



REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF INTERNAL AUDITORS TO THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL (“NHBRC”) FOR A PERIOD OF THREE (03) YEARS

RFP NO.: NHBRC 04/ 2023

CLOSING VENUES, DATE AND TIME: REFER TO PAGE 18 OF THIS DOCUMENT.

BRIEFING SESSION

BIDDERS MUST TAKE NOTE THAT THERE WILL BE NO BRIEFING SESSION

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 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. If the bidder's tax is non-compliant, the bidder will be given 7 days to respond to their tax status. Failure to submit within seven (7) days will result in the bidder's disqualification.
- 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 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 no 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 the 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. 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.
- 1.17 *The NHBRC reserves the right to accept or reject in part or completely any bid submitted, and to waive any technicalities for the best interest of the company. The NHBRC reserves the right to verify the validity of the document submitted as part of due diligence prior to the appointment*
- 1.18 RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.19 Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
 - 1.19.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
 - 1.19.2 The Bid contains irregularities.
- 1.20 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.
- 1.21 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.

- 1.22 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.
- 1.23 In this RFP, the words “service provider”, “bidders” will be used interchangeably to refer to the bidder.
- 1.24 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 National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 (“the Act”).

Section 3 of the Act provides that the objects of the NHBRC are to:

- (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;
- (b) regulate the home building industry;
- (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- (d) establish and to promote ethical and technical standards in the home building industry;
- (e) improve structural quality in the interests of housing consumers and the home building industry;
- (f) promote housing consumer rights and to provide housing consumer information;
- (g) communicate with and to assist home builders to register in terms of this Act;
- (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
- (i) regulate insurers contemplated in section 23 (9) (a); and
- (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

2.2 NHBRC OFFICES

2.2.1 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:

	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
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 (Bela Bela) - 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		

3. 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 organisational 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.

4. PURPOSE

4.1 PFMA S(51)(1)(a) requires that “An accounting authority for a public entity must ensure that public entity has and maintains effective, efficient and transparent systems of financial and risk management and internal control.” In line with the requirements of the Public Finance Management Act No. 1 of 1999 (“PFMA”) and Treasury Regulations, the main purpose of the bid is to appoint qualified internal audit firms into its Panel of Auditors to assist the Internal Audit Department with outsourced, co-sourced internal audit services and secondment of resources nationally as and when required for a period of three (3) years.

5. BUSINESS OBJECTIVES

The objectives are as follows:

- 5.1 To provide independent and objective assurance to management and the board regarding the adequacy, efficiency, and effectiveness of internal controls in place.
- 5.2 To ensure that internal audit is conducted in accordance with the International Standards set by the Institute of Internal Auditors.
- 5.3 To review Governance and Risk processes and therefore ensure consistency with the NHBRC strategy.
- 5.4 To assist the organisation in identifying and evaluating significant exposures to risk and contributing to the improvement of risk management.

6. SCOPE OF WORK

- 6.1 The NHBRC wishes to appoint qualified internal audit firms to its Panel of Auditors to assist the Internal Audit Department with outsourced, co-sourced internal audit services and secondment of resources nationally as and when required for a period of three (03) years.
- 6.2 The internal audit services required are grouped into four (04) categories. Bidders will be appointed per category and bidders are required to indicate which categories they are bidding for as indicated in the table below:

Category	Field of appointment	Indicate which category you are bidding for	Indicate which certification from professional bodies the senior engagement manager has
Category One (1)	<ul style="list-style-type: none"> • Financial and Treasury Audits • Operational Audits • Performance Audits • Performance Information Audits • Human Resource (HR) Audits • Facilities Management • Business consulting services 		
Category Two (2)	<p>Information Technology (IT) audits and IT consulting services are as follows:</p> <ul style="list-style-type: none"> • ERP systems • Application controls • General controls • IT governance, risk and maturity assessment • Information security review • Database security reviews • Operating systems security reviews • Virtualisation reviews • Network and mobile security • Vulnerability assessments • Penetration testing • Cryptography (encryption) 		

	<ul style="list-style-type: none"> • Application controls and interface reviews • Project advisory and assurance 		
Category Three (3)	<ul style="list-style-type: none"> • Compliance management reviews 		
Category Four (4)	<ul style="list-style-type: none"> • Risk Management Reviews 		

6.3 The detailed scope of work will be issued per project as and when the internal audit services are required.

6.4 The Auditors shall, as and when requested by the NHBRC, provide the following services as per the Instructions:

- i Conduct the Services in accordance with the allocated categories.
- ii Plan, execute and report on allocated audits.
- iii Collect and compile an audit file with evidence supporting reported findings.
- iv Produce audit reports.
- v Provide professional advice and consulting services where relevant and/or required;
- vi Consult with the relevant personnel and third parties;
- vii Assist the NHBRC with initiating the internal disciplinary or external criminal process, if requested;
- viii Participate in any legal process instituted by the NHBRC and present evidence in a court of law or law enforcement agency, if requested; and
- ix Training of Management on regulatory issues, if necessary.

6.5 The Auditors must supply draft reports or presentations as per the agreed timelines during projects. Only the signed-off final version of the Product of the Services shall take precedence. At the discretion of the CAE, the service provider may be required to report the findings and the final audit report to the CEO and Audit and Risk Committee.

6.6 ESSENTIAL REQUIREMENTS :

AFFILIATION TO PROFESSIONAL BODIES

The bidders must ensure full compliance in respect of the following requirements:

Bidders/ identified team must have a valid membership with at least one of the following professional bodies:

- a Institute of Internal Auditors – Certified Internal Auditor (CIA) or
- b ISACA - Certified Information Systems Auditors (CISA), or
- c ISACA - Certified in the Governance of Enterprise IT (CGEIT) or
- d Certified Information Systems Security Professional (CISSP), or
- e Accountants – South African Institute of Chartered Accountants (SAICA), or
- f Association of Chartered Certified Accountants (ACCA); or
- g Independent Regulatory Board for Auditors (IRBA) or
- h South African Institute of Professional Accountants (SAIPA).

In addition to the above membership requirement, please attached a copy of certification with the relevant professional body, and must be included with the bid submission.

NB: At the start of the audit, the NHBRC reserves the right to request valid certificates and verify with the relevant professional body.

7. DURATION

7.1 The service provider and NHBRC will enter into a three (03) years' Service Level Agreement (SLA) on an effective date to be determined by the parties.

8. SERVICE PROVIDER RESPONSIBILITIES

8.1 As part of the service expectation the following key elements will be required to be addressed:

- The Service provider may be required to travel to other NHBRC Provincial /regional/ satellite offices if required.
- The Service provider will be expected to provide high-quality work.
- The Service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
- Propose other cost effective methods of conducting audit engagements on behalf of the NHBRC.

9. FUNCTIONAL EVALUATION CRITERIA

9.1 The evaluation of the functional/ technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description
<p>1. Bidder experience</p>	<p>The bidder MUST have experience of services rendered and demonstrate the firm’s capacity and ability to carry instructions. Please attach a company profile that includes a list of projects that demonstrate relevant experience and the year that the project that was completed from 2018 to date. The information should be in a table format.</p>
<p>2. Engagement Senior Manager Experience</p>	<p>The Engagement Senior Manager must have experience in conducting internal audits in the applicable category, the use of data analytics tool and audit software. The bidder must provide the resume of the Engagement Senior Manager with details of the experience and qualifications that are relevant to perform audits in respect of each category the bidder is bidding for.</p>

3. Client Reference	The service provider must provide positive written contactable references (Excluding the NHBRC) indicating similar services rendered from 2018 to date.
4. Certification	<p>The engagement senior manager must be registered and qualified as one of the following:</p> <ul style="list-style-type: none"> • Certified in the Governance of Enterprise IT (CGEIT) • Certified Information Systems Auditors (CISA), or • Certified Information Systems Security Professional (CISSP), or • Chartered Accountants (SA) – South African Institute of Chartered Accountants or • Certified Internal Auditors (CIA) – Institute of Internal Auditors (IIA); or • Professional Accountant (SA) -South African Institute of Professional Accountants (SAIPA). • Chartered Certified Accountants – Association of Chartered Certified Accountants (ACCA); or • Registered Auditors - Independent Regulatory Board for Auditors (IRBA) or

10. ELIMINATION CRITERIA

10.1 Proposals that do not meet the stipulated conditions of the NHBRC will be eliminated.

11. REPORTING

11.1 The report format will be agreed upon between the service provider and NHBRC Chief Audit Executive (CAE).

11.2 At the end of the audit, the appointed service provider shall provide a final signed-off audit report to the CAE. The service provider shall also provide progress reports during the execution of the audits to the Chief Audit Executive. At the discretion of the CAE, the service provider may be required to report the findings and the final audit report to the CEO and Audit and Risk Committee.

12. TRACK RECORD

12.1 A complete list of the projects that were successfully completed internal audit reviews which have been signed off by the accounting officer or his/her delegated is required.

13. TECHNICAL DATA TO BE SUBMITTED BY THE BIDDER

13.1 General Information

- 13.1.1 The NHBRC requires the Goods or Services of interested and competent Service Providers (organisations, companies, trusts, or sole proprietors) that are experienced in internal auditing and are expected to provide proof of expertise.
- 13.1.2 The service provider must make use of data analytical tools to analyse and interrogate data. The service provider should state their knowledge and experience in the use of audit software , state whether their work complies with IIA standards.
- 13.1.3 Hardcopy and electronic copies of audit working paper files shall remain the property of NHBRC.
- 13.1.4 The NHBRC shall at all times be granted electronic copies of audit working paper files for purposes of in-house review and copies must be formally handed over to the CAE at the end of the project as part of the close-out procedures.
- 13.1.5 At the completion of the project, all electronic files are to be imported to audit software .
- 13.1.6 Skills Transfer Plan: The service provider to develop a strategy that can be used to accomplish skill development and transfer. The plan includes the resources, staffing, training, methods, milestones, and tasks required to accomplish the knowledge transfer. Training materials must be provided during the skills transfer.

13.2 Requisites of the Service Provider:

13.2.1 A detailed proposal:

- Understanding of terms of reference.
- Team composition competencies (please attach CVs and indicate roles of individuals).
- Team's knowledge and experience in the use of data analytic tool and audit software;
- Quality Assurance measures (process and control).
- Summary of projects executed and completed.

13.3 Documents to be submitted:

- 13.3.1 The service provider must provide positive written contactable references (Excluding the NHBRC) indicating the similar services rendered, supported by appointment letter. The bidder must submit a summary of the projects in the format presented below:

Name of Project	Category (as per Table 6.2)	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel

Name of project:

Name of Client:

Client Contact Details

Contact person:

Role in Project:

Contact Tel No:

Contact Cell:

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project (maximum 200 words).

Note: Please attach a reference letter from the client indicating the successful completion of the project as per the client's brief. (Excluding the NHBRC)

13.4 Expertise and experience of key personnel

13.4.1 The successful service provider will be required to provide the expertise, qualifications and experience to successfully conducting internal audit reviews.

13.4.2 Suitably qualified and experienced technical personnel must be assigned to this project.

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

NO	PROJECTS COMPLETED SINCE 2018 TO DATE					
	Full Name	Role in Project	Current Academic Qualifications	Category of Specialization (as per Table 6.2)	Years of Experience in the industry	Professional Certification
1.						
2.						
3.						
4.						
5.						

*Please attach recently certified copies of academic qualifications not older than six (6) months

Note, in addition, please provide the following:

- CV for each of the project team members highlighting specific and relevant qualifications and experience. Knowledge and experience in the use of data analytics tool and audit software must also be stated.
- Key personnel may only be replaced by personnel with similar expertise over the life of the contract and written permission must be obtained from the NHBRC.

14. TECHNICAL AND PRICED EVALUATION CRITERIA

14.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in two (2) stages namely:

14.1.1 Stage 1: Compliance of bid requirements;

14.1.2 Stage 2: Functional Evaluation Criteria.

14.2 Stage 1: Compliance check of bid requirements

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid requirements and documents to be submitted	Yes/No
1.	SBD1 Invitation to bid, should be completed and signed,	
2.	SBD 4 (Bidders Disclosure Form, should be completed and signed),	
3.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
4.	Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number	

Note: NHBRC will be using General Conditions Contract (GCC) as issued by National Treasury and SLA for the management of the contract

Stage 2: Functional Evaluation: The minimum threshold for functionality is 70 points or greater out of 100 points. Bidders who fail to meet the minimum threshold will be disqualified.

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

The following values and formulae will be applicable when evaluating the bid

$$\frac{\text{Member score for criteria}}{\text{Highest points for criteria}} \times \text{Weight per criteria} = \text{Total Score per criteria}$$

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

Item No	Evaluation Criteria	Description	Weight (%)
1.	Bidder Experience	<p>The bidder MUST have experience of services rendered and demonstrate the firm’s capacity and ability to carry instructions. Please attach a company profile that includes a list of projects that demonstrate relevant experience and the year that the project that was completed from 2018 to date. The information should be in a table format.</p> <p><u>Bidder Experience Scoring</u></p> <p>0 Projects = 0 Points 1 Projects = 1 Point 2 Project = 2 Points 3 projects = 3 Points 4 projects = 4 Points 5 or more Projects = 5 Points</p>	10
2.	Engagement Senior Manager Experience	<p>The Engagement Senior Manager must have experience in conducting internal audits in the applicable category, the use of data analytics tool and audit software. The bidder must provide the resume of the Engagement Senior Manager with details of the experience and qualifications that are relevant to perform audits in respect of each category the bidder is bidding for.</p>	15

Item No	Evaluation Criteria	Description	Weight (%)
		<p><u>Engagement Senior Manager's Experience Scoring</u></p> <ul style="list-style-type: none"> • No experience in conducting internal audits, the use of data analytics tool and audit software auditing = 0 points • Less than 1 year in conducting internal audits, the use of data analytics tool and audit software = 1 Point • Less than 3 years in conducting internal audits, the use of data analytics tool and audit software = 2 points • Less than 5 years in conducting internal audits, the use of data analytics tool and audit software = 3 points • Less than 10 years in conducting internal audits, the use of data analytics tool and audit software = 4 points • 10 years or more in conducting internal audits, the use of data analytics tool and audit software = 5 points 	
3.	Client Reference	<p>The service provider must provide positive written contactable references (Excluding the NHBRC) indicating similar services rendered from 2018 to date.</p> <p>The reference letters for audits in the Category in Table 6.2 from the clients of a service provider must include:</p> <ul style="list-style-type: none"> • Company letterhead • Company name • Name of project • Duration of the contract • Value of the contract must be R150k and above • Contact person (From Senior Official) and contact telephone numbers • The letter must be signed by a duly authorized person (Senior Official). 	35

Item No	Evaluation Criteria	Description	Weight (%)
		<p>Bidders' Client Reference Letters Scoring</p> <ul style="list-style-type: none"> • 0 client reference letter = 0 Points • 1 to 2 client reference letters = 1 Point • 3 to 4 client reference letters = 2 Points • 5 client reference letters = 3 Points • 6 client reference letters = 4 Points • 7 client reference letters or more = 5 Points 	
4	Certification	<p>The engagement senior manager MUST submit which certificate they are in possession of and qualified at least as one of the following:-)</p> <ul style="list-style-type: none"> • Certified Governance of Enterprise IT (CGEIT) • Certified Information Systems Auditors (CISA), or • Certified Information Systems Security Professional (CISSP), or • Chartered Accountants (SA) – South African Institute of Chartered Accountants , or • Certified Internal Auditors (CIA) – Institute of Internal Auditors (IIA); or • Professional Accountant (SA) -South African Institute of Professional Accountants (SAIPA). • Chartered Certified Accountants – Association of Chartered Certified Accountants (ACCA); or • Registered Auditors - Independent Regulatory Board for Auditors (IRBA) or <p>Note that the certificates provided will be mapped according to categories as indicated in table 6.2.</p> <p><u>Certification Scoring</u></p> <ul style="list-style-type: none"> • No active or valid certification submitted = 0 Points • Active or valid certification submitted (1 or more) listed above = 5 Points. 	40
SUBTOTAL			100 Points
MINIMUM QUALIFYING REQUIREMENT			70 Points

The minimum threshold for functionality is 70 points or greater out of 100 points. Bidders who fail to meet the minimum threshold will be disqualified. All the bidders scoring the minimum threshold of 70 points or greater on technical evaluation will be listed on the NHBRC Panel of Internal Auditors.

NB: All the bidders scoring the minimum threshold of 70 points or greater on technical evaluation will be listed on the NHBRC Panel of Internal Auditors and be rotated fairly as per the Auditor's General rates.

THE PRICE WILL BE DETERMINED USING THE AUDITOR GENERAL'S RATES AS A GUIDELINE AT THE TIME OF THE PROJECT.

TRAVEL AND DISBURSEMENTS WILL BE IN LINE WITH TREASURY INSTRUCTION 02 OF 2016/ 2017.

15. RFP SUBMISSION INSTRUCTION

- 15.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the NHBRC OFFICE ADDRESS. Refer to page 18 of this document

16. AVAILABILITY OF THE RFP DOCUMENT

- 16.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **24 July 2023**
- 16.2 **Briefing Session: There will be no briefing session.**

17. RFP CLOSING DATE

- 17.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC Offices. *Refer to page 18 of this document business address, closing date and time..* 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).**
- 17.2 **No late submissions will be accepted.**

18. VALIDITY PERIOD OF BIDS

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

19. ENQUIRIES SHOULD BE DIRECTED TO BOTH

19.1 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

19.2 Clarifications and enquiries by bidders should be sent to tenders@nhbrc.org.za. Responses will be communicated during week days, between Monday to Friday from 8:30 am to 16:30 pm.

20. SUBMISSIONS OF PROPOSALS

20.1 ***Submission of bid should 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 in the envelope should be the same as the electronic copy.***

20.2 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.

21. POPIA

21.1 The NHBRC is committed to adhere to the Protection of Personal Information Act 4 of 2013 and the Promotion of Access to Information Act 2 of 2000. To this end, the NHBRC has published its Information Manual on its website, which regulates the manner in which NHBRC processes information.

21.2 The NHBRC requires the information requested in bids for the purpose set out in paragraph 2.5 of the Manual. Further, the Manual confirms that NHBRC processes the information requested in bids from prospective service providers and third parties at paragraph 3.4.

21.3 Bidders should note that the NHBRC is committed to securing all the information submitted from bidders, in terms of paragraph 6 of the Manual. (included on the NHBRC website)

21.4 Bidders are in turn required to comply with the tender requirements and when the information of third parties are required by NHBRC, bidders are by law required to obtain the consent of such third parties for the sharing of such third parties' information with the NHBRC.

22. NHBRC BUSINESS ADDRESS**CLOSING VENUE DATE AND TIME FOR PANEL OF INTERNAL AUDITORS**

1. Gauteng, Sunninghill Office Business Address: 27 Leeuwkop Road Sunninghill, Johannesburg Closing date and time: 15 August 2023, 11:00am	6. Western Cape, Century City Office Business Address Centennial Place, East Block, Century City Century City Boulevard Milnerton 7441 Closing date and time: 16 August 2023,11:00am
2. KZN, Durban Office Business Address: Suite 502, 5 th Floor, The Marine 22 Dorothy Nyembe Street, Durban, 4001 Closing date and time: 15 August 2023, 11:00am	7. Eastern Cape, Port Elizabeth Office Business Address: 40 Pickering street Newton Park Port Elizabeth 6055 Closing date and time: 16 August 2023, 11:00am
3. North West, Rustenburg Office Business Address: 67 Brink Street @Office Building, North Block Rustenburg 0299 Closing date and time: 14 August 2023, 11:00am	8. Limpopo, Polokwane Office Business Address 50 Schoeman street Standard Bank suite Building Closing date and time: 14 August 2023, 11:00am
4. Mpumalanga, Nelspruit Office Business Address 14 Henshall Street Suite 201 Medcen Building Nelspruit 1200 Closing date and time: 17 August 2023, 11:00am	9. Free State, Bloemfontein Office Business Address: KPMG Building, 200 Nelson Mandela Drive, Bloemfontein Closing date and time: 15 August 2023, 11:00am
5. Northern Cape, Kimberly Office Business Address:10 Olivier Street, Montreo Park, Block 2, Ground Floor (Right Wing) Kimberly Closing date and time: 17 August 2023, 11:00am	