

INVITATION FOR BIDS

The National Home Builders Registration Council (NHBRC) would like to invite the competitive bids for the following services.

BID NUMBER	DESCRIPTION	COMPULSORY BRIEFING SESSIONS WILL BE HELD AT THE FOLLOWING LOCATIONS AND DATES	PREFERENTIAL PRINCIPLE	CLOSING DATE
NHBRC 04/2016	Appointment of Service Provider for the Remedial of structurally damaged subsidy units in Chris Hani Region and Joe Gqabi Region in the Eastern Cape Province.	Site Visit 1: 23 February 2016 at 11h00am at Oviston Community Centre(Gariiep Municipality) Site Visit 2: 24 February 2016 at 11h00am at Ilenge Community centre (Lukhanji Municipality)	90/10	08/03/2016 at 11:00am
NHBRC 05/2016	Appointment of a suitable Service Provider for the NHBRC Short Term Insurance Brokering and Claims Management Services.	Date: 19 February 2016 at 11h00am. Address: NHBRC Head Office, 5 Leeuwkop road sunninghill,Gauteng	90/10	08/03/2016 at 11:00am

COLLECTION OF DOCUMENTS:

Bid documents are obtainable from NHBRC website: www.nhbrc.org.za/current-tenders

ADMINISTRATION ENQUIRIES REGARDING SPECIFICATIONS MAY BE DIRECTED TO:

Mr Mphasha Kgare, at tel: (011) 317 0273, or E-mail: Ricardof@nhbrc.org.za

CLOSING VENUE FOR ALL BIDS:

Bids must be placed in the tender box at the NHBRC Head Office: 5 Leeuwkop Road , Sunninghill, Johannesburg.



PART 1/2

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE NHBRC SHORT TERM INSURANCE BROKERING AND CLAIMS MANAGEMENT SERVICES

RFP NO.: NHBRC 05/2016

CLOSING DATE: 08 MARCH 2016

TIME: 11:00am

COMPULSORY BRIEFING SESSION

DATE: 19 FEBRUARY 2016

TIME: 11:00 am

VENUE: NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL,
JOHANNESBURG

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL

BID NUMBER: NHBRC 05/2016

CLOSING DATE: 08 March 2016

CLOSING TIME: 11H00

DESCRIPTION: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE NHBRC SHORT TERM INSURANCE BROKERING AND CLAIMS MANAGEMENT SERVICES

VALITY PERIOD: Offer to be valid for Ninety (90) days from the closing date of the bid.

COMPULSORY BRIEFING SESSION:

Date and Time: 19 February 2016 at 11:00am

Venue: NHBRC Head Office, 5 Leeuwkop Road, Sunninghill, Johannesburg

TENDER DOCUMENTS MUST BE:

DEPOSITED IN THE TENDER BOX SITUATED AT: NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

or

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Ricardo Francis

Tel: 011 317 0319

E-mail address: ricardof@nhbrc.org.za

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time:.....	Closing date:.....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-		Required by: NHBRC	
-		At: Gauteng (three (03) offices)	
-		Brand and model	N/A
-		Country of origin
-		Does the offer comply with the specification(s)?	*YES/NO
-		If not to specification, indicate deviation(s)
-		Period required for delivery *Delivery: Firm/not firm
-		Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
 2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Pearsal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
 PROCUREMENT REGULATIONS 2011**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.

- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number

:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining

business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution

WITNESSES:

1.

..... SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST
ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



PART 2/2

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A
SUITABLE SERVICE PROVIDER FOR THE NHBRC SHORT
TERM INSURANCE BROKERING AND CLAIMS MANAGEMENT
SERVICES**

RFP NO.: NHBRC 05/2016

CLOSING DATE: 08 MARCH 2016

TIME: 11:00am

COMPULSORY BRIEFING SESSION

DATE: 19 FEBRUARY 2016

TIME: 11:00 am

VENUE: NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD,
SUNNINGHILL, JOHANNESBURG

1. TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1. The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.2. The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.3. This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.4. A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of 90 Days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Agreement and other related transaction documents are concluded between the NHBRC and the Preferred Bidder.
- 1.5. The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.6. Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.
- 1.7. Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.8. No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. A failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.9. Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to exclude the relevant Bidder from any further participation in the bid process. The NHBRC shall be the

sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.

- 1.10.** Compulsory Briefing Session: A compulsory briefing session will be held, the sharing of information and clarifications of issues related to this Bid, as given by the NHBRC during such session will form part of this Bid and responses.
- 1.11.** Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.12.** The NHBRC and its advisors may rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.13.** All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.14.** If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.15.** The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.16.** The NHBRC reserves the right to accept or reject in part or whole any bid submitted, and to waive any technicalities for the best interest of the company.
- 1.17.** RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.18.** Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
 - 1.18.1.** SCM Mandatory Documents not submitted (as per checklist on page 16 and 17 of part 2);
 - 1.18.2.** If proof of a valid Financial Service Board (FSB) licence is not submitted
 - 1.18.3.** If proof of a Professional Indemnity Insurance cover of not less than R50 000 000 (Fifty Million Rand) is not submitted;
 - 1.18.4.** If proof of an Intermediary Guarantee of not less than R 100 000 000 (Hundred Million Rand) is submitted.
 - 1.18.5.** Audited Annual financial statements for the past three (3) years.
- 1.19.** The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the demonstration. All expenses must be borne by the bidder.

- 1.20. All costs associated with the preparation and submission of the Bid is the responsibility of the Service provider(s). The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.
- 1.21. This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- 1.22. All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2. BACKGROUND

2.1. ABOUT THE NHBRC

2.1.1. The mandate of the National Home Builders Registration Council (NHBRC) is in accordance with the Housing Consumers Protection Measures Act (Act No. 95 of 1998) providing warranty protection against defects in new homes. The Act states that the objects of the Council which are inter alia as follows:

- “to regulate the home building industry”;
- “to establish and promote ethical and technical standards in the home building industry”; and
- “to improve structural quality in the interests of housing consumers and the home building industry”.
- The Council is furthermore empowered by the Act:
- “to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
- ”to engage in undertakings to improve ethical and technical standards in the home building industry;
- “to keep a record of competent persons”; and
- “to generally do all things necessary or expedient to achieve its objects and the objectives of this Act.”

2.1.2. The NHBRC's primary mandate is to manage the risk of structural defects in the home building industry and in so doing, protect the consumer. A prime activity of the NHBRC is to manage its risk exposure in terms of the warranty scheme, in order to ensure that it is not unduly exposed to claims. The current risk management tools being used by the Council include the Registration of Home Builders, enrolment and inspection of homes, the Home Building Manual which incorporates design and construction rules, and the appointment of competent persons by the Home Builder to perform certain tasks.

3. SERVICES PROVIDED BY THE NHBRC

3.1. At present, the NHBRC is offering the following as part of the warranty cover for new homes:

- 3-month workmanship: Non-compliance with or deviation from the terms, plans and specification or the agreement of any deficiency related to design, workmanship or material

notified to the home builder by the housing consumer within three months from the occupation date;

- 1-year roof leakage: Repair roof leaks attributable to workmanship, design or materials occurring and notified to the home builder by the housing consumer within 12 months of the occupation date; and
- 5-year structural warranty: Major structural defects in a home caused by non-compliance with the NHBRC technical requirements within a period of five years from the occupation date.

These activities are being covered by the NHBRC warranty fund.

4. BUSINESS OVERVIEW

4.1. Purpose

4.1.1. NHBRC requires short term insurance brokering and claims management services. The current NHBRC insurance policies are due to expire on 31 March 2016.

4.1.2. The Service Provider (SP) and its personnel shall in its dealings with NHBRC comply with all applicable laws, without limitations including: the Short Term Insurance Act 53 of 1998, FAIS, the Code of Conduct, the relevant anti- corruption, anti-bribery, trade restriction and anti-money laundering laws.

4.1.3. The Service Provider shall ensure that persons employed by it shall:

- Have the necessary qualifications, expertise, skills (including people skills), experience, integrity and sobriety to provide quality services as required by the NHBRC
- Be accredited in terms of the FAIS; and
- At all times behave in a manner worthy of the positions they hold, and interact with the NHBRC in a responsible and civil manner.

5. SCOPE OF WORK

5.1. The objective of the RFP is to select a service provider/ insurance broker with the skills, knowledge and market relationships to offer innovative and visionary best practice solutions in regard to NHBRC's existing Insurance program and to challenge our current approach to risk transfer. The preferred broker is expected to be able to negotiate with insurance providers around new coverage, value added solutions, program design and innovation as well as to offer comprehensive and easy to measure implementation strategies.

5.2. In terms of this mandate an invitation is hereby extended to prospective service providers/ insurance brokers, to respond in respect of this RFQ:

5.2.1. Recommend your vision for the NHBRC insurance program and the strategies to achieve this

- a) Review and assess NHBRC's current profile of insured risks, including the adequacy of the current insurance program.
- b) Make recommendations to amend or enhance the existing program in relation of placement/ cover, limits of insurance and justify any additional benefits suggested.

5.2.2. Marketing the NHBRC insurance program and obtaining competitive quotes.

5.2.3. Presenting a written report to document the quotes received from the various carriers.

5.2.4. Reviewing the individual policies for accuracy and completeness prior to delivery to NHBRC.

5.2.5. Advising, reporting, handling all claims and monitoring the claims.

5.3. Services

Your ability to implement, maintain and administer a suitable Insurance program to ensure our risks are controlled in a consistent and cost-effective manner in order to protect the NHBRC's investments, revenues, people and assets against insurable risks by performing the following services:

5.3.1. Design a comprehensive insurance program.

5.3.2. Provide ongoing identification, evaluation and monitoring of insurable risk exposures including advice on ways the NHBR can improve the insurance service or reduce costs;

5.3.3. Assist in the renewal process including data collection, preparation of reports / submission to markets and management of the broking process for all placements within the insurance program;

5.3.4. Advise on the placement of the insurance cover; Review and provide expert inputs to draft insurance contracts to ensure that the insurance requirements in all contracts are well considered and the rights and liabilities of the NHBRC are properly protected;

5.3.5. Prepare insurance program which provides adequate protection to the NHBRC;

5.3.6. Provide the NHBRC with a comprehensive underwriting information for the placement of the insurance program;

5.3.7. Negotiate insurance terms with the primary Insurer, to secure the broadest coverage on cost effective basis;

5.3.8. Place insurance cover in respect of the property, assets or other Insurable interests as listed in section 6 under Insurance cover content;

5.3.9. Negotiate the changes to the terms of the insurance related claims, dispute and/ or proceedings;

5.3.10. Participate in the negotiation and settlement of any insurance related claim, dispute and/ or proceedings;

5.3.11. Monitor the financial stability, underwriting capacity and reputation of the approved insurers to ensure prudent, sufficient and timely steps are taken to protect the security of the insurance program;

5.3.12. Assist the NHBRC with all aspects pertaining to NHBRC's Directors and Officers Liability cover; and

5.3.13. Assist the NHBRC with all aspects pertaining to its short term insurance cover.

5.4. The Service Providers approach to manage the day to day broking activities of the account

- 5.4.1.** Propose a plan to ensure a smooth transition of the account.
 - 5.4.2.** Service structure for day-to-day servicing of the account.
 - 5.4.3.** Ensure that the NHBRC is adequately insured at all times and that uninsured risk exposures are declared to and accepted by the NHBRC.
 - 5.4.4.** Provide general advice to NHBRC on risk issues, developments in the insurance market and changes in legislation that may impact the NHBRC.
 - 5.4.5.** Provide management reports on a quarterly basis and when required by the NHBRC.
- 5.5.** Your ability to advise and contribute towards the development of an insurance policy and strategy document for the NHBRC.
- 5.6.** You may offer details of any additional services that could be made available to NHBRC - proposed fees for these additional services must be included within the 'Pricing Schedule'.
- 5.7.** Recommendations on additional cover will be considered.
- 5.8.** Should a portion of the proposed services be outsourced to or fulfilled by a partner or sub-contractor, this should be disclosed and you should include an overview of how you will select and manage these partners.
- 5.9.** Monitoring progress on deliverables
- Adherence to the Service Level Agreement (SLA) will be monitored by the way of following:
- Annual Post Renewal/ Placements Reports.
 - Quarterly reports providing details of work done during the quarter.
 - Annual performance review
 - Regular meetings
- 5.10.** Expected Outcome
- Assisting the NHBRC with placement, renewal and reporting obligations and all other aspects pertaining to its reinsurance program.
 - Claims recoveries, where applicable, from reinsurers on all claims incurred by the NHBRC.
 - Assist the NHBRC with all aspects pertaining to NHBRC's Directors and Officers Liability cover; and
 - Assist the NHBRC with all aspects pertaining to its short term insurance cover.
 - Competency and expertise requirements.

6. INSURANCE COVER CONTENT

6.1. Coverage to include but not limited to:

		2016
1.1 Combined		R 115 697 103
	(Buildings/ structures/ Fixtures & Fittings/ All other assets (Standard Construction), Testing facility building, 76 X Display houses, Testing IMP Equipment.	R 115 697 103
1.2 Office contents	Contents of 12 Offices	R 13 086 517
1.3 Business All Risks		R 4 591 024
	Laptops, 21x PDA, Notebooks, 2x I pads, 9x Cameras, 4x GPS 2x HP Tablets, 91x iPhone 6 Plus, 37x Samsung Galaxy A3, 147x Samsung Galaxy S6 Edge	
1.5 Fidelity Guarantee	Limit indemnity	R 1 000 000
1.6 Stated Benefits (ACE Insurance)		
	Annual Salary & Wages – all employees	R 181 400 000
	Benefits (Accidental death, Permanent Total disability, Temporary Total Disability, Accidental medical reimbursement)	R 104 260
	Medical Expenses	R 80 000
Electronic Equipment		R 104 225 355
	Hardware	R 14 805 292
	Software	R 72 122 514
	Portable Equipment	R 6 173 874
	Training Audio and Visual Equipment	R 7 348 082
	12 HP Tablets and accessories	R 180 000
	22 HP Tablets and 200 HP Elitepads	R3108000
	20 HP Probooks & 3HP Zbooks	R 487593
Directors and Officers Liability		R 200 000 000
	Directors and Officers	R 100 000 000
	Company Reimbursement	R 100 000 000
Public Liability		R 25 500 000
	General & Tenants	R 500 000
	Umbrella Liability	R 20 000 000
	Motor 3rd Party Liability	R 5 000 000
Employers Liability	Limit of indemnity	R 5 000 000
Employment Practice Liability	Limit of indemnity	R 5 000 000
Professional Indemnity (ACE)	Limit of indemnity	R 10 000 000
Travel Insurance	Estimated number of days	82
Motor Fleet	Comprehensive cover for Various vehicles	R 500 000
Third Party Liability		R 5 000 000
Sasria		
Other		R45
Private Motor Cars		R 20

7. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

7.1. Requisites of the Service Provider

- 7.2.** The Service Provider (SP) and its personnel shall in its dealings with NHBRC comply with all applicable laws, including without limitations: the Short Term Insurance Act 53 of 1998, FAIS, the Code of Conduct, the relevant anti- corruption, anti-bribery, trade restriction and anti-money laundering laws.
- 7.3.** The Service Provider shall ensure that persons employed by it shall:
- 7.3.1.** Have the necessary qualifications, expertise, skills (including people skills), experience, integrity and sobriety to provide quality services as required by the NHBRC
 - 7.3.2.** Be accredited in terms of the FAIS; and
 - 7.3.3.** At all times behave in a manner worthy of the positions they hold, and interact with the NHBRC in a responsible and civil manner.
- 7.4.** The Service Provider must be a South African based Broker.
- 7.5.** The South African National Accreditation System (SANAS) ISO 9001 certification will be an advantage.
- 7.6.** The Service Provider shall, for the duration of the Agreement with NHBRC, obtain and maintain:
- 7.6.1.** A Professional Indemnity Insurance cover of not less than R50 000 000 (Fifty Million Rand);
 - 7.6.2.** And an Intermediary Guarantee of not less than R 100 000 000 (Hundred Million Rand).

7.7. Documents to be submitted by bidder

The following is what is required to be submitted by the bidders. Proposals will be evaluated by the NHBRC using the criteria which includes but not limited to:

7.7.1. Company profile, experience and reputation

- A brief and concise history of the company and any companies you propose to partner with in order to respond to this RFP.
- Audited past three years Annual Financial Statements
- Short term and long term Insurance broking experience of the Insurance broking company
- Claims resolution ratio
- The South African National Accreditation System (SANAS) ISO 9001 certification will be an advantage.
- The reason that your offer is superior to that of competitors i.e. what specific area(s) or service(s) distinguishes the company from other insurance broking firms and what value can they add to NHBRC in the area of insurance broking and risk management services specifically.

7.7.2. Team and Personnel Expertise and Experience

- Supply a full description of the company organogram as well as the proposed structure of the team to be assigned to NHBRC's project.
- Provide details of qualifications and skill level of the Clients Relationship Manager.
- Are all these personnel employed on a full time basis? If not provide details.

7.7.3. Proposal for Insurance Broking and Risk Management Services:

- A detailed project plan to deliver on the scope of work as per section 5
Ability to provide services to meet the requirements stipulated in this RFP i.e. the recommended program structure / strategies / approaches proposed in response to our specifications; innovation demonstrated in the program design; placement of covers
- Knowledge of the NHBRC's Business
- Proposal of suitable Insurance packages in the market as per NHBRC's requirements
- How will the insurance broker ensure that the NHBRC's requirements are met?

7.7.4. Contactable References

Contactable and relevant references, including brief overview of services provided

- International and Local Clients
- International and Local Insurers

NB: minimum of five (5) references – please include name of company, contact name and contact details. By inclusion in your response you authorize NHBRC to contact the references listed.

NB: All Bidders who score LESS than 70% before presentation will not be considered for further evaluation i.e. presentation.

7.7.5. Presentation:

- Project plan,
- Methodology,
- Business Continuity Plan,
- Proposed Team,
- Pricing,
- Value Add Services.
- Presentation of the Project plan
- Knowledge of the NHBRC's Business
- Proposal of suitable Insurance packages in the market as per NHBRC's requirements
- How will the insurance broker ensure that the NHBRC's requirements are met?
- Short term and long term Insurance broking experience
- Local and International Insurance experience
- Including a structure of a team for the NHBRC project.
- Systems in place to ensure quality of service
- Differentiating factors: In what way is the Service Provider proposal superior to that of competitors i.e. what specific area(s) or service(s) distinguishes the company from other insurance broking firms and what value can they add to NHBRC in the area of insurance broking and risk management services specifically

NB: All Bidders who score LESS than 70% for presentation will not be considered further.

8. TECHNICAL AND PRICE EVALUATION CRITERIA

8.1. In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) stages namely:

Stage 1: Compliance check of Mandatory Requirements;

Stage 2: Functional Evaluation; and

Stage 3: Price and Preference Points

Stage 1: Compliance check of Mandatory Requirements

Supply chain mandatory requirements as per the SCM Mandatory checklist. Bidders must ensure all requirements are met.

Stage 2: Functional Evaluation

Bids must fully comply with all the Mandatory Requirements for the **Stage 1: Compliance check of Mandatory Requirements** in order to qualify for **Stage 2: Functional Evaluation** and those bids which fail to comply with all the requirements of Stage 2 will be invalidated or disqualified from the process.

The following values will be applicable when evaluating the bid

5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance

Functional Requirements

Proposals will be evaluated by NHBRC using criteria which will include but not limited to:

Item No.		Criteria	Weight	Guidelines
1	[Refer Section 7.7.1]	Company Profile, experience and reputation Reputation and experience of proposed broker 5 = More than 10 years insurance and regulatory experience and ISO certification 4 = 8 to 10 years insurance and regulatory experience 3 = 6 to 7 years insurance and regulatory experience 2 = 4 to 5 years insurance and regulatory experience 1 = 2 to 3 years insurance and regulatory experience 0 = Less than 1 years insurance and regulatory experience	20	Preferably has experience providing insurance services to global customers Knowledge of insurance practice and regulatory requirements

Item No.		Criteria	Weight	Guidelines
2	[Refer Section 7.7.2]	Team and Personnel Expertise and Experience	25	
		Resources & personnel assigned to NHBRC 5 = Organogram submitted 0 = Organogram not submitted	15	Size and composition of the teams to be assigned to NHBRC account
		Client Relationship Manager skills and experience 5 = Submitted detail CV of the Client Relations Manager including FSB accreditations 0 = CV of the Client Relations Manager Not submitted and No FSB accreditations	10	Skills, ability and experience of service provider - Client Relationship Manager in respect of alternate risk financing Qualifications and skill level of the Client Relationship Manager (FSB accreditations)
3	[Refer Section 7.7.3]	Proposal for Insurance Broking and Risk Management Services	30	
		Ability to provide services to meet the requirements stipulated in the RFP i.e. the recommended program structure / strategies / approaches proposed in response to our specifications 5 = Detailed Project Plan including turnaround times, Methodology and Processes to be used 0 = Project plan lacking sufficient detail as stated above	30	Provision and maintenance of the Insurance Program including Program design and placement, premium allocation and collection, claims management etc.
4	[Refer Section 7.7.4]	Contactable References	25	
		Contactable and relevant references, including brief overview of services provided 5 = 5 or more contactable reference letters provided 0 = Less than 5 contactable references provided	25	- International and Local Clients - International and Local Insurers NB: minimum of five references– please include name of company, contact name and contact details. By inclusion in your response you authorize NHBRC to contact the references listed.

NB: All Bidders who score LESS than 70% for paper based valuation will not be considered further.

Item No.		Criteria	Weight	Guidelines
	[Refer Section 7.7.5]	<p>Presentations</p> <p>Presentations by the prospective service provider:</p> <p>5 = Presentation included:</p> <ul style="list-style-type: none"> •Project plan, •Methodology, •Business Continuity Plan, •Proposed Team, •Pricing, •Value Add Services, •Knowledge of the NHBRC's Business, •Proposal of suitable Insurance packages in the market as per NHBRC's requirements, •How will the insurance broker ensure that the NHBRC's requirements are met?, •Short term and long term Insurance broking experience, •Local and International Insurance experience, •Including a structure of a team for the NHBRC project, •Systems in place to ensure quality of service, •Differentiating factors: In what way is the Service Provider proposal superior to that of competitors i.e. what specific area(s) or service(s) distinguishes the company from other insurance broking firms and what value can they add to NHBRC in the area of insurance broking and risk management services specifically <p><u>Presenters</u> were able to answer all questions and provide valuable insight and expertise to cater to the NHBRC Operations. Presentation was well delivered clearly understood.</p> <p>4 = Presentation included above with exceptions of one component. <u>Presenters</u> were unable able to answer some questions and provide valuable insight and expertise to cater to the NHBRC Operations.</p> <p>3 = Presentation included above with exceptions of two components. <u>Presenters</u> were unable able to answer some questions and provide valuable insight and expertise to cater to the NHBRC Operations.</p>	<p>100</p> <p>100</p>	<p>Insight, knowledge, skills and experience evidenced in presentations made by service provider and that of the individuals proposed to support the NHBRC account</p>

Item No.		Criteria	Weight	Guidelines
		<p>2 = Presentation included above with exceptions of three components. <u>Presenters</u> were unable able to answer majority questions and provide valuable insight and expertise to cater to the NHBRC Operations.</p> <p>1 = Presentation included above with exceptions of more than 3 components. <u>Presenters</u> were unable able to answer all questions and provide valuable insight and expertise to cater to the NHBRC Operations.</p>		

NB: All Bidders who score LESS than 70% for Presentation will not be considered for further.

Stage 3: Price and Preference Points Evaluation

Only bids that achieve minimum qualifying score **(70)** for **Stage 2 (Functional Requirements)** and **(70)** for **Stage 2 (Presentation)** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations,2011 and bids will be adjudicated in terms of a (90/10) preference point system in terms of which points are awarded to bidders on the basis of:

90/10 Preference point system (for acquisition of services, works or goods with a Rand value more than R1million) (all applicable taxes included)

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Level	90/10
Level 1	10
Level 2	9

Level 3	8
Level 4	5
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-Compliant Contributor	0

The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points.

NB: Prices must be fixed for duration of the contract, if fees are not fixed please indicate the percentage as per industry norms and escalation period.

9. RFP SUBMISSION INSTRUCTIONS

9.1. All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

10. AVAILABILITY OF THE RFP DOCUMENT

10.1. Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the 12 February 2016.

10.2. There will be a compulsory briefing session that will be held on the 19 February 2016 at 11h00 am at the NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

11. RFP CLOSING DATE

11.1. Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 5 Leeuwkop Road, Sunninghill on or before the **08 March 2016 at 11h00 am**. No emailed or faxed Bids will be accepted. The Bid document should be supplied in a sealed envelope and clearly marked (Copy or Original) with the Bid number and the full name of the service provider(s).

11.2. No late submissions will be accepted.

12. VALIDITY PERIOD OF BIDS

12.1. All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

13. ENQUIRIES SHOULD BE DIRECTED TO BOTH:**THE ADMINISTRATIVE ENQUIRIES MAY BE DIRECTED TO:****Department:** Supply Chain Management**Contact Person:** Ricardo Francis**E-mail address:** ricardof@nhbrc.org.za**14. SUBMISSIONS OF PROPOSALS**

14.1. Submission of bid MUST include one (1) original and three (03) copies of the proposals in a clearly marked (Copy or Original) envelope and deposited into the Bid box.

14.2. All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.

15. CHECKLIST AND SBD FORMS

15.1. The following documents as listed below are required to be made available with the distribution of the RFP:

DOCUMENTS TO BE SUBMITTED			
No.		Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.	Yes/No
1.		Original and valid B-BBEE Status Level or certified copy.	
2.	X	SBD1 Invitation to bid which must be signed and thoroughly completed.	
3.	X	SBD2 Tax Clearance Certificate which must be original and valid.	
4.	X	SBD 3.1 or SBD 3.2 Pricing schedule, If not filed please refer to Annexure or Addendum in your submission where price is mentioned.	
5.	X	SBD 3.3 Pricing schedule if not filed please refer to Annexure or Addendum in your submission where price is mentioned.	
6.	X	SBD 4 Declaration of interest must be signed and thoroughly completed.	
7.	X	SBD 6.1 Preference claim form must be signed and thoroughly completed regardless if points are claimed or not.	
8.	X	SBD 8 Declaration of Bidder's past supply chain management practices must be signed and thoroughly completed.	

DOCUMENTS TO BE SUBMITTED			
9.	X	SBD 9 Certificate of independent bid determination must be signed and thoroughly completed.	
10.		General Conditions of the contract (GCC).	
11.	X	Proof of a valid license to transact business as a financial services provider (FSP) as per financial advisers and intermediary services act. (FAIS Act).	
12.	X	Proof of Professional Indemnity Insurance Cover of not less than R50 000 000 (Fifty Million Rand).	
13.	X	Proof of an Intermediary Guarantee Cover of not less than R 100 000 000 (Hundred Million Rand) is submitted.	
14.	X	Audited Annual financial statements for the past three (3) years.	