

P.O. Box 3209,  
Houghton, 2041  
Block A,  
Riviera Office Park,  
6-10 Riviera Road,  
Riviera



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**REQUEST FOR QUOTATION**

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**BRANDED ITEMS: MARKETING MATERIAL**

**RFP/JHB/2016/019**

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**PROPOSALS TO BE SUBMITTED BY  
NOT LATER THAN  
12H00, 01<sup>ST</sup> NOVEMBER 2014**

## Terms of Reference

### 1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

### 2. Scope of Work

The HDA requires the following HDA branded marketing material:

The supplier must deliver the following items:

Item Description	Quantity
1. HDA branded pens (in colours: white, black, orange, green and blue of HDA's corporate colours)	x5000
2. HDA 4GB memory sticks (Black, with white logo)	x1000
3. HDA Folders (specification for folder below)	x1500
4. HDA Notepads	X1000
5. HDA bags (shopper bags)	X500
6. HDA Lanyards	X1000
7. A2 Poster (Print only)	X4
8. HDA branded umbrellas	X 200

## SPECS

### 1. HDA branded pens

In colours: white, black, orange, green and blue of HDA's corporate colours

Quantity: 5000 of each colour

Type: Twist ball point pen

Ink colour: black

**2. 4GB memory sticks** (must be same as attached sample **Annexure A** (Black, with white logo and packaged and portable, with key ring)

Quantity: 1000

### 3. HDA folders specification (number 3 above):

Update existing HDA folder with current photographs, information and contact details. Pdf and photos to be provided by HDA.

Printing of the HDA folder:

Description: Diecut folder with 6mm spine, glued pocket with business card slits

Quantity: 1500

Size: Flat: 467mm deep x 460mm wide

Folded: 305mm deep x 216mm wide

Stock: Hi-Q Matt 300gsm

Colour: CMYK one side only

### 4. Notepads

Description: HDA branded A5 notepads, saddle stitched

Quantity: 1000

Size: 148 x 210 mm (A5)  
 Trimming: Trimmed to size, saddle stitched  
 Orientation: Portrait  
 Stock: 300gsm (at the back and no artwork, no cover in front)  
 Colour: Lines/text (black), logo (colour)

**5. HDA bags**

Description: Shopper bags, Black with white logo  
 Quantity: 500

**6. Lanyards**

HDA branded petersham lanyard, black with white logo  
 Size: 15 MM  
 With A 1 Colour Print 1 Side and Lobster Hook  
 Quantity: 1000

**7. A2 Poster** (Print and laminate only)

Description: HDA Fraud hotline A2 poster  
 Colour: Full colour  
 Size: A2  
 Orientation: Portrait  
 Paper: 150 gsm  
 Finish: Laminated  
 Quantity: 4

**8. HDA branded umbrellas**

Description: Portable/mini HDA branded foldaway umbrellas, auto open with matching cover  
 Quantity: 200

Delivery of all material: Killarney

Suppliers must supply a quotation based on the above specifications and products should be portable, good quality, reusable. Fee for design work to be included in quote. Samples for pens and memory sticks to be provided. The HDA's CI manual is available on request.

**3. Evaluation**

In order to facilitate a transparent selection process that allows equal opportunity to all companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80: 20 formula for Price and B-BBEE as per the PPPFA.

The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTIN G/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

The HDI proposal will be evaluated as per PPPFA regulations.

#### 4. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

#### 5. General

##### 5.1 Below are compulsory requirements for this service

5.1.1 It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organisational guidelines such as HDA corporate identity guidelines.

5.1.2 Kindly complete and submit the following **COMPULSORY DOCUMENTS** with your proposal:

- SBD Forms (**SBD4, SBD6.1, SBD8 and SBD9**) obtainable from the HDA website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
- **a Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**
- **Central Supplier Database registration report**

5.2 Further queries regarding technical matters can be sent by email to [Katlego.moselakgomo@thehda](mailto:Katlego.moselakgomo@thehda) or by telephone on 011 544-1000, and

5.3 Further queries regarding supply chain matters can be sent via email to [Sindisiwe.mweli@thehda.co.za](mailto:Sindisiwe.mweli@thehda.co.za) or by telephone on 011 544-1000.

#### 6 Terms and Conditions

6.1 The HDA undertakes to pay in full within thirty (30) days, all valid claims for work done or product/s supplied to its satisfaction upon presentation of a substantiated claim/invoice.

6.2 No payment will be made where there is an outstanding information/work/deliverables by the service provider/s.

#### 7 Submission of Proposal

7.1 Quotations should be submitted on or before the **01 November 2016** by no later than **12h00** to the following address:

**The Procurement Officer  
The Housing Development Agency,  
Block A, Riviera Road Office Park, 6-10 Riviera Road, Killarney, 2193**

7.2 The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

**Annexure A**

4GB memory sticks (must be same as attached sample (Black with white logo))

