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**APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, PRINTING  
AND DELIVERY OF CBE STATUTORY DOCUMENTS FOR A PERIOD OF THREE  
YEARS**

**CALL FOR BIDS**

## **GENERAL INFORMATION**

### **1. Background and Introduction**

The Council for the Built Environment (CBE) is a statutory body established under the Council for the Built Environment Act no. 43 of 2000. It is an overarching body that coordinates the six built environment professional councils (Architecture, Engineering, Landscape Architecture, Project and Construction Management, Property Valuation and Quantity Surveying) all operating within the built environment for the purpose of promoting good conduct within the professions, transforming the professions and advising the South African Government on built environment related issues.

The CBE calls for bids for the appointment of an experienced and suitably qualified service provider to undertake the design, lay out, printing and delivery to Parliament of the following statutory documents:

1. Annual Report
2. Annual Performance Plan
3. Strategic Plan

Prospective service providers are requested to visit the CBE website on [www.cbe.org.za](http://www.cbe.org.za) for further background on the CBE, and to view the previous issues of these documents. Service providers can also arrange to view hard copies of previous issues of these documents at the CBE offices.

The project will be executed in two parts, each with its own timelines and requirements, these being:

Section A: Annual Report

Section B: Annual Performance Plan

Section C: Strategic Plan

### **2. Duration of Contract**

2.1 The duration of the contract will be from 1 July 2019 to 30 June 2022 (3 years).

### **3. Project Proposal:**

The CBE will consider proposals from potential service providers who demonstrate/supply the following:

3.1 A company profile, clearly indicating services offered and expertise committed to the design and layout of the Annual Report, Strategic Plan and Annual Performance Plan i.e. Account Executive and Graphic Designer with at least five years' experience in layout and design, editing, proofreading, printing, packaging and distribution. This team should be available to meet with the Communications team as and when required. CVs of these personnel must be included.

3.2 Two (2) examples of proposed or recommended designs for each of the following documents:

- Annual Report
- Annual Performance Plan

3.3 Two (2) copies of similar work done for previous or current clients during the past three (3) years must form part of the submission.

3.4 Two (2) letters of reference for work done for previous or current clients during the past three (3) years must form part of the submission.

3.5 A project plan and timeline for each document from concept to print:

- Annual Report: May – September
- Annual Performance Plan: January – March
- Strategic Plan: January – March

3.6 A contingency plan for work stoppage for whatever reason (e.g. staff shortage, load shedding, machine failure) so that delivery of the project is not affected.

3.7 The appointed service provider should have their own dedicated in-house printing facilities i.e. the appointed service provider should not have to outsource the printing function to third parties.

3.8 A detailed cost schedule of the project must be provided by populating the following table:

YEAR 1: 2019-20			
Annual Report	Annual Performance Plan	Strategic Plan	Total for Year 1
Design & Layout: R	Design & Layout: R	Design & Layout: R	
Printing: R	Printing: R	Printing: R	
Total	Total	Total	
YEAR 2: 2020- 21			
Annual Report	Annual Performance Plan	Strategic Plan *(only for print of 60 copies)	Total for Year 2
Design & Layout: R	Design & Layout: R	_____	
Printing: R	Printing: R	Printing: R	

<b>Total</b>	<b>Total</b>	<b>Total</b>	
<b>YEAR 3 : 2021- 22</b>			
Annual Report	Annual Performance Plan	Strategic Plan *(only for print of 60 copies)	<b>Total for Year 3</b>
Design & Layout: R	Design & Layout: R	_____	R
Printing: R	Printing: R	Printing: R	
<b>Total</b>	<b>Total</b>	<b>Total</b>	
<b>GRAND TOTAL FOR 3 YEARS: R</b>			

- The pricing for the Annual Report should be based on 180 pages.
- The pricing for the Annual Performance Plan should be based on 150 pages.

#### 4. Quality Assurance:

4.1 The appointed service provider shall enter into an agreement with the CBE on the delivery of quality work, within agreed timelines for each section of this bid.

4.2 The appointed service provider will take the responsibility to ensure that all work conforms to the highest professional standards. Such work may be further subjected to external quality assurance by the CBE if considered necessary. Quality assurance will emphasise, but not be limited to, colour accuracy, consistency and overall appearance. The design and layout of these statutory documents must comply with the CBE Corporate Identity (CI), supplied by the CBE.

4.3 In addition to the ordinary narrative text (portrait) and performance reports (landscape), these statutory documents have sections that come in formats outside MS Word viz.

- Organogram (Visio)
- Financial Statements (Excel and PDF)
- Auditor-General's Report (PDF)

The service provider's design software must be able to read and incorporate these formats into the document layout without compromising the integrity and accuracy of the content.

4.4 The CBE reserves the right to conduct a site visit to the business premises of the preferred service provider.

#### 5. Delivery:

The attention of prospective bidders is drawn to the following requirement for each of the statutory documents:

- 5.1 Two mock up copies to submit to the Auditor-General's Office and the Department of Public Works on 1 August 2019 for approval.
- 5.2 Extraordinary tight printing deadlines to have 60 printed copies between the time of final sign-off and the delivery of these documents in Parliament.
- 5.3 Provision must be made for two print proofs for each document – the first is in preparation for the tabling in Parliament (60 copies); and the second is after corrections are implemented following the tabling in Parliament (90 copies).
- 5.4 The bidder will deliver the 60 printed copies and two electronic copies on CD to Parliament (address to be supplied by the CBE).

## **SECTION A: ANNUAL REPORT**

### **Scope of Work (for each year)**

The design, layout and print of the Annual Report is for:

- 150 print copies of an A4 full colour, approximately 180 pages, perfect binding book format
- electronic version on 2 CDs
- web version for the website
- Should the number of pages exceed 180 pages, or fall short of this range during the course of the project, the CBE will pay the average price per page calculated on the approved quoted price.

### **Concept and design**

Service providers are required to undertake the following:

- Submit two (2) design options for the look and feel of the Annual Report, in keeping with the core business and corporate image of the CBE.

### **Important Notes:**

- The CBE will finalise the project plan with the appointed service provider and furnish milestone dates, performance and financial information prior to implementation.
- The duration for the compilation of the Annual Report is May – September. Service providers must submit a schedule in their bid, with proposed timelines, for each deliverable/milestone from conception to final print, within this timeframe.
- The ISBN number is a statutory requirement in the Annual Report, which will be acquired by the CBE from the Government Printers. This number must appear at the back cover of each printed report.
- The CBE is required to table its Annual Report in Parliament at the end of September. The service provider will deliver the 60 printed copies and two electronic copies to Parliament (address to be supplied by the CBE).
  - Service providers must therefore note that deadlines might be extraordinarily tight as this date approaches due to approval processes that are beyond the CBE's control.
  - In the interests of meeting unannounced deadlines, and maintaining quality assurance standards, it may be necessary for the service provider to implement the final amendments/corrections at the CBE's premises.
  - The successful service provider must, upon sign-off of the final print proof, immediately (i.e. under 24 hours) provide and deliver 60 printed books and two electronic versions (CD) of the Annual Report to Parliament for tabling.

- There may be further editing required after the tabling in Parliament, so the remaining 90 printed copies of the Annual Report must be produced only upon sign-off and instruction from the CBE.
- Finally, the service provider will supply the Annual Report in a web-compatible version to be uploaded on the CBE website.

**Specifications:**

- Size: A4 fold, full colour printing
- Text: 128 gsm Mongani, double coated matt white
- Cover: 350 gsm Mongani, double coated matt white, UV varnished on both sides
- Binding: Perfect Binding
- One proof document to be provided for approval

## **SECTION B: ANNUAL PERFORMANCE PLAN**

### **Scope of Work (for each year)**

The Strategic Plan and Annual Performance Plan are “twin” documents, so the look and feel of these two documents must be almost the same, yet with a subtle difference.

The service required is for the:

1. Design, layout and print of the Annual Performance Plan document - 150 copies in A4 full colour, approx. 150 pages, perfect binding book format, and one (1) electronic version on CD format.
2. Design, layout and print of the Strategic Plan document - 150 copies in A4 full colour, approx. 130 pages, perfect binding book format, and one (1) electronic version on CD format.

### **Concept and design**

Bidders are required to undertake the following:

- Submit two (2) design options for the look and feel of each document - the Annual Performance Plan and Strategic Plan, in keeping with the core business and corporate image of the CBE.

### **Important Notes:**

- The CBE will finalise the project plan with the appointed service provider and furnish milestone dates, performance and financial information prior to implementation.
- The duration of the compilation of the Strategic Plan and Annual Performance Plan documents is January – March. Service providers must submit a schedule in their bid, with proposed timelines, for each deliverable/milestone from concept to final print, within this time frame.
- The CBE is required to table its Strategic Plan and Annual Performance Plan in Parliament at the beginning of March.
  - Service providers must therefore note that deadlines might be extraordinarily tight as this date approaches, due to approval processes that are beyond the CBE’s control.
  - In the interests of meeting unannounced deadlines, and maintaining quality assurance standards, it may be necessary for the service provider to work overnight / implement the final amendments/corrections at CBE’s premises.
  - The successful service provider must, upon sign-off of the final print proof, immediately (i.e. under 24 hours) print and deliver the following to Parliament for tabling:



- i) 60 printed books and one electronic version (CD) of the Strategic Plan
- ii) 60 printed books and one electronic version (CD) of the Annual Performance Plan
- There may be further editing required after the tabling in Parliament, so the remaining 90 printed copies of the Annual Performance Plan and Strategic Plan must be printed only upon sign –off and instruction from the CBE.
- Finally, the service provider will supply the Annual Performance Plan and Strategic Plan in a web-compatible version to be uploaded on the CBE website.

**Specifications:**

- Size – A4 fold, full colour printing
- Text - 128 gsm Mongani, double coated matt white
- Cover – 350 gsm Mongani, double coated matt white, UV varnished on both sides
- Binding - Perfect binding
- Quantity - 150 copies
- Number of pages - 150 (Should the number of pages exceed 150 pages, or fall short of this number during the course of the project, the CBE will pay the average price per page calculated from the approved quoted price).
- One proof document to be provided for approval

## SECTION C: STRATEGIC PLAN

Unlike the Annual Report and Annual Performance Plan, the Strategic Plan is **not** an annual document. It is a **five-year plan**; therefore once it is compiled in the first year, it only needs to be printed in the following years.

### **Scope of Work (Year 2):**

Print and deliver 60 copies and 1 electronic copy on CD to Parliament

### **Scope of Work (Year 3):**

Print and deliver 60 copies and 1 electronic copy on CD to Parliament

***A print ready version of the Strategic Plan must be submitted to the CBE on 31 March 2020.***

## EVALUATION PHASES

After the closing date, the appointed Bid Evaluation Committee will evaluate the bids received. The following evaluation process shall be followed:

### 1.1 Basic Compliance:

- Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. **This bid will not be awarded to any bidder who is not registered on the CSD, whose tax matters are not in order and is a restricted supplier.**
- **Pre-qualification:** only B-BBEE Level 1 and Level 2 contributors must submit a response to this bid. An original or certified copy of a correct and valid B-BBEE certificate or sworn affidavit (whichever is applicable) must be submitted to confirm your Level 1 or 2 status. Failure to submit a B-BBEE certificate or sworn affidavit will result in the disqualification of your bid. Failure to submit a correct and valid certificate or sworn affidavit will result in the disqualification of the bid. Any enquiries in respect of B-BBEE Status Level Verification Certificates may be directed to the Department of Trade and Industry (DTI) at 0861 843 384.
- All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 4, 6.1, 8 & 9. Failure to fully complete these documents and failure to return one or more with your proposal will result in the disqualification of your bid. **The onus is on bidders to make sure that all SBD forms are completed in full and returned with your bid.**
- The General Conditions of Contract are to be acknowledged and returned with your bid.
- **Bidders must attend a compulsory briefing session at the CBE Offices on 10 May 2019 at 10:00 at 169 Corobay Avenue, Block A, second floor, Menlyn, Pretoria.**
- The CBE reserves the right to disregard a bidders' proposal should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract.

- **Phase 1: Technical Evaluation**

The service provider's bid will be evaluated against the set evaluative criteria indicated below. A form will be used which will reflect the name of the service provider, the different criteria,

with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be effected on a basis of consensus.

The following scoring matrix will be used:

Very poor	Poor	Fair	Good	Very good	Excellent
0	1	2	3	4	5

The following formula will be used to convert the points scored against the weight:

$$P_s = \left( \frac{S_o}{M_s} \right) \times 100$$

Where:

Ps = Percentage scored for functionality by bid under consideration  
 So = Total score of bid under consideration  
 Ms = Maximum possible score

Service providers are required to achieve a minimum threshold score of **65** in order to proceed further in the evaluation process.

A due diligence process will be conducted in respect of all short-listed bidders to determine the capability and ability of short-listed bidders to execute this contract. This may include a presentation by bidders with pre-determined questions being posed by the CBE or an investigation by the CBE of the bidder's previous contracts carried out, availability of skills or knowledge, existing workload or a site inspection of the service provider's business premises as indicated in the bidder's proposal i.e. confirmation of physical address, and availability of resources, etc. Should the bidder fail to meet the requirements of due diligence, their bid will be disregarded at this point and they will not proceed to Phase 2.

- **Phase 2: Calculation of points**

Please note that the 80/20 preference point system will be used where:

80 points are allocated for price and 20 points are allocated for the bidder's B-BBEE Level of Contribution.

Price:	80
BBBEE Level of Contribution:	20
<b>Total:</b>	<b>100</b>

During phase 2, points for price are calculated for all shortlisted bidders in accordance with the following formula:

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

Where:

Ps = Points scored for price of bid under consideration  
 Pt = Rand value of bid under consideration  
 Pmin = Rand value of lowest acceptable bid

The original or certified copy of the B-BBEE certificate or sworn affidavit submitted will also be used to substantiate claims for preference points with respect to SBD 6.1.

The final points will be calculated as follows:

Points for price: 80 points  
 B-BBEE Status Level of Contribution: 20 points  
**Final points: 100 points**

A recommendation for award will then be formulated for approval by the relevant delegated authority.

## Evaluative Criteria

Evaluation Criteria	Weight	Points	Total
<b>Scope of the project (technical)</b>	Detailed project plan and timeline	15	<b>20</b>
	Contingency plan to meet deadlines (e.g. staff shortage, load shedding, machine failure etc.)	5	
<b>Scope of the project (professional)</b>	Overall appearance and appeal	15	<b>45</b>
	Incorporation of the CBE CI elements into the designs	15	
	Creativity and innovation	15	
<b>Organisational Profile (Technical capacity and facilities)</b>	Account Executive (min 5yrs experience)	5	<b>15</b>
	Graphic Designer (min 5yrs experience)	5	
	Layout and design, editing, proofreading, printing, packaging and distribution (min 5yrs experience)	5	

<b>Track Record</b>	Two signed reference letters with valid contact details from current/previous clients (for work done in the past three years)	8	<b>20</b>
	Two samples of similar work done for current/previous clients (in the past three years)	12	
<b>TOTAL</b>			<b>100</b>
<b>MINIMUM THRESHOLD SCORE</b>			<b>65</b>

In allocating points for the above evaluative criteria, the following will be considered:

- Summary of services offered
- Demonstration of requisite competence on the proposal
- Two letters of reference from previous/current clients (not older than three years)
- Two samples of similar work done for previous/current clients (not older than three years)
- Short profile of the directors and persons who will handle the CBE Account

## Costs

1. Service providers are to submit a detailed breakdown of their pricing as follows:

YEAR 1: 2019-20			
Annual Report	Annual Performance Plan	Strategic Plan	Total for Year 1
Design & Layout: R	Design & Layout: R	Design & Layout: R	
Printing: R	Printing: R	Printing: R	
Total	Total	Total	
YEAR 2: 2020- 21			
Annual Report	Annual Performance Plan	Strategic Plan *(only for print of 60 copies)	Total for Year 2
Design & Layout: R	Design & Layout: R	_____	
Printing: R	Printing: R	Printing: R	
Total	Total	Total	
YEAR 3 : 2021- 22			

Annual Report	Annual Performance Plan	Strategic Plan *(only for print of 60 copies)	Total for Year 3
Design & Layout: R	Design & Layout: R	_____	R
Printing: R	Printing: R	Printing: R	
Total	Total	Total	
GRAND TOTAL FOR 3 YEARS: R			

- It must be noted that payment of the above deliverables will be made upon the satisfactory delivery of each deliverable and receipt of an invoice.
- The invoice will be paid within 30 days of receipt of the invoice. No deposit, advance, and lump sum payments will be made.

## IMPORTANT CONDITIONS

- Pricing for the design, layout and printing of CBE statutory documents must be inclusive of VAT (if VAT registered).
- Only fixed pricing for the duration of the contract will be accepted.
- Bidders are required to submit their proposals in TWO (2) envelopes in the following format: Envelope 1 (Technical Proposal) and Envelope 2 (Financial Proposal).
- **Bids must be hand delivered to 169 Corobay Avenue, Corobay Corner (Block A – 2<sup>nd</sup> Floor), Menlyn, Pretoria and deposited into the bid box.**
- It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the bid.
- Bids received after the closing time and date will not be considered for evaluation.
- The CBE reserves the right not to award this contract.
- Any change of information provided in the bid document that may affect delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
- The CBE will enter into a formal contract with the successful bidder.
- **It must be noted that payment of the deliverables will be made upon the satisfactory delivery of each deliverable and receipt of an invoice.**
- **The invoice will be paid within 30 days of receipt of an invoice. No deposit, advance, and lump sum payments will be made.**
- Should the bidder present information intentionally incorrectly/fraudulently they will be disqualified.
- Although adequate care has been given in the drafting of this document, errors such as those of a typographical nature may occur which the CBE will not be responsible for.
- The closing date for submission of bids is **24 May 2019 at 11:00am.**
- **By submitting a bid, the bidder is bound by the General Conditions of Contract. Please take careful note of paragraphs 22 and 23 regarding the breach of contract.**

## Enquiries

All technical and SCM enquiries will be dealt with at the compulsory briefing session.

## Additional Compulsory Documents Required

- |   |         |
|---|---------|
| • Invitation to Bid                                     | SBD 1   |
| • Declaration of Interest                               | SBD 4   |
| • Preference Points Claim                               | SBD 6.1 |
| • Declaration: Abuse of Supply Chain Management Systems | SBD 8   |



- Certificate of Independent Bid Determination SBD 9
- Signed General Conditions of Contract
- Certified ID copy of company owner/s
- Company profile
- Company registration documents
- Original or certified copy of B-BBEE Certificate<sup>1</sup> or sworn affidavit (whichever is applicable)

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<sup>1</sup> Only SANAS accredited certificates will be accepted.