



REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER DESIGN, LAYOUT AND PRINTING SERVICE FOR A PERIOD OF THREE (03) YEARS

RFP NO.: NHBRC 44/2019

CLOSING DATE: 30 MARCH 2020

TIME: 11:00AM

NON- COMPULSORY BRIEFING SESSION

DATE: 16 MARCH 2020

TIME: 11:00AM

**VENUE: NHBRC HEAD OFFICE
27 LEEUWKOP ROAD
SUNNINGHILL
GAUTENG**

1. TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1 The Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up-to-date for the duration of the contract.
- 1.2 The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.
- 1.3 The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.4 If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.5 The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.6 This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.7 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (90) Days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a binding Agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.
- 1.8 The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.9 Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.

- 1.10 Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.11 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.12 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to disqualify the relevant Bidder from any further participation in the bid process. The NHBRC shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management (“SCM”) in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.
- 1.13 Briefing Session: There will be non-compulsory briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.
- 1.14 Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.15 The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.16 All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.17 The Bid submitted by the bidder 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.
- 1.18 The NHBRC reserves the right to accept or reject in part or whole any bid submitted, and to waive any technicalities for the best interest of the company.
- 1.19 RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.20 Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
 - 1.20.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
 - 1.20.2 The Bid contains irregularities.

- 1.21 The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the presentation. All expenses must be borne by the bidder.
- 1.22 All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.
- 1.23 This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- 1.24 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

1. BACKGROUND

1.1. ABOUT THE NHBRC

1.1.1. The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 ("the Act"). Section 3 of the Act provides that the objects of the NHBRC are to:

- (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;
- (b) regulate the home building industry;
- (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- (d) establish and to promote ethical and technical standards in the home building industry;
- (e) improve structural quality in the interests of housing consumers and the home building industry;
- (f) promote housing consumer rights and to provide housing consumer information;
- (g) communicate with and to assist home builders to register in terms of this Act;
- (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
- (i) regulate insurers contemplated in section 23 (9) (a); and
- (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

1.2. NHBRC OFFICES

1.2.1. The NHBRC is a medium sized organization with a staff compliment of approximately 644 employees. The NHBRC's Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying size and 12 Satellite Offices which are located in the following areas:

	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Bela Bela) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) - Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) - Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberly) - Provincial	22	Gauteng (Pretoria) - Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

2. OBJECTIVE

3.1 The objective of this project is to appoint a suitable and reputable service provider with relevant skills, expertise and experience for the design, layout, and printing of NHBRC strategic documents (i.e. Annual reports, APPs, Strategic Corporate Plans) and other related branded collateral documents.

3.2 The successful service provider will be required to enter into a Service Level Agreement (SLA) with NHBRC for a period of three (3) years.

4. SCOPE OF WORK

4.1 The successful design, layout and printing services provider will be required to produce our strategic corporate documents (i.e. annual report, strategic report & annual performance plan) and other related branded collateral documents (i.e. brochures, posters, leaflets, etc.) for a period of three years with the following responsibilities:

4.2 Concept design and layout

- Determination of the concept (i.e. look and feel) will be derived from meetings with NHBRC.

4.3 Typesetting, Layout, Copy Editing and Printing

- This process must include professional editing & proofreading
- Interim proofs to be submitted electronically
- Two (2 hard copy versions) of final proof in colour to be signed off by NHBRC before printing.
- 1 copy to be kept by the NHBRC
- Portrait book.

4.4 Printing

- The NHBRC will provide a full printing specification for each order. Additional specifications will be given from time to time with each order where applicable.

4.5 Editing

- The NHBRC requires a professional editor to edit the document, improve flow, quality and posting impact of information presented in the document. Suggested changes should include:
 - The proposal of alternative wording
 - Sentence rephrasing
 - Overarching story line with an impactful theme
 - Overall professional language services for the annual report
 - Professionalization of the annual report including presentation
 - Creative themes, etc.

4.6 Annual Performance Plan specification.

Description	Specifications
Pages	4 options cover + 180 pages (this might change)
Format	A4 – Portrait
Binding	Perfect binding
Quantity	300 copies once a year for 3 years 50 CDs of Electronic Version once a year for 3 years
General print specifications	Full colour - Matt Gloss - 300 gsm cover - 150 gsm inside pages
Language	English
Editing & Proofreading	<ul style="list-style-type: none"> • Fine tune the compiled document (+/- 90 pages) to ensure synergy throughout which includes correcting or improving: • use of language • general grammar & spelling • content & style • punctuation • sentence structure • logical sequencing • clarity of communications & accuracy • pagination • unnecessary jargon • consistency of facts • simplification of content • Edit the document using MS Word track changes tools to ensure that all the suggested corrections, changes and comments are clearly indicated.

	<p>The NHBRC will be responsible for:</p> <ul style="list-style-type: none"> • Collating information and writing the initial report. • Generating all tables, graphs and pie charts (Service Provider to check and ensure that graphs and tables match the narrative correctly)
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4.6.1 Strategic Performance Plan specifications

Description	Specifications
Pages	4 options cover + 250 pages (this might change)
Binding	Perfect binding
Quantity	<ul style="list-style-type: none"> - 300 copies once a year for 3 years - 50 CDs of Electronic Version once a year for three (3) years - 100 Braille - 10 Audio
General print specifications	Full colour - Matt Gloss - 300 gsm cover - 150 gsm inside pages
Language	English and Braille
Description	Specifications
Pages	±130 including front and cover pages (this might change)
Binding	Perfect Binding
Quantity	500 printed 10 Audiobook 50 CDs of Electronic Version 100 braille version (Remove)
General print specifications	Full colour - Matt Gloss - 300 gsm cover - 150 gsm inside pages(Remove)
Language	English & Braille
Editing & Proofreading	<ul style="list-style-type: none"> • Fine tune the compiled document (+/- 90 pages) to ensure synergy throughout which includes correcting or improving:

	<ul style="list-style-type: none"> • use of language • general grammar & spelling • content & style • punctuation • sentence structure • logical sequencing • clarity of communications & accuracy • pagination • unnecessary jargon • consistency of facts • simplification of content • Edit the document using MS Word track changes tools to ensure that all the suggested corrections, changes and comments are clearly indicated. <p>The NHBRC will be responsible for:</p> <ul style="list-style-type: none"> • Collating information and writing the initial report • Generating all tables, graphs and pie charts (Service Provider to check and ensure that graphs and tables match the narrative correctly)
Innovation	The Electronic version to be multimedia, i.e. to be capable of hyperlinks to video, animation and other digital content.

4.6.2 Annual Report specifications

Description	Specifications
Pages	4 cover pages + 150 pages(this might change
Format	A4 – Portrait or landscape print copy including the following formats: <ul style="list-style-type: none"> • An interactive, electronic printable booklet in PDF format suitable for users to view online or download for printing. • Braille • Audio

Binding	Perfect Binding
Quantity	<ul style="list-style-type: none"> - 500 printed once a year for 3 years - 10 Audiobooks on cd/online once a year for 3 years - 50 CDs of Electronic Version once a year for 3 years - 100 braille version once a year for 3 years
General print specifications	<p>Full colour</p> <ul style="list-style-type: none"> - Matt Gloss - 300 gsm cover - 150 gsm inside pages
Language	English & Braille
Editing & Proofreading	<ul style="list-style-type: none"> • Fine tune the compiled document (+/- 90pages) to ensure synergy throughout which includes correcting or improving: • use of language • general grammar & spelling • content & style • punctuation • sentence structure • logical sequencing • clarity of communications & accuracy • pagination • unnecessary jargon • consistency of facts • simplification of content • Edit the document using MS Word track changes tools to ensure that all the suggested corrections, changes and comments are clearly indicated. <p>The NHBRC will be responsible for:</p> <ul style="list-style-type: none"> • Collating information and writing the initial report • Generating all tables, graphs and pie charts (Service Provider to check and ensure that graphs and tables match the narrative correctly)

Photography	<ul style="list-style-type: none"> • A photographer will be tasked with visiting five (5) projects in North West and Gauteng enrolled with the NHBRC to take photos to be used in the report • The photographer will also be required to arrange and conduct a photo-shoot with NHBRC leadership (Council and EXCO annually) • Provide ideas for images that will be used throughout the report.
Innovation	The Electronic version to be multimedia, i.e. to be capable of hyperlinks to video, animation and other digital content.

4.6.3 Design and printing of the following printed collateral specifications.

Description	Quantity
A1 posters Material must be 135 grams Full colour print	2400 annually
A5 notebooks (moleskine) with the below inserts: - a USB knot - calendar per year for 3 years - One page dedicated to ethics and building tips.	1 000 per year for 3 years
NHBRC A4 booklet 36 Pages(including covers) Full colour - Matt Gloss - 300 gsm cover - 150 gsm inside pages - animation and photos where applicable	10 000 in the following languages: <ul style="list-style-type: none"> • English-4000 • Setswana -1000 • Isizulu-1000 • Afrikaans-1000 • Isixhosa-1000 • Xitsonga-500 • Tshivenda-500 • Sepedi-1000
Desk Calendars (with ethics pledge) A5 Matt Gloss 300 gsm cover	1 000 per year for 3 years

150 gsm inside pages	
Folders Size: A3 Matt Gloss 300 gsm cover	1000 annually
Business Cards	Number of employees 200 Number of business cards per employee 250
Flyers/Brochures Size: A4 Matt Gloss 300 gsm cover	10 000 annually

4.6.4 Photography

- The NHBRC requires an experienced photographer with a proven track record to conduct a photo shoot for the Annual Report on a yearly basis for 3 years.
- The NHBRC requires samples of work done by the photographer.
- The Service provider to provide samples of previous relevant work done.
- The NHBRC will select the site for shoot.
- NHBRC will do the final selection of the photos.
- Photo shoot to be scheduled around the EXCO and Board Members schedules.

4.6.5 Project Manager

- The NHBRC requires a Project Manager who will manage the Strategic Plan, Annual Performance Plan and Annual Report process.
- The Project Manager will be the central point of contact for the NHBRC.
- The NHBRC requires a project plan with amongst others a production schedule and timelines.
- This project plan will be managed by the Project Manager after it has been approved and confirmed by NHBRC's Project Leader.
- The Project Manager will provide a status report on a weekly, monthly and quarterly basis as and when required by NHBRC.
- Project Manager will ensure that all changes are tracked and effected with a version number of each mock-up copy printed until sign-off of the final report.

4.7 NHBRC Service Expectations

- 4.7.1. Provide clear timelines on all deliverables
- 4.7.2. Quality of the output
- 4.7.3. Follow the specifications and all requirements
- 4.7.4. A credible and a highly experienced service provider with proven track record in the design, layout and printing services.

5. DOCUMENTS TO BE SUBMITTED

5.1 Required Information

A detailed proposal:

- Understanding of terms of reference.
- Team composition competencies (please attach CVs and indicate roles of individuals).
- Quality Assurance measures (process and control).
- Summary of projects executed and completed in the last three year

5.2. Mandatory Requisites of the Service Provider:

5.2.1. The successful bidder should meet the following requirements:

- The NHBRC requires the services of a service provider who possesses experience and expertise in the printing industry.
- Relevant experience in design, layout, editing, proofreading and printing of strategic documents (i.e. Annual Report, Annual Performance Plan, etc.).

5.2.2. The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement to move under mandatory.

Bidder's experience	Comply	Not Comply
<p>The bidder must demonstrate relevant experience in design, layout, editing, proofreading and printing of an Annual Report and Annual Performance Plan documents, etc.</p> <p>The bidder must provide five (5) signed references letters on their clients letterhead.</p>		
Printing Capacity		
<p>The bidder must demonstrate capacity to print hard copies of all the documents in the specifications.</p> <p>The bidder must provide details of their printing capacity.</p> <p>Site visit will be conducted to verify the availability of printing infrastructure.</p>		
<p>The bidder must demonstrate relevant qualifications and Skills of the Project manager, Design & Layout Team, Editing & Proofreading Team</p> <p>Qualification</p> <ol style="list-style-type: none"> 1. Project Management 2. Graphic Design 3. Communication and Marketing 4. Public Relation 5. Journalism 		
<p>The bidder must provide relevant CVs and certified copies of qualifications of the team which will work on the NHBRC's project/s.</p>		

5.4. Functionality documents to be submitted:

The following is what is required to be submitted by the bidders.

5.4.1 During the last five (5) financial years, the bidder must have completed similar projects. The bidder must submit a summary of the projects in the format presented below:

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel

5.4.2. Provide reference letters of completed projects, the letters must be provided by the client on the client’s letterheads, and signed off by an authorized delegated employee of the client.

Name of project:

Name of Client:

Client Contact Details

 Contact person:

 Role in Project:

 Contact Tel No:

 Contact Cell:

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project (maximum 200 words).

Note: Please attach a reference letter from the client indicating successful completion of the project as per the client’s brief.

5.4.3. Capability of Bidder's Resources

The service provider is required to demonstrate that the resources mentioned in paragraph **5.2** have adequate experience in Design, Layout, Editing, Proofreading and printing of documents.

5.5. Project Proposal

In addition to the above, the bidder must provide a detailed project proposal.

5.5.1. The proposal document must outline the profile of the company and intended/proposed approach to the project,

5.5.2. The approach and methodology must be clearly stipulated and must cover all aspects of the projects.

6. TECHNICAL AND PRICE EVALUATION CRITERIA

6.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in four (4) stages namely:

6.1.1. Stage 1: Pre-qualifying Criteria

6.1.2. Stage 2: Compliance check of Mandatory Requirements;

6.1.1. Stage 3: Part 1: Functional Evaluation (paper based); and
Part 2: Site Visit

6.1.4. Stage 4: Price and preference points

Stage 1: Pre-qualifying Criteria

B-BBEE Status Level Contributor of between Level One to Two

Bidders must have a BBB-EE Status Level Contributor of between one to two as pre-qualifying criteria, in order to be considered for further evaluation.

Stage 2: Compliance check of Mandatory Requirements

All mandatory documents as per the SCM Mandatory Checklist in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract. In this regard, the NHBRC reserves its rights to take appropriate legal action.

DOCUMENTS TO BE SUBMITTED			
No.		Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.	Yes/No
1.		Valid B-BBEE Status Level Certified Copy/Sworn affidavit signed by the Commissioner of Oaths on the DTI template.	
2.	X	Annexure A: Proposed Fee Structure (Per Year) as per Annexure A	
3.	X	SBD1 Invitation to bid, Make sure it is completed and signed. Please provide detailed costing on the annexure.	
4.	X	SBD 3.3 Professional services. (Including a detailed costing breakdown of all costs and escalations).	
5.	X	SBD 4 Declaration of interest, Make sure it is completed and signed.	
6.	X	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
7.	X	SBD 8 Declaration of Bidder's past supply chain management practices, Make sure it is completed and signed.	
8.	X	SBD 9 Certificate of independent bid determination, Make sure it is completed and signed.	
9.		Bidder must fully comply with 5.3	
10.		CSD(Central Supplier Database) supplier number/Report	
11.		General Conditions of the contract (GCC).	

Stage 3: Functionality in terms of the set technical evaluation criteria

Bids must fully comply with all the Mandatory Requirements for the **Stage 2: Compliance check of Mandatory Requirements** in order to qualify for **Stage 3: Functional Evaluation** and those bids which fail to comply with all the requirements of **Stage 2** will be invalidated or disqualified from the process.

The Bidder information will be scored according to the following points systems:

Paper based evaluation:

(PART 1) Details as per the proposal Stage 3: Functional score 80

- 56 out of 80 Points

Site Visit

(PART 2) Site Visit Evaluation: Score 20

- 14 out of 20 Points

COMBINED TOTAL ON PART 1 and PART 2 = 100 POINTS

- i. Paper Based Evaluation – Bidders will be evaluated out of 80 points and are required to achieve minimum threshold of 56 points of 80 points. Only bidders who achieve a minimum of 56 points, a site inspection will be conducted by the Bid Evaluation Committee.
- ii. Site Inspection – Bidders will be evaluated out of 20 points and are required to achieve minimum threshold of 14 points out of 20 points.
- iii. **The overall combined score must be equal or above 70 points in order to proceed to Stage 4 for Price and BBBEE evaluations.**

The following values will be applicable when evaluating the bid

5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance

No.	Evaluation Criteria	Description	Weight
1	Number of years rendering Printing Services	<p>Number of years rendering Printing Services (Company profile and must clearly indicate the number of years in business providing Printing Services and Projects successfully completed in the last five Years)</p> <p>Bidders Experience</p> <ul style="list-style-type: none"> • 0 Years' Experience = 0 Points • 1 Year Experience = 1 Point • 2 Years' Experience = 2 Points • 3 Years' Experience = 3 Points • 4 Years' Experience = 4 Points • 5 Years' Experience and above = 5 Points 	20

2.	Portfolios	<p>2. Number of Portfolio of evidence the bidder has submitted that illustrates capability, creativity, expertise in relation to the scope of work</p> <ul style="list-style-type: none"> • Annual reports • Annual Performance Plan /Strategic Plan • Posters • Booklets • Brochure <p>0 submitted=0 point 1 of the 5 submitted = 1 point 2 of the 5 submitted = 2 points 3 of the 5 submitted =3 points 4 of the 5 submitted =5 points All submitted = 5 points</p>	10
3.	Contactable Reference letters	<p>Number of contactable references where the company has provided Design, Layout and Printing Services (Letter with the letterhead of clients) of the companies that they have provided similar services.</p> <ul style="list-style-type: none"> • 0 reference letters = 0 Points • 1 reference letter = 1 Point • 2 reference letters = 2 Point • 3 reference letters = 3 Points • 4 reference letters = 4 Points • 5 and above reference letters = 5 Points 	20

3	Team Composition	<p>EXPERTISE AND KNOWLEDGE OF THE PROJECT TEAM</p> <p>1. Project Manager qualification</p> <p>The bidders proposed project manager to be allocated to NHBRC must have experience in project management and provide certified copy of qualification and CV.</p> <ul style="list-style-type: none"> • No project management qualification and no experience = 0 points • Project management qualification with one-year experience = 1 point • Project management qualification with two years' experience = 2 points • Project management qualification with three years' experience = 3 points • Project management qualification with four years' experience = 4 points • Project management qualification with five years' experience and above = 5 points 	10
4		<p>2. Design & Layout</p> <p>The bidders proposed graphic designer must demonstrate a track record/experience in designing strategic documents.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <p>The proposed designer's CV must clearly highlight qualifications in Graphic Design, areas of experience/competence relevant to the design and layout of strategic documents (Annual Report, Strategic Corporate Plan & Annual Performance Plan) in line with the stated NHBRC objectives.</p> <ul style="list-style-type: none"> • The graphic designer with no qualification and no experience = 0 points • The graphic designer with qualification and one-year experience = 1 point • The graphic designer with qualification and two years' experience = 2 points • The graphic designer with qualification and three years' experience = 3 points • The graphic designer with qualification and four years' experience = 4 points • The graphic designer with qualification and five years' experience and above = 5 points 	10

5		<p>3. Editing & Proofreading (10)</p> <p>Compliance requirement</p> <ul style="list-style-type: none"> • The bidders proposed editor and subeditor must have post matric qualifications in (Communications, Public Relations, Copy writing, Journalism and CV. • Editor and Subeditor with no matric and no experience = 0 points • Editor and Subeditor with matric and one-year experience = 1 point • Editor and Subeditor with matric and two years' experience = 2 points • Editor and Subeditor with matric and three years' experience = 3 points • Editor and Subeditor with matric and four years' experience = 4 points • Editor and Subeditor with matric and five years' experience and above = 5 points 	10
Total			80
Minimum qualifying requirement			

NB: only bidders who score 56 or more points will qualify for site visit

PART 2

<p>Site Visit</p>	<p>Site Visit</p> <p>NHBRC will conduct a site visit and the following will be assessed:</p> <ul style="list-style-type: none"> • The bidder has an office and is operating as a Printing Service provider, provide copy of latest lease agreement or utility bill. • The bidder must have all the infrastructure (printing workshop) with the following; <ul style="list-style-type: none"> ➤ Telephones ➤ Email ➤ Multi-Dimensional Printing Machines <p>The bidder must have the following:</p> <ol style="list-style-type: none"> 1. Lease agreement or utility bill 2. Infrastructure (Printing workshop) 3. Telephone and Email 4. Multi-dimensional printing machines 5. Printing capacity 50 sheets per minute <p>Bidder has 1 of the 5 sub-element = 1 point Bidder has 2 of the 5 sub-elements = 2 points Bidder has 3 of the 5 sub-elements = 3 points Bidder has 4 of the 5 sub-elements = 5 points Bidder has All sub-elements = 5 points</p>	<p>20</p>
<p>Total</p>		<p>20</p>
<p>Minimum qualify requirement</p>		<p>14</p>

Technical (Functional) Assessments' minimal acceptable requirements:

TOTAL SCORE = 100

After considering the functional pre-qualifying criteria, a bidder is considered to have passed Stage 3 (Functional Requirements) if the TOTAL score is equal to, or greater than 70 points.

Stage 4: Price and Preference Points Evaluation

Only bids that achieve minimum qualifying score (**70 points**) for **Stage 3 (Functional Requirements)** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2017 and bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders on the basis of:

80/20 Preference point system (for acquisition of services, works or goods with a Rand value not more than R 50 million) (all applicable taxes included)

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Level	80/20
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-Compliant Contributor	0

The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points.

6. RFP SUBMISSION INSTRUCTIONS

6.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

7. AVAILABILITY OF THE RFP DOCUMENT

- 7.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **06 March 2020**.
- 7.2 There will be a **non-compulsory briefing session** that will be held on the **16 March 2020 at 11h00** at the **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

8. RFP CLOSING DATE

- 8.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 27 Leeuwkop Road, Sunninghill on or before the **30 March 2020 at 11h00**. No emailed or faxed Bids will be accepted. The Bid document should be supplied in a sealed envelope and clearly marked (**Copy or Original**) with the Bid number and the full name of the service provider(s).
- 8.2 **No late submissions will be accepted.**

9. VALIDITY PERIOD OF BIDS

- 9.1 All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

10. ENQUIRIES SHOULD BE DIRECTED TO BOTH:

- 10.1 The administrative enquiries may be directed to:
- Department:** Supply Chain Management
- Contact Person:** Paballo Relela, Bernard Kekana
- E-mail address:** Tenders@nhbrc.org.za

11. SUBMISSIONS OF PROPOSALS

- 11.1 Submission of bid **MUST** include **one** (1) original and **three** (3) copies of the proposals in a clearly marked (**Copy or Original**) envelope and deposited into the Bid box.
- 11.2 All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.

Annexure A: Proposed fee structure per year

Printing Services

The service provider is required to provide prices in line with the table below:

The pricing should be completed as follows:	Amount
Total Year 1	
Total Year 2	
Total Year 3	
Total for 3 years Excluding VAT	
VAT @15%	
Total for 3 years including VAT	