

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO PRODUCE BRANDING AND SIGNAGE FOR THE GPL FOR A PERIOD OF 3 MONTHS

PR NO: 10060423

CLOSING DATE: 10 February 2023

TIME: 11:00 AM

SUBMISSION EMAIL ADDRESS: MMaphosa@gpl.gov.za or Quotations@gpl.gov.za

INTRODUCTION

The Gauteng Provincial Legislature (Gauteng Legislature, GPL) is one of nine provincial legislatures in South Africa, which are a product of extensive negotiations that gave shape to the 1996 Constitution. The Constitution empowers the Legislature to make laws for Gauteng, oversee that the Gauteng government works efficiently and honestly, and ensure that the people of Gauteng participate in the running of their province.

The Legislature moved from Pretoria to Johannesburg in 1994 after the first democratic elections in 1994 and following a decision to move the Government of the Gauteng Province. The Johannesburg City Hall opened as the Gauteng Legislature's new home on 21 October of 1995.

APPOINTMENT OF A SERVICE PROVIDER TO PRODUCE BRANDING AND SIGNAGE FOR THE GPL

HOW THE GAUTENG LEGISLATURE IS COMPOSED

The Legislature is a House comprising the speaker (who heads up the organisation) and Members of the Provincial Legislature (MPLs) from various political parties, allocated per the vote of the Gauteng Province. Political parties get seats in the Legislature through a system of proportional representation – meaning, the party with most votes gets the majority of MPLs in the House.

The Constitution empowers each of the nine provincial legislatures to make laws that apply uniquely to each of their provinces. MPLs divided into portfolio committees conduct the business of the House. Each committee is attached to a provincial government department (or cluster of departments) in the Provincial Government and enhances the department’s ability to deliver services through advisory, monitoring and oversight.

Standing committees deal with diverse issues (other than government departments). These committees consider Bills and other matters referred to them either by the Speaker or the House.

Ad hoc committees work with various experts to matters that need specialised expertise. The Legislature’s administration staff complement gives operational support to the committees. The administrative wing of the Legislature is headed by the provincial secretary (or secretary to the legislature).

LEGISLATURE OVERSIGHT’S ROLE

MPLs consider Bills placed before them by the provincial executive, comprised of the Premier of Gauteng and the Members of the Executive Council (MECs). MPLs debate Bills, budgets, statements and speeches by MECs in committee meetings or in plenary sessions of the Legislature. Committees have the power to summon MECs and Department officials to answer questions relating to service delivery in the Province. The MECs must be prepared to answer hard questions on how they are delivering a better life to the people of Gauteng. Committees can also undertake investigations into activities by government departments and such investigations are often open to public scrutiny.

The Legislature allows the people of Gauteng to participate in law-making and oversight processes. **It is a Constitutional requirement that the Provincial Legislature affords Citizens an opportunity to partake in legislative processes – and this is an obligation that the Gauteng Provincial Legislature has vigorously embraced.**

LAW MAKING

New legislation starts out as a Bill, which is carefully discussed to ensure that it is relevant to the needs of the Province, clear, practical and in line with the Constitution. MPLs also receive submissions from the people of Gauteng on matters of concern to the Province, which may require specific legislation to be instituted. MPLs can also initiate legislation individually, as can any of the Legislature’s standing committees.

 <p>GAUTENG LEGISLATURE <small>Your View — Our Vision</small></p>	<p>ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS</p>	<p>Section 1</p>
---	--	-------------------------

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	Yes		
2	Pricing Schedule (Firm Pricing) SBD 3.3	Yes		

APPOINTMENT OF A SERVICE PROVIDER TO PRODUCE BRANDING AND SIGNAGE FOR THE GPL

3	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
4	Did you submit copies of full Company Registration documents?	Yes		
5	Did you submit copies of South African IDs' for Directors?	Yes		
6	Did you submit your company profile?	Yes		
7	Did you submit a detailed CSD report and SARS Issued PIN?	Yes		
8	Did you submit one (1) electronic copy of the RFQ ?	Yes		
9	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		
Service Provider's Name: Completed by: Signature:				

 GAUTENG LEGISLATURE Your View — Our Vision	Terms of Reference	Section 3
--	---------------------------	------------------

SPECIFICATIONS & TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PRODUCE BRANDING AND SIGNAGE FOR THE GPL FOR A PERIOD OF 3 MONTHS

INTRODUCTION

1.1 The GPL requires professional services of a company that will provide branding and signage production services GPL precinct and its building designated interior and exterior areas.

BACKGROUND

2.1 The Gauteng Provincial Legislature (GPL) is an important organ of the state empowered by Section 104 of the Constitution of the Republic of South Africa to make Laws, Oversee the work of the Executive, foster Cooperative Governance and to encourage Public Participation.

2.2 The work of the GPL in its nature dictates that the institution should always be open, transparent, and accountable to the citizens it serves. This critical obligation to remain open, transparent, and accountable heavily relies on the institution's ability to establish efficient and effective Communication platforms to continuously be engaged in conversations with the citizens of Gauteng on the fulfilment of its mandate and the betterment of their lives.

2.3 To give effect to meaningful public participation in the processes of the legislature equally demands constant communication between the GPL and citizens of Gauteng. This requires the GPL to continuously communicate and inform citizens about its activities to allow them to actively play a meaningful role and make informed decisions in their participation.

2.4 This can be seen by more interest of the members of the public to participate in activities of the GPL. However, this growth comes with its own unique challenges. As much as there is growth in public involvement in activities of the GPL, it has emerged that most stakeholders who participate in these activities often do not know how to participate and make meaningful contributions.

2.5 This demands that the GPL should come up with strategies using the external platforms to educate members of the public about the institution and how they can use the Legislature meaningfully to better their lives. An example of these strategies is the #GetToKnowGPL campaign which seeks to educate citizens about the GPL. This campaign demands

APPOINTMENT OF A SERVICE PROVIDER TO PRODUCE BRANDING AND SIGNAGE FOR THE GPL

aggressively that the unit should develop various strategies to reach out to every corner of the province.

OBJECTIVES

- 3.1 To promote and profile GPL programmes to Internal and external stakeholders
- 3.2 To educate members of the public about the work of the GPL and their participation in the legislative processes.

SCOPE OF WORK

4.1 Under the guidance of the GPL the service provider will assist in increasing awareness and visibility of the GPL as a brand, its core mandate and create a platform of interaction between the GPL and the people of Gauteng. The successful service provider will be required to expertise and perform the following services:

4.1.1 BRANDING OF THE GPL BUILDING AND THE PRECINCT

4.1.1.1 Work with the GPL Graphic Design services in finalising the artwork suitable for branding the GPL Building and the Precinct.

ROLES AND RESPONSIBILITIES

5.1 The GPL reserves the right not to appoint or to appoint one or more service providers for this project.

5.1.1 The Role of the GPL

- 5.1.1.1 To provide design, artwork, and graphics of all GPL materials to the service provider.
- 5.1.1.2 Monitor and approve the work of the services provider.
- 5.1.1.3 Provide a corporate identity manual to guide the processes of designing in line with the GPL branding standards and requirements.
- 5.1.1.4 GPL to show supplier areas to be branded and not to be branded
- 5.1.1.5 GPL to annexure bill of quantities which will assist the supplier to quote (public forum signage from public entrance, wrap columns, standard signage internally and externally/precinct, Committee rooms signage, galleries, political parties' signage, ablution signage etc)
- 5.1.1.6 Site inspection to be conducted with the supplier

5.1.2 The Role of the Service Provider

- 5.1.2.1 Provide a work schedule and the site plan for the **proposed artwork** which should be approved by the GPL before installation.
- 5.1.2.2 The service provider must have enough capacity to qualitatively produce and install the required branding around the GPL building Precinct.
- 5.1.2.3 Produce and submit progress and close-out report to GPL
- 5.1.2.4 Design and production of the wayfinding floor plan for the City Hall Precinct.
- 5.1.2.5 Supply, production, design, manufacture, and supplier to provide installation of the wayfinding signage.

REQUIRED COMPETENCIES

- 6.1 The service provider must have strong project management skills.
- 6.2 The service provider must have excellent communication skills
- 6.3 The service provider must have excellent negotiation skills.
- 6.4 At least 5 years' experience of branding and signage production experience within the corporate and public sector.

APPOINTMENT OF A SERVICE PROVIDER TO PRODUCE BRANDING AND SIGNAGE FOR THE GPL

6.5 Provide a portfolio of evidence showcasing branding and signage production materials.

KEY ASSUMPTIONS

- 7.1 The GPL will perform all actions required to enable the service provider to fulfill their contractual obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for purposes of fulfilling their contractual obligations and provided it is available and accessible.
- 7.2 The ownership of all Intellectual Property Rights associated with all the work that will be carried out by the appointed service providers will be vested within the GPL, for its exclusive use and approved partners and stakeholders.
- 7.3 GPL is not responsible for any costs incurred by the service providers in the process of developing the proposals.
- 7.4 The submitted budget for any project requirements must incorporate all expenses to be incurred by the service provider.
- 7.5 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 7.6 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform the work assigned to them.
- 7.7 GPL will not incur any additional cost because of timeline extension on the part of the service provider.

PERIOD OF THE ASSIGNMENT

- 8.1 The service provider should commence and complete the assignment within a period of **3 months** from the date of the award.

EVALUATION CRITERIA

- 9.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications, and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process. As a result, the 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

9.1.1 Phase 1: Administrative Compliance (Preliminary Evaluation)

- 9.1.1.1 To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document, and other documentation that might have been required for the tender (e.g., financial statements, ID copies, samples, etc). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation of functionality)**.

9.1.2 Phase 2: Functionality Evaluation Criteria (100)

- 9.1.2.1 This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation, i.e., Price and BEE Status Level of Contributor**.

FUNCTIONALITY EVALUATION CRITERIA

#	CRITERION	DESCRIPTION	SCORE	WEIGHT				
1.	<p>Service Provider Experience in similar projects Provide a project list and supporting cumulative reference letters from previous clients demonstrating years of experience in executing projects of a similar nature The Project List must be in the below table format</p> <table border="1" data-bbox="286 651 853 759"> <tr> <td>Project Description</td> <td>Value</td> <td>Period</td> <td>Client Name</td> </tr> </table> <p>The reference letters must be signed by the referee, contain implementation details for the project, and the duration of the contract. GPL reserves the right to verify the testimonials</p>	Project Description	Value	Period	Client Name	<p>A minimum of 5 years' experience in implementing similar projects with supporting cumulative reference letters</p> <p>5 years' experience</p> <p>6 to 9 years' experience</p> <p>10 or more years' experience</p>	<p></p> <p>10</p> <p>15</p> <p>20</p>	<p>20</p>
Project Description	Value	Period	Client Name					
2.	<p>Proven Track Record Portfolio of evidence in line with the requirements under the scope of work with corresponding reference letters in the past 2 years</p>	<p>Portfolio of evidence of previous work done in the past 2 years with corresponding reference letters</p> <p>4 x branding and signage services with reference letters</p>	<p></p> <p>40</p>	<p>40</p>				

3.	Project Methodology and Project Plan	A detailed project methodology accompanied by a comprehensive project plan		40
----	---	--	--	----

Page 5 of 8

FUNCTIONALITY EVALUATION CRITERIA				
#	CRITERION	DESCRIPTION	SCORE	WEIGHT
	The project methodology and Project plan to be stipulated in the following phases	Standard project methodology and plan	10	
		A detailed project methodology and project plan which includes activities and timelines	20	
		A comprehensive project methodology detailing all activities, timelines, resources, project milestones, risk mitigation factors	40	
			Total Points	100
			Cutt off Points	70

Page 6 of 8

9.1.3 Phase 3: Price and BEE Status Level of Contributor

9.1.3.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 80 \left[1 - \frac{Pt - Pmin}{Pmax - Pmin} \right]$	80
BEE Status Level of Contributor	20
TOTAL	100

Where,

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

9.1.3.2 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6.1).

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



PRICING

SCHEDULE

(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME :	CLOSING DATE :

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....		R.....
.....		R.....
.....		R.....
.....		R.....
.....		R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE

SPENT

-----	R-----
----- days	
-----	R-----
----- days	
-----	R-----
----- days	
-----	R-----
----- days	

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	
R.....			
-----	
R.....			
-----	
R.....			
-----	
R.....			
	TOTAL:		
R.....			

"all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	
R.....			
-----	
R.....			
-----	
R.....			
-----	
R.....			

TOTAL:

R.....

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management
Contact Person: Amukelani Maluleke
Tel: 011 498-5859 and **E-mail address:** AMaluleke@gpl.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Leene Mogobe and Takalani Ndou
Tel: 011 498-6378 / 011 498 5514 and **E-mail address:** LMogobe@gpl.gov.za/ TNdou@gpl.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

THE END