the proposed concept. It shall form the basis for the technical evaluation.

The criteria below will be used to evaluate proposal; the nominated service provider will be evaluated in terms of the following criteria:

<b>No</b>	<b>Criteria</b>	<b>%</b>
<b>1</b>	Proposal comprehensiveness	12
<b>2</b>	Concept presented and innovative creativity	30
<b>3</b>	Promotional ideas	11
<b>4</b>	Quality and expertise	17
<b>5</b>	Functionality	10
<b>6</b>	Team and infrastructure	20
	<b>Total</b>	<b>100</b>

## **G) Budget**

The budget should comprise of expenses that needs to be budgeted which will be evaluated according to the concept, within the scope of the brief and aligned to the above evaluation criteria.

## **H) Closure**

The evaluation criteria is availed to companies that attended the briefing, who are on the attendee list captured by the NHBRC, the eligible company may submit the proposal based on the cartoon animation evaluation criteria accompanied by the reviewed policy and brief as per the reviewed tender document. The amended submission time is to be adhered to.

#### **4. COSTING AND BILL OF QUANTITIES**

The costing of the project would be divided into the following broad categories.

NO.	ITEMS	4.1 PRODUCTION OF CARTOON ANIMATION (R.C)	4.2 PROJECT MNG FEE (R.C)	4.3 OTHER ITEMS/MATERIAL (R.C)	TOTAL
1					
2					
3					
4					
5					
6					
7					
	Subtotal Before VAT				
	VAT @14%				
	<b>Grand Total</b>				

**Note:** It is mandatory to include all the costs for all provinces as per the table above. The grand total shall constitute the full tendered price. The full tendered price must be written in Annexure C of the NHBRC tender form.

The total cost of the project should be added up as per Bill of Quantities above. It should indicate the subtotal before VAT and the grand total including VAT as per table above.

The cost of this project shall not include meals and/or accommodation for the attendees (public and clients). The NHBRC will not entertain or consider any other cost outside of this bill.

- 4.1 The service provider's time on providing the concept and methodology for the production of the cartoon motion animation
- 4.2 The project management fee for the production of the cartoon motion animation
- 4.3 Additional activities

## **5. CRITERIA FOR EVALUATION**

Each tenderer deemed acceptable for detailed evaluation after evaluation and review shall be scored in accordance with the NHBRC's Procurement Policy.

The NHBRC tender committee shall evaluate and review the tenders in accordance with the following criteria:

- compliance with the tender requirements
- implementation strategy and approach, and
- project plan and cost.

After completion of the evaluation, the NHBRC Tender Committee will score by applying predetermined weighting factors that shall be applied to the eligible tenders.

**Refer to the NHBRC Procurement Policy:  
Annexure G (General Acceptability Form for Formal and Non-Formal) and,  
Annexure H (Preferential Procurement Goals)**

**Tenderers must complete in detail the attached NHBRC Procurement Form:**

- **Annexure C (Formal Tender)**