

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



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**REQUEST FOR QUOTATIONS**

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**Office branding  
RFQ/FS/002/2013**

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**PROPOSALS TO BE SUBMITTED BY  
NOT LATER THAN  
12h00 ON FRIDAY 19 JULY 2013**

July 2013

**Terms of Reference for Quotation**  
**Office furniture for the HDA’s Free State office**

**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 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**

Supply and installation of various branding elements for the HDA’s Free State office in Bloemfontein. Delivery address: 97 Henry Street, Westdene, Bloemfontein.

**3. Branding elements specification**

**SIGNAGE, VINYL SANDBLAST, PRINTED IMAGES AND GLASS WRITING BOARDS**

a) Shop front sandblast vinyl to street front windows including front door	1
b) Road Sign - Chromadeck panel with vinyl detail supplied and fixed to existing square tubing	1
c) Reception counter - Supply new 3mm perspex logo sprayed with colour with 5mm spacers behind and fix to face of existing reception counter	1
d) Custom printed window film 2055 x 1870 (no white backing) Client's own image	1
e) Custom printed canvas 1100 x 2000 on 50mm stretcher Client's own image	1
f) Custom printed canvas 1100 x 1600 on 50mm stretcher Client's own image	1
g) 6mm Opti Glass 3000w x 1200h with RAF white backing 8 lugs including steel duster and pen set	2
h) 6mm Opti Glass 1800w x 1200h with RAF white backing 8 lugs Client's own image	2
<b><i>Custom printed canvas 1800 x 1100 on 50mm stretcher Client's own image</i></b>	<b>2</b>
i) Design fee and artwork	1
j) Supply, delivery and installation in the Bloemfontein offices.	1

**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 BEE as per the PPPFA.

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

Table 1 – Price and BEE

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Price	Detailed budget breakdown	80

BBBEE (Status Level Verification Certificate)	BEE Level Contributor	20
TOTAL		100

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 after installation of branding elements.

## 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 organizational 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: [Kate.Shand@thehda.co.za](mailto:Kate.Shand@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: [Jabulile.Mndebele@thehda.co.za](mailto:Jabulile.Mndebele@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 19 July 2013 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.