



**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 Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up-to-date for the duration of the contract.
- 1.2 The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (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 binding Agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.
- 1.8 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.
- 1.9 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.

- 1.10 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.
- 1.11 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.12 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 disqualify 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 (“SCM”) 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.
- 1.13 Briefing Session: There will be virtual non-compulsory briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.
- 1.14 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.
- 1.15 The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.16 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.
- 1.17 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.
- 1.18 The NHBRC reserves the right to accept or reject the Proposal.
- 1.19 RFP’s shall be rejected, among other reasons, where Bids are received after the closing date and time as specified in the RFP.
- 1.20 Potential service provider(s) shall be disqualified and their Bids not considered among other reasons, for any of the following specific reasons:
  - 1.20.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
  - 1.20.2 The Bid contains irregularities.
- 1.21 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 presentation. All expenses must be borne by the bidder.
- 1.22 All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.

## 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:

2.1.1.1 “to regulate the home building industry”;

2.1.1.2 “to establish and promote ethical and technical standards in the home building industry”; and

2.1.1.3 “to improve structural quality in the interests of housing consumers and the home building industry”.

2.2 The Council is furthermore empowered by the Act:

2.2.1 “to engage in undertakings to promote improved structural quality of homes constructed in the Republic;

2.2.2 “to engage in undertakings to improve ethical and technical standards in the home building industry;

2.2.3 “to keep a record of competent persons”; and

2.2.4 “to generally do all things necessary or expedient to achieve its objects and the objectives of this Act.”

2.2.5 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.

2.2.6 At present, the NHBRC offers the following products as part of the warranty cover for new homes: 3-month workmanship;

2.2.6.2 1-year roof leakage; and

2.2.6.3 5-year structural warranty.

### 3 NHBRC OFFICES

3.1 The NHBRC is a medium sized organization with a staff compliment of approximately 600 employees. The NHBRC's Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying size and 12 Satellite Offices which are located in the following areas:

	<b>NHBRC OFFICE LOCATIONS</b>	<b>#</b>	<b>NHBRC OFFICE LOCATIONS</b>
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Modimolle) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberly) - Provincial	22	Gauteng (Pretoria) – Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

## **4 INTRODUCTION**

The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the homebuilding industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organizational scorecard.

### **VISION**

To be the Champion of the Housing Consumers.

### **MISSION**

To Protect the Housing Consumers and to Regulate the Homebuilding Environment.

### **MOTTO**

Assuring Quality Homes.

### **STRATEGY OF NHBRC**

The strategy of the NHBRC is based on the following pillars:

- To ensure that housing consumers and home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund.

## **5 PROJECT OVERVIEW AND PURPOSE**

- 5.1 The main aim of this programme is to conduct geotechnical investigations in areas where development is planned, conduct forensic structural assessment on the subsidy houses that have started with construction before being enrolled or vandalized, assess civil infrastructure conditions around the houses and township development, prepare preliminary civil infrastructure design where required, conduct structural material testing (where applicable) and conduct beneficiary verification of each housing unit based on a GPS system, on behalf of the Department of Human Settlement,
- 5.2 To provide cost effective rectification methods for civil infrastructure and assessed housing units and provide technical specification per unit,
- 5.3 The service provider will prepare a detailed report including individual stand inspection sheet(s) as well as a detailed project bill of quantities (BOQ – as per standard system of measuring building work) for rectification purposes with details of the verified beneficiary details.

## **6 PROBLEM STATEMENT**

- 6.1 NHBRC and Department of Human Settlement have signed a service level agreement for the assessment of all subsidy houses that fall within the following categories:
  - 6.1.1 Constructed prior to the enrolment;
  - 6.1.2 Have problematic municipal services where there is an inappropriate infrastructural design resulting in compromised structural integrity;
  - 6.1.3 Have substandard materials that were used during construction;
  - 6.1.4 Houses that were vandalized after completion but before occupation by the rightful subsidy beneficiary; and
  - 6.1.5 Houses with no or inadequate geotechnical reports, resulting in inappropriate foundation solutions.

## **7 SCOPE OF WORK**

- 7.1 Scope of work will constitute but not limited to conducting forensic structural engineering assessments, geotechnical investigation, civil infrastructure assessment and design, structural material testing, beneficiary verification, verifiable coordinates in longitude and latitude, in degrees, minutes and seconds format.
- 7.2 The work will be carried out as detailed in the process flow diagram in Figure 1 below. Starting from the project inception phase whereby compilation of as built data in a form of documents, as built drawings, site visit and consultation with projects key stakeholders on site (Councillors, NHBRC, Department of Human Settlement, Municipality and housing consumers) and formulation of investigation plan and project team for NHBRC's approval.

- 7.3 Second phase of project will be field work execution by the approved team using approved investigation plan. This phase will constitute assessment as follows:
- 7.3.1 Visit the location of each identified individual housing unit;
  - 7.3.2 Identify and physically assess the structural defects and non-compliances;
  - 7.3.3 Investigate the structural integrity and quality of foundation, wall plate, roof, finishes and sanitation;
  - 7.3.4 Assess the quality of materials and products used by sampling and testing using SANAS accredited laboratories;
  - 7.3.5 Perform geotechnical investigations and prepare a detailed geotechnical report with reference to Green Field for Subsidy Housing (GFSH) 2;
  - 7.3.6 Assess the conditions of the infrastructural services, where it is deemed that quality of the services may affect the integrity of the top structures;
  - 7.3.7 Produce specifications and cost estimates (Bill of Quantities) for the necessary remedial works;
  - 7.3.8 Map all the information in a GIS system to show the findings described above. The system should be able to generate queries; and
  - 7.3.9 Compile draft report with cost effective rectification methods and submit to NHBRC before proceeding to the next phase.
- 7.4 The final phase will be processing and reporting phase which constitute final reporting of each individual housing unit and overall project final report accompanied by photographic album of each house, GPS locations, identified defects and proposed rectification specification. This information should be available in the GIS system.
- 7.5 Proposed technical specification for all housing units requiring remedial works and all specifications are to conform to relevant building standards and regulations and appropriate drawings and/or rational designs.



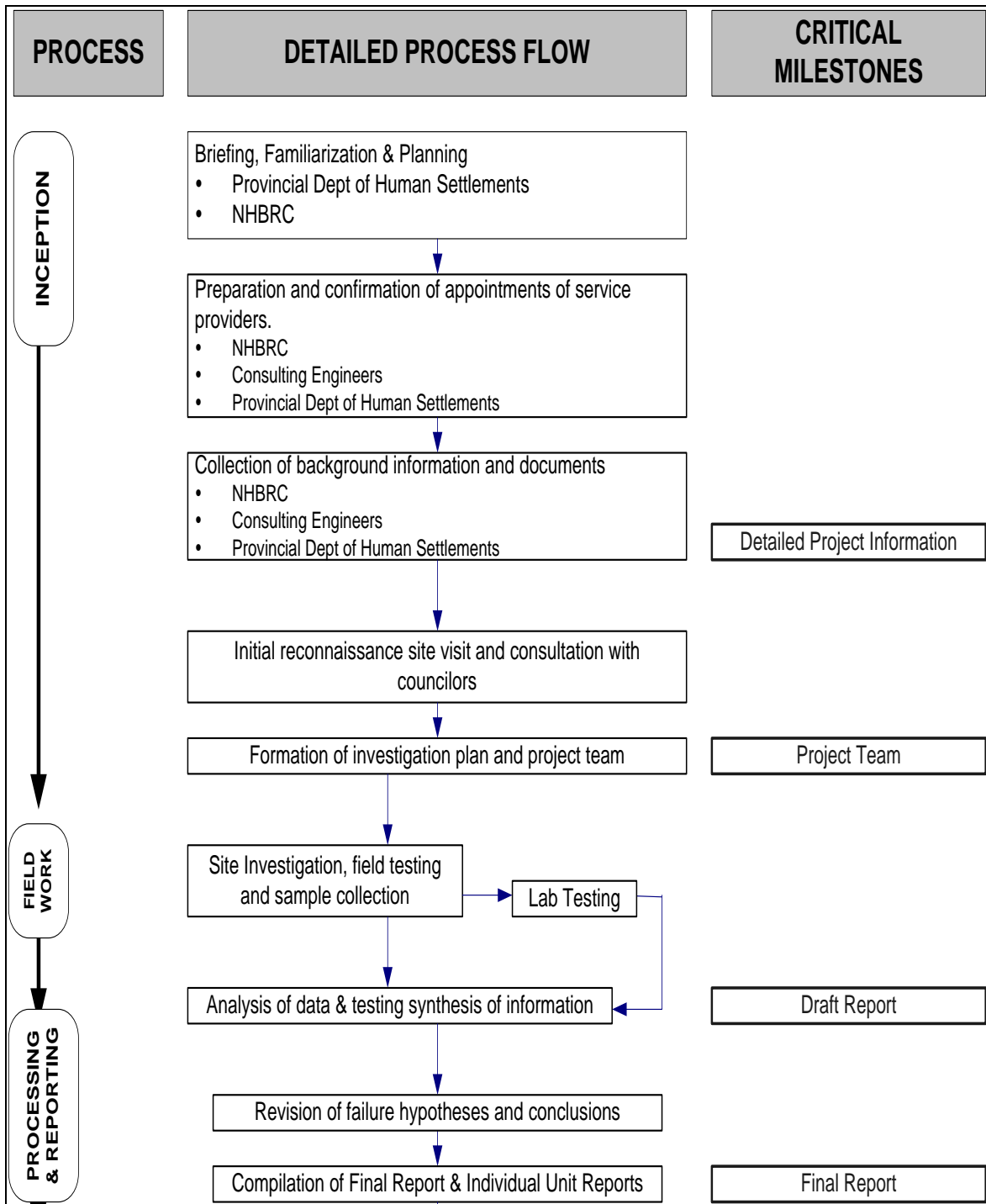


Figure 1: Forensic Engineering assessment process flow diagram

## 8 FEE STRUCTURE

- 8.1 Qualifying service providers will be appointed provincially on a rotational basis (as the need arises) over a period of five years.
- 8.2 The service provider will be paid on a fixed fee, depending on the Instruction to Perform Work (IPW) as follows:

Table 1: Fees structure for forensic structural assessment

Professional Service	Proposed fees ( Per Unit)
Forensic engineering assessment, inspection report & BoQ as per 5.3	R1,600
Geotechnical investigation	R600 (green field projects)
	R600 (urban projects)
	R800 ( rural projects)
Infrastructure assessment	R400
Infrastructure design(where applicable)	R450
Material testing (where applicable)	R1,850
Occupancy status verification	R350

- 8.3 All fees are inclusive of VAT and include travelling costs, disbursements, and will be applicable for the period of a contract.

## 9 LOCATION

- 9.1 The service provider must indicate the provinces they are willing to render the services as the per the table below.
- 9.2 Locality: The approved service providers must indicate their place of business within a province including other regional offices within the Republic of South Africa as follows:

Item No.	Province	Place of Business (Physical Address)	Contact Person	Office Number / Mobile Number	Email Address
1.	GAUTENG				

2.	KWA-ZULU NATAL				
3.	WESTERN CAPE				
4.	EASTERN CAPE				
5.	NORTH WEST				
6.	LIMPOPO				
7.	MPUMALANGA				
8.	FREE STATE				
9.	NORTHERN CAPE				

**10 TRACK RECORD**

- 10.1 The Service Providers are required to provide a list of relevant projects within the Built Environment specialising in forensic structural assessment that they have successfully completed in the past five (5) years.
- 10.2 Where the services are subcontracted, a legal agreement signed by both parties should be provided as proof.
- 10.3 Similarly, when the parties are Joint Ventures and/ or Consortium, an original letter signed by both parties should be provided as proof.

**11 TECHNICAL DATA TO BE SUBMITTED BY BIDDER**

11.1 General Information

11.1.1 The NHBRC requires the services of interested and competent organisations or companies with relevant experienced in Built Environment, specialising in forensic structural assessment and the Service Provider is expected to provide proof of expertise.

11.2 Requisites of the Service Provider:

- 11.2.1 A detailed proposal:
- 11.2.2 Understanding of terms of reference.
- 11.2.3 Team composition competencies (please attach professional registration certificate and indicate roles of individuals).
- 11.2.4 Quality Assurance measures (process and control).
- 11.2.5 Summary of projects executed and completed in the last five (5) years.

11.3 The following is what is required to be submitted by the bidders.

11.3.1 During the last five (5) years, the bidder (company/organisation) must have completed three (3) projects within the Built Environment, specialising in forensic structural assessment.

PROJECTS COMPLETED IN THE BUILT ENVIRONMENT, SPECIALISING IN FORENSIC STRUCTURAL ASSESSMENT (LAST 5 YEARS)				
Name of project	Project Description	Contract Value (incl. VAT)	Client Name	Client Contact Tel

11.3.2 Provide project details of three of your projects that were successfully completed in the last five (5) years in the format below (*Must be related to Built Environment, specialising in forensic structural assessment*). For each of these three (3) projects a ‘happy’ letter / completion certificate of the project must be provided by the client, on the client’s letterheads, and signed off by an authorised delegated employee of the client.

11.3.3 **IMPORTANT:** NHBRC may request reports of previous forensic structural assessment projects.

Name of Project:  
Name of Client:  
Client Contact Details  
    Contact person:  
    Role in Project:  
    Contact Tel No:  
    Contact Cell:  
    E-mail Address:  
Project Start Date:  
Project Completion Date:  
Contract Amount (incl. VAT):  
Summary of Project (maximum 200 words).

**Note: Please attach a letter/completion certificate from the client indicating successful completion of the project as per the client's brief.**

**12 EXPERTISE AND EXPERIENCE OF KEY PERSONNEL**

12.1 The successful service providers will require the following expertise, qualifications and experience to successfully deliver the Forensic Structural Assessment Services:

12.1.1 Suitably qualified and experienced technical personnel are to be assigned to this project. The personnel must have a minimum of 5 years post professional registration with the Engineering Council of South Africa (ECSA); South African Council for the Quantity Surveying Profession (SACQSP), South African Council for Natural Scientific Professionals (SACNASP) and South African Geomatics Council (SAGC).

LIST OF KEY PERSONNEL				
Full Name	Current Academic Qualifications*	Key Area of Specialization	Professional Registration Number	Years of Experience in the Built industry

12.1.2 Please complete a summary detail of the main Project Team in the format shown above:

- \*\* Please attach recently (last 3 months) certified copies of professional registration qualifications as per 12.1.1.
- Key personnel may only be replaced over the life of the contract with written permission of the NHBRC.

### 13 TECHNICAL AND EVALUATION CRITERIA

13.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in two (02) stages namely:

13.1.1 Stage 1: Compliance check of Mandatory Requirements

13.1.2 Stage 2: Functional Evaluation

Stage 1 : Compliance check of Mandatory Requirements

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid conditions / Mandatory Submissions	Yes/No
1.	Valid B-BBEE Status Level or Copy/Sworn affidavit signed by the Commissioner of Oaths on the DTI template.	
2.	SBD1 Invitation to bid, <b>Must</b> be completed and signed, <b>failure to complete will result in the bidder being disqualified. (Mandatory)</b>	
3.	SBD 4 (Bidders Disclosure Form, <b>Must</b> be completed and signed), <b>failure to complete and signing the document will result in the bidder being disqualified. (Mandatory)</b>	
4.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
5.	SBD 7.1 Contract Form, <b>Must</b> be completed and signed <b>failure to complete will result in the bidder being disqualified. (Mandatory)</b>	
6.	CSD Report/ MAAA Number.	

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

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 failed to comply with all the requirements of Stage 1 will be invalidated or disqualified from the process.

The Bidders information will be scored according to the following points systems:

The following values will be applicable when evaluating the bid:

Member score for criteria

\_\_\_\_\_ X Weight per criteria = Total Score per criteria

Highest points for criteria

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

Item No	Evaluation Criteria	Description	Weight
1.	<b>Consulting Services in built environment</b>	<p>This section assesses the bidder's experience in consulting services within the Built Environment, specialising in forensic structural assessment</p> <p><b>During the last 5 years, the bidder must have completed 3 or more consulting services within the Built Environment, specialising in forensic structural assessment – NOT engineering</b></p> <ul style="list-style-type: none"> <li>• 0 Projects: Score = 0 Points</li> <li>• 1 Project: Score = 1 Point</li> <li>• 2 Projects: Score = 2 Points</li> <li>• 3 Projects: Score = 3 Points</li> <li>• 4 Projects: Score = 4 Points</li> <li>• 5 or more Projects Score = 5 Points</li> </ul>	<b>30 Points</b>
2.	<b>Team Composition</b>	<p>Team composition points will be allocated as follows: <b>Please attached certified professional certificate.</b></p> <p><b>Structural Engineer: ECSA Professionally registered team member.</b></p> <ul style="list-style-type: none"> <li>• No submission of <b>certified</b> professional certificate/no submission of professional certificate: Score= 0 Points</li> <li>• Recently (less than 1 year) professionally registered with ECSA: Score = 1 point</li> <li>• Less than 3 years professionally registered with ECSA: Score = 2 points</li> <li>• Less than 5 years professionally registered with ECSA = 3 Points</li> <li>• Less than 7 years professionally registered with ECSA = 4 Points</li> <li>• 10 years or more professionally registered with ECSA = 5 Points</li> </ul> <p><b>Geotechnical Engineer: SACNASP professionally registered engineering geologist or ECSA registered geotechnical engineer/technologist team member.</b></p> <ul style="list-style-type: none"> <li>• No submission of <b>certified</b> professional certificate/no submission of professional certificate: Score = 0 Points</li> <li>• Recently (less than 1 year) professionally registered with ECSA or SACNASP: Score = 1 point</li> </ul>	<p><b>20 Points</b></p> <p><b>20 Points</b></p>

Item No	Evaluation Criteria	Description	Weight
		<ul style="list-style-type: none"> <li>• Less than 3 years professionally registered with ECSA or SACNASP: Score = 2 points</li> <li>• Less than 5 years professionally registered with ECSA or SACNASP = 3 Points</li> <li>• Less than 7 years professionally registered with ECSA or SACNASP = 4 Points</li> <li>• 10 years or more professionally registered with ECSA or SACNASP = 5 Points</li> </ul> <p><b>Technician professionally registered with ECSA</b></p> <ul style="list-style-type: none"> <li>• No submission of <b>certified</b> professional certificate/no submission of professional certificate: Score= 0 Ponits</li> <li>• Recently (less than 1 year) professionally registered with ECSA: Score = 1 point</li> <li>• Less than 3 years professionally registered with ECSA: Score = 2 point</li> <li>• Less than 5 years professionally registered with ECSA = 3 Points</li> <li>• Less than 7 years professionally registered with ECSA = 4 Points</li> <li>• 10 years or more professionally registered with ECSA = 5 Points</li> </ul> <p><b>Professional GISc Practitioner registered with SAGC</b></p> <ul style="list-style-type: none"> <li>• No submission of <b>certified</b> professional certificate/no submission of professional certificate: Score= 0 Points</li> <li>• Recently (less than 1 year) professionally registered with SAGC: Score = 1 point</li> <li>• Less than 3 years professionally registered with SAGC: Score = 2 points</li> <li>• Less than 5 years professionally registered with SAGC = 3 Points</li> <li>• Less than 7 years professionally registered with SAGC = 4 Points</li> <li>• 10 years or more professionally registered with SAGC = 5 Points</li> </ul> <p><b>Quantity Surveyor: SACQSP Professionally registered team member.</b></p> <ul style="list-style-type: none"> <li>• No submission of <b>certified</b> professional certificate/no submission of professional certificate: Score= 0 Points</li> <li>• Recently (less than 1 year) professionally registered with SACQSP: Score = 1 point</li> <li>• Less than 3 years professionally registered with SACQSP: Score = 2 points</li> <li>• Less than 5 years professionally registered with SACQSP = 3 Points</li> </ul>	<p><b>10 Points</b></p> <p><b>10 Points</b></p> <p><b>10 Points</b></p>



Item No	Evaluation Criteria	Description	Weight
		<ul style="list-style-type: none"> <li>Less than 7 years professionally registered with SACQSP = 4 Points</li> <li>10 years or more professionally registered with SACQSP = 5 Points</li> </ul>	
<b>TOTAL</b>			<b>100</b>
<b>MINIMUM THRESHOLD</b>			<b>60</b>

**NB: Technical Assessments' minimal acceptable requirements on Functionality is 60 Points or greater**

All key personnel as indicated in the above table must have at least five (5) years' post professional registration experience in line with the technical requirements. Refer to 12.1.1.

**TOTAL SCORE = 100**

**Bidder is considered to have passed Stage 2 (Functional Requirements) if the points achieved are equal to, or greater than 60 points and will thereafter be enlisted on a panel on rotational basis.**

#### **14 RFP SUBMISSION INSTRUCTIONS**

14.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

#### **15 AVAILABILITY OF THE RFP DOCUMENT**

15.1 Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)) from the **05 August 2022**

15.2 There will be a **virtual non-compulsory briefing session** that will be held on the **16 August 2022 at 11:00am**

15.3 Link for virtual non-compulsory briefing session: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjlhYzJkMDAtNmMwYi00MGQ5LWJlOGMtNjBkOTA5ZGNjNjAx%40thread.v2/0?context=%7b%22Tid%22%3a%223fa2c7f2-3ceb-4b67-aec9-08d186f26abc%22%2c%22Oid%22%3a%2293ef1ab6-b088-4810-becf-7c6460872237%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjlhYzJkMDAtNmMwYi00MGQ5LWJlOGMtNjBkOTA5ZGNjNjAx%40thread.v2/0?context=%7b%22Tid%22%3a%223fa2c7f2-3ceb-4b67-aec9-08d186f26abc%22%2c%22Oid%22%3a%2293ef1ab6-b088-4810-becf-7c6460872237%22%7d)

15.4 **Link can also be accessed on the NHBRC website: [www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)**

## 16 RFP CLOSING DATE

- 16.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 27 Leeuwkop Road, Sunninghill on or before the **30 August 2022 at 11h00**. No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope clearly **marked ( one (1) Original hard copy and one (1) Memory Stick / USB with scanned original documents)** with the bid number and the full of the service provider(s).
- 16.2 No late submissions will be accepted.

## 17 VALIDITY PERIOD OF BIDS

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

## 18 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

- 18.1 The administrative enquiries may be directed to:

**Department:** Supply Chain Management

**Contact Person:** Ms.Paballo Relela, Mr.Bernard Kekana

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

## 19 SUBMISSIONS OF PROPOSALS

- 19.1 Submission of bid **MUST** include one (1) Original hard copy and one (1) memory stick / USB with scanned original documents of the proposal marked (Original hard copy and memory stick / USB) envelope and deposited into the tender box. NB: The Original hard copy submission on the envelope **MUST** be the same as the electronic copy. Failure to comply will result in the bid being regarded as unacceptable.
- 19.2 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.