



**PART 1/2**

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE SUITABLE OFFICE ACCOMODATION FOR A LEASE PERIOD OF THREE (3) YEARS FOR THE NHBRC BETHLEHEM OFFICE IN FREE STATE PROVINCE.**

**RFP NO.:** NHBRC 10/2016

**CLOSING DATE:** 07 JULY 2016

**TIME:** 11:00 am

**COMPULSORY BRIEFING SESSION**

**DATE:** 23 June 2016

**TIME:** 11:00 am

**VENUE:** NHBRC SATELITE OFFICE, 6A CORNER OF PRESIDENT BOSHOFF AND BRUWER STREETS, BETHLEHEM

**INVITATION TO BID**

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

**BID NUMBER: NHBRC 10/2016      CLOSING DATE: 07 July 2016      CLOSING TIME: 11H00**

**DESCRIPTION: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE SUITABLE OFFICE ACCOMODATION FOR A LEASE PERIOD OF THREE (3) YEARS FOR NHBRC BETHLEHEM OFFICE IN FREE STATE PROVINCE.**

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

**COMPULSORY BRIEFING SESSION:**

**Date and Time:** 23 June 2016 at 11:00am

**Venue:** NHBRC SATELITE OFFICE, 6A CORNER OF PRESIDENT BOSHOFF AND BRUWER STREETS, BETHLEHEM

**TENDER DOCUMENTS MUST BE:**

**DEPOSITED IN THE TENDER BOX SITUATED AT:** NHBRC SATELITE OFFICE, 6A CORNER OF PRESIDENT BOSHOFF AND BRUWER STREETS, BETHLEHEM

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).....

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.....**For Three (03) Years including all costs escalations and taxes where applicable**

**\*\*FAILURE TO INDICATE A TOTAL BID PRICE WILL RESULT IN YOUR PROPOSAL BEING DIS-QUALIFIED**

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**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](http://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](http://www.sars.gov.za).

**PRICING SCHEDULE**

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

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

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

**PRICING SCHEDULE FOR IN RESPECT OF RENTAL CHARGES**

**YEAR ONE**

DESCRIPTION	PER MONTH	ANNUAL COST
Rent		
Estimated Maintenance		
Estimated Utilities		
Parking		
<b>Total</b>		

**YEAR TWO (INCLUDING ESCALATION)**

DESCRIPTION	PER MONTH	ANNUAL COST
Rent		
Estimated Maintenance		
Estimated Utilities		
Parking		
<b>Total</b>		

**YEAR TWO (INCLUDING ESCALATION)**

DESCRIPTION	PER MONTH	ANNUAL COST
Rent		
Estimated Maintenance		
Estimated Utilities		
Parking		
<b>Total</b>		

**Total Bid Price for Three years (inclusive of all costs) \_\_\_\_\_**

**\*All maintenance work is required to be pre-approved by the facilities manager before any work can be carried out or any payment made.**

**\*\* Proof of usage must be provided for all utility charges i.e. water and electricity**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>): .....

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.

<sup>1</sup>"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.

<sup>2</sup>"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 Employee Number / Persal 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 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- 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 not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 preference point 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.

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

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to 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 a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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**

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“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;

- (d) **“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;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“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;
- (g) **“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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“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;
- (k) **“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;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (o) **“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;
- (p) **“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;
- (q) **“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;
- (r) **“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
- (s) **“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:

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

Where

- P<sub>s</sub> = Points scored for comparative price of bid under consideration
- P<sub>t</sub> = Comparative price of bid under consideration
- P<sub>min</sub> = 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 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE 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 1.4 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 a sworn affidavit.

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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.

**(Tick applicable box)**

YES		NO	
-----	--	----	--

**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. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
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	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?  <b>(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).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)?  <b>Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	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?	Yes <input type="checkbox"/>	No <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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

<sup>3</sup> 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 PROPOSAL: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUITABLE OFFICE ACCOMODATION FOR A LEASE PERIOD OF THREE (03) YEARS FOR THE NHBC BETHLEHEM OFFICE IN THE FREE STATE PROVINCE.**

**RFP NO.:** NHBC 10/2016

**CLOSING DATE:** 07 July 2016

**TIME:** 11:00am

**COMPULSORY BRIEFING SESSION**

**DATE:** 23 JUNE 2016

**TIME:** 11:00 AM

**VENUE:** NHBC SATELITE OFFICE, 6A CORNER OF  
PRESIDENT BOSHOFF AND BRUWER STREETS,  
BETHLEHEM

## 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 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 Bid 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 Bid 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. Briefing Session: Should the briefing session 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 as submitted by the Bidder shall be consider irregular if they show any omission, 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 Bids may be rejected, among other reasons, where Bids are received after the closing date and

time as specified.

1.18. Potential service provider(s) shall be disqualified and their Bids not considered, among other reasons, for any of the following specific reasons:

- Mandatory Documents not submitted ( as per checklist on page 13 of part 2);
- Bids containing irregularities

1.19 The NHBRC reserves the right to require that any bidder provide a formal presentation of its Bid 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 the successful or any 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. ABOUT NHBRC

### 2.1 Mandate of the NHBRC in terms of the Housing Consumers Protection Measures Act.

2.1.1 The National Home Builders Registration Council (NHBRC) has a mandate through the Housing Consumer Protection Measures Act (Act No. 95 of 1998) providing warranty protection against defects in new homes. The Act state that the objects of the Council are, inter alia:

- Section 3(b) “to regulate the home building industry”;
- Section 3(d) “to establish and promote ethical and technical standards in the home building industry”; and
- Section 3(e) “to improve structural quality in the interests of housing consumers and the home building industry”;

The Council is furthermore empowered by the Act:

- Section 5(5) (a) “to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
- Section 5(5) (b) ”to engage in undertakings to improve ethical and technical standards in the home building industry;
- Section 5(5) (c) “to keep a record of competent persons”; and
- Section 5(h) “to generally do all things necessary or expedient to achieve its objects and the objectives of this Act.”

## 3. NHBRC’S MANDATE FOR RISK MANAGEMENT

3.1 The NHBRC's primary mandate is to manage the risk of structural defects in the home building industry and in so doing, protect the housing consumer. A prime activity of the NHBRC 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.

## 4. BUSINESS OVERVIEW

4.1 The National Home Builders Registration Council is a statutory body with the responsibility to provide warranty cover (protection) and regulatory services to the home-building industry. This is done in terms of the Housing Consumers Protection Measures Act (No 95 of 1998). It is the NHBRC’s mandate to provide protection to housing consumers against defined defects and to regulate the home

building industry. Our mandate determines our scope of business as well as the principles and area of business in which we operate. As a consequence our business is focused on specific business models in defined geographical areas with specific business objectives for all South African Housing Consumers.

- 4.2 The NHBRC is a medium sized organization with a staff complement of approximately 580 employees. The NHBRC's head office is located in Sunninghill, Gauteng with 7 regional offices of varying size, and 14 satellite offices. .

#### **NHBRC Offices**

#	OFFICE
1	Head Office (Sunninghill)
2	Pretoria Regional Office.
3	Eric Molobi Soshanguve.
4	Kwa-Zulu Natal Durban-Regional Office.
5	New Castle
6	Shelly Beach
7	Western Cape-Regional Office
8	Limpopo (Polokwane) – Regional Office
9	Tzaneen
10	Bela Bela
11	Thulamela Thohoyandou
12	Mpumalanga (Nelspruit) – Regional Office
13	Witbank
14	Free State (Bloemfontein) – Regional Office
15	Bethlehem
16	Northern Cape (Kimberly)
17	Eastern Cape Port Elizabeth-Regional Office
18	East London
19	George
20	North West Rustenburg-Regional Office
21	Mafikeng
22	Klerksdorp

## 5. TECHNICAL INFORMATION TO BE SUBMITTED BY SERVICE PROVIDER(S)

### 5.1 PURPOSE

To invite and find suitably qualified service providers to submit proposals for the provision of leased office space and parking facilities for the National Home Builders Registration Council (NHBRC), for a period of three (3) years with an option to renew for an additional three (3) years or any period deemed fit by the NHBRC. The leased building must be located in the vicinity of Bethlehem and accessible by public transport in the CBD or surrounding.

### 5.2 NHBRC REQUIREMENTS

The National Home Builders Registration Council (NHBRC) is seeking office space and secure parking facilities in a secure environment and located in Bethlehem

- The building must be in a secure environment that promotes the safety of the NHBRC's employees, stakeholders and visitors and must have provision for access for people with disabilities.
- Onsite parking for staff and customers.
- Provision or accessibility to the Telkom fibre optic network within a 5KM radius must be made available.
- The building should be situated in an accessible area where public transport such as taxis and busses are available and next to major routes.
- NHBRC requires the office premises to be customized to fit its image and suit its functions.
- The building should be compliant with SANS10400 in terms of facilities for persons with disabilities, should the building not be compliant then the bidder must include in his proposal; how he will achieve this prior to occupation.
- All building related issues such as Zoning rights, Servitudes, The Local Municipality regulations, environmental requirements, Occupational Health and Safety requirements and compliance certificates, and other applicable statutory requirements must be complied with.
- The Building must be a minimum of 179m<sup>2</sup>

### 5.3 GRADING OF BUILDING

The building should meet the following requirements:

- Preferably a Grade B Building
- Generally not older than fifteen (15) years or which has undergone a major renovation within the last fifteen (15) years,
- Preferably with High quality modern finishes,
- Air conditioning,
- Adequate onsite parking,

- Preferably a good quality lobby finish,
- Quality access to/from an attractive street environment, and
- Adequate safety and security.
- The Building must be ready for occupation with 30 Calendar days of signing the Lease agreement
- The building must comply with the following Standards Act :
  1. Occupational Health and Safety Act 85 of 1993
  2. National Building Regulations and Building standards Act, 1977(Act No.103 of 1977)
  3. SANS 10400 for facilities for persons with disabilities, establishes requirements for external and internal circulation routes, including doors and doorways, ramps, stairways, handrails, lifts, toilet facilities, auditoriums and halls, obstructions in the path of travel, parking and indication of facilities.
  4. Drainage, plumbing, sanitation and water disposal to be provided according to SANS 10400-PART P

An undertaking from the bidder to ensure that these requirements can be accommodated prior to occupation may be considered, supporting documents in this regard must be submitted with proposal.

#### **5.4 SECURITY REQUIREMENTS**

The building should be secured with the following security measures;

- Burglar proofing for ground floor offices, entrances etc
- Security Fencing where possible
- Adequate lighting in Parking area

#### **5.5 BUILDING AMENITIES**

The proposed office space should have the following:

- Well-functioning air-conditioning systems in individual offices, meeting rooms and rest rooms.
- A comprehensive list of all fixtures installed, and maintenance history where applicable.
- A Male Toilet with 2 Cubicles, urinals and 2 wash basins
- A Female Toilet with 2 Cubicles and 2 wash basins
- A Disabled Toilet with Hand Rail and Wash Basin as per SANS 10400 requirements
- A kitchen with cupboards, adequate space to accommodate a fridge, Urn and Microwave, adequate plug points, sink with hot and cold taps
- A serviced Lift in a building with more than one (01) floor

#### **5.6 PARKING REQUIREMENTS**

- 4 Covered Parking bays are required for staff members
- 2 covered/uncovered parking bays are required for customers and visitors

#### **5.7 FIRE PROTECTION AND RISK MANAGEMENT**

The building should have the following fire, protection and risk management requirements:

- Smoke Detectors

- A designated Smoking area
- Emergency assembly point
- Approved emergency escape doors
- Automatic sprinkler
- Waste disposal Area
- Separate kitchen
- Fire proofed store rooms and filing rooms(where possible)
- Running water for the premises
- Approved emergency alarm systems.
- Serviced fire extinguishers and hoses
- The building should meet the following Code of practice – interior lighting SABS 0114:1996. Part 1 (including the required lumens)

## **5.8 IT REQUIREMENTS**

A Suitable location for a server room with the following requirements should be provided for by the service provider:

- Brick walls or fire rated dry walling.
- Space for two server cabinets
- Anti-static flooring in the server room.
- Fire rated door.
- Serviced fire extinguisher (inside and outside).
- The NHBRC must be able to add an access control system to the server room door.
- Dedicated single phase generator feed from the main generator DB board to the UPS (Uninterrupted Power Supply).
- Operational dual air-conditioner in the server room.
- Suitable route for network reticulation to the server room. The bidder must provide upfront approval should core drilling be needed to be done to allow installation of a new fibre network link.
- Available trunking in the building for network reticulation (dedicated power plug and Normal power plug per workstation).
- Telkom requires atleast 75 days to carry out networking

An undertaking from the service provider to ensure that these requirements can be accommodated prior to occupation may be considered, supporting documents in this regard must be submitted with proposal.

## **5.9 TENANT INSTALLATION**

The bidder must submit a list of items as well as a total amount that will form part of a standard tenant installation that will be covered by the landlord where applicable.

The Bidder is required to incorporate this into the Pre-Occupation Plan.

## 5.10 PRE-OCCUPATION REQUIREMENTS

The Bidder must:

- Make provision for suitable route for network reticulation to the server room. In the absence of the fibre network link, allow reasonable access to the premises prior to commencement of occupation for installation thereof by Telkom; Telkom requires atleast 75 day notice.
- Ensure that the building has adequate ventilation and provide the NHBRC with the appropriate layout plan/certification. In the absence of air conditioners, prior to occupation make provision for supplying, installation and maintenance thereof;
- That the building has approved facilities for person with disabilities including toilets and entrance facilities
- Ensure that there is adequate space for NHBRC branding and Signage that is visible to the public
- Ensure that municipal rates and taxes are up to date
- the building is adequately maintained and serviced in terms of, but not limited to electrical, mechanical and structural
- the building is adequately insured against all liabilities
- The operational costs are proportionally borne by the NHBRC and other clients in cases where there is shared area must be declared upfront and included in the Total Bid Price
- Provide a turn-key service which will include all repairs and maintenance requirements, these estimated costs should be clearly included in the Total Bid Price
- Ensure the use of appropriately qualified, competent, skilled and experienced employees for undertaking the maintenance and repairs of the property.

The Bidder is required to compile a 30 Day Plan on how Pre-Occupancy arrangements will be handled

## 5.11 SPACE REQUIREMENTS

NHBRC BETHLEHEM OFFICE						
NEW OFFICE SPACE REQUIREMENTS						
No.	POSITION	NUMBER OF PEOPLE SHARING	NUMBER OF OFFICE REQUIRED	OFFICE DIMENSIONS		TOTAL SPACE REQUIRED (M <sup>2</sup> )
1.	Reception	1	1	6x4		12
2.	Meeting Rooms	0	0	0		0
3.	Board Room		1	5x4		20
4.	Customer Service	2	1	4x4		16
5.	Office Administration	1	1	3x4		12
6.	Office Assistant	1	Share with CSC			
7.	Copy Area		1	2x3		6
8.	Filing Area	1	1	4x5		20
9.	Provincial Manager	1	1	3x4		12
10.	Kitchen	1	1	2x3		6
11.	Inspectors	2	1	4x4		16
12.	Quality Assessor	1	1	3x3		9
13.	Recreation Room		1	4x5		20
14.	Server Room		1	2x3		6
15.	Store Room		1	4x5		20
	<b>TOTAL</b>					<b>179</b>

## 6. TECHNICAL EVALUATION CRITERIA

### 6.1. EVALUATION CRITERIA

6.1.1 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 Documents**

**Stage 2: Functionality in terms of the set technical evaluation criteria**

- **Paper Based Evaluation (Site Visit will be conducted to physically verify if building meets the minimum requirements as stipulated in Section 5 of the Bid document)**

The minimum threshold for part for functionality is 70 out of 100 points. Bidders who fail to meet minimum of 70 would be disqualified and not considered for a physical site inspection

**Stage 3: Price and Preference points**

All bids will be evaluated on a 80/20 preference point system

6.1.2 Stage 1: Compliance check of Mandatory Requirements

6.1.2.1 The service provider(s) must indicate compliance with mandatory requirements by ticking under "Comply" or "Not comply". Failure to comply with the mandatory requirements on the table listed below will invalidate your bid

6.1.2.2 In order to be considered each service provider is required to submit the following **mandatory** documentation:



### Mandatory Documentation - Responsive Check

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.	X	SBD1 (Invitation to bid) (Make sure it is signed and thoroughly completed)	
2.	X	SBD2 (Tax Clearance Certificate) <b>Certificate must be original and valid</b>	
3.	X	SBD 3.1 - Pricing schedule. (Including a detailed costing breakdown of all costs and escalations).	
4.	X	SBD 4 (Declaration of interest) (Make sure it is signed and thoroughly completed)	
5.	X	SBD 6.1 (Preference claim form) Must be signed regardless if points are claimed or not. (Make sure it is signed and thoroughly completed). <b>Kindly attach certified copy of B-BBEE Certificate.</b>	
6.	X	SBD 8 (Declaration of Bidder's past supply chain management practices) (Make sure it is signed and thoroughly completed)	
7.	X	SBD 9 (Certificate of independent bid determination – Make sure it is signed and thoroughly completed )	
8.	X	Compliance certificate (Fire) – issued by a competent authority in terms of SABS 1475-1998 (please attach copy)	
9.	X	Certificate of Compliance for Electrical Installations - Issued by the Electrical Contracting Board in terms of the Occupational Health and Safety Act and SANS 10142-1 (please attach copy)	
10.	X	Certificate of Occupancy – issued by Local Authority in terms of the National Building Regulations and Building Standards Act (please attach copy)	
11.	X	Ventilation Layout/Certificate– as per 'as built' building plan (please attach copy)	
12.	X	Lift Service Certificate ( Only where applicable) – issued by competent authority (please attach copy)	
13.	X	Building Plans (As Built) (please attach copy)	
14.	X	Title Deed ( copy of actual Document not Windeed search)	
15.	X	The Building must be within a 5KM radius from the Telkom Fibre Optic Backbone ( please attach confirmation from Telkom)	
16.	X	Attendance of Compulsory Briefing Session	

**Evaluation Requirements: (Paper Based + Site Visit)**

<b>CRITERIA</b>	<b>WEIGHTS</b>
<p><b>COMPLIANCE TO MINIMUM REQUIREMENTS</b></p> <p>A Site Visit will be conducted to physically verify if building meets the minimum requirements as stipulated in Section 5.2 – 5.10 of the Bid document</p> <p><b>Scoring Guide :</b>                      Does not meet the minimum requirements = 0                      Complies with the minimum requirements = 4                      Exceeds the minimum requirements = 5</p>	60
<p><b>PRE-OCCUPATION AND TENANT INSTALLATION</b></p> <p>The bidder must clearly demonstrate in their proposal, how the pre-occupation arrangements and tenant installation will be carried out as per sections 5.9 and 5.10 of the Bid Document. This must include defined tasks with clearly defined timeframes.</p> <p><b>Scoring Guide :</b>                      No information provided = 0                      A clearly defined plan submitted with acceptable(between 31 -50 days) timeframe = 3                      A clearly defined plan submitted with acceptable(within 30 days) timeframe = 5</p>	40
<b>TOTAL</b>	<b>100</b>
<b>MINIMIUM ACCEPTABLE SCORE</b>	<b>70</b>

Each panel member will rate the above-mentioned criteria using the following values:

<b>Value</b>	<b>Description</b>
5 – Excellent	Meets and exceeds NHBRC functionality requirements
4 – Very Good	Above average compliance to requirements
3 – Good	Satisfactory and should be adequate for stated element
2 – Average	Below average compliance to requirements
1 – Poor	Unacceptable, does not meet criteria
0 - Unacceptable	No Information Provided

The points for the panel members will be added and expressed as a fraction of the best possible score for each particular criterion as set out per the functionality requirement above.

**Stage 3: PRICE AND PREFERENCE POINTS EVALUATION**

Only bids that achieve minimum qualifying score **(70 points)** for **Stage 2 (Functional Requirements)** 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 (80/20) 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 less than R1million) (all applicable taxes included)**

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

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:

<b>BBBEE Level</b>	<b>(80/20 system)</b>
Level 1	20
Level 2	18
Level 3	16
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
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.

**7. GENERAL**

**7.1 Regular Building Inspections**

Assessments of the Building in terms of Health and Safety will be conducted regularly.

## 8. AVAILABILITY OF THE RFP DOCUMENT

- 8.1 Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders/](http://www.nhbrc.org.za/current-tenders/)) from the **13 June 2016**.

## 9. RFP CLOSING DATE AND ADDRESS

- 9.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the **NHBRC SATELITE OFFICE, 6A CORNER OF PRESIDENT BOSHOFF AND BRUWER STREETS, BETHLEHEM** on or before the **07 July 2016 at 11:00am**. No emailed or faxed Bids will be accepted. The Bid document should be supplied in a sealed envelope and clearly marked with the Bid number and the full name of the service provider(s).

**Enquiries should be directed to:**

**Administrative:**

**Contact Person:** Ricardo Francis

**E-mail address:** [ricardof@nhbrc.org.za](mailto:ricardof@nhbrc.org.za)

## 10. SUBMISSION OF PROPOSALS:

- 10.1 Only one **(01)** original submission/proposal and **(03)** copies in a clearly marked envelope and deposited into the bid box is essential.
- 10.2 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.