REQUEST FOR QUOTATIONS

DESIGN, LAYOUT, EDITING AND PROOF READING OF NATIONAL LAND ASSEMBLY STRATEGY (NLAS) DISCUSSION DOCUMENT

RFQ/JHB/092

QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN
12h00 ON 17 FEBRUARY 2015
Terms of Reference for Quotation: Design, Layout, Editing and Proof Reading of National Land Assembly Strategy (NLAS) Discussion Document

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 settlement. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition HDA provides strategic policy direction and guidance to organs of state at local, provincial and national level. A National Land Assembly Strategy Discussion Document has been developed and requires publication to allow for an effective engagement with these and other stakeholders.

2. Scope of work

The HDA National Land Assembly Strategy (NLAS) Discussion Document requires:

- Proof-reading
- Editing
- Graphic design (including graphics for tables, diagrams and image)
- Layout for digital and hard copy publication


The document in its present word-based format is approximately 208 pages (excluding cover) based on Arial 10 pt and approximately 4,200 words in length. Copy includes tables, figures and charts (some figures may have to be redrawn). A copy of the background report will be available on request with indication of existing text, tables and diagrams for reference purposes. Layout will follow existing CI guidelines for HDA publications. The guidelines can be provided to assist with more accurate quoting.

Final deliverable will be:

1. Final document ready for printing for the following specifications:

- Page format: A4
- Pages: Approximately 208 pages plus 4 page cover
- Final deliverable
- Digital: printable high resolution pdf(s) to be uploaded to HDA website, as well as low resolution pdf.
- Hardcopy (printed version):
  - Quantity: 100
  - Delivery: Killarney (as per physical address of HDA)
  - Stock: Cover: 250gsm Mega Art Gloss White or similar
  - Binding: Stapled (2 staples)
- Colour: Full colour both sides
4. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production 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 benchmark of minimum 70 points out of 100 points on technical capability will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the 80: 20 formula for Price and B-BBEE as per the PPPFA

Table 1 - Functionality

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/ POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience and skill</td>
<td>• Individuals involved in the project to have relevant experience:</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>o Provide CV of project team related to editorial and proof-reading [15 points]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Company profile [15 points]</td>
<td></td>
</tr>
<tr>
<td>Capacity (human resource) and capability</td>
<td>• Demonstrated capacity of the firm for similar project:</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>o 3 Examples of similar work / or mock-up of part of document [30 points]</td>
<td></td>
</tr>
<tr>
<td>Approach and methodology</td>
<td>• Proposed work plan to meet time and deliverables [20 points]</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>• Responsiveness to the terms of reference [20 points]</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

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

Table 2 – Price and B-BBEE

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUB-CRITERIA</th>
<th>WEIGHTING/ POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>Detailed budget breakdown</td>
<td>80</td>
</tr>
<tr>
<td>BBBEE (Status Level Verification Certificate)</td>
<td>B-BBEE Level Contributor</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

- The HDI proposal will be evaluated as per PPPFA regulations.
5. **Payment structure**

Payment will be made within 30 days of receipt of invoice and upon delivery as described above to the HDA’s Johannesburg offices.

6. **General**

6.1 **Below are compulsory requirements for this service**

6.1.1 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.

6.1.2 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:
- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement), Under compliance checklist.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

6.2 **Further information regarding technical matters can be sent an email to:**
[diiane.a@thehda.co.za](mailto:diiane.a@thehda.co.za) or at tel: 011 544 1000, and

6.3 **Further information regarding supply chain matter and queries can be send via email to:** [jane.mahlangu@thehda.co.za](mailto:jane.mahlangu@thehda.co.za) or at tel: 011 5441000

7 **Terms and Conditions.**

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

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

8 **Submission of Quotation**

Quotations should be submitted on or before the 17 February 2015 by no later than 12h00 via email to [jane.mahlangu@thehda.co.za](mailto:jane.mahlangu@thehda.co.za)

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.