



**REQUEST FOR PROPOSAL: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUITABLE OFFICE ACCOMMODATION AND PARKING FACILITIES FOR THE POLOKWANE OFFICE FOR A LEASE PERIOD OF FIVE (05) YEARS.**

**RFP NO.: NHBR 03/2023 POLOKWANE RE-ADVERT**

**CLOSING DATE: 1 FEBRUARY 2024**

**TIME: 11:00**

**VENUE NHBR OFFICE  
STANDARD BANK SQUARE SUITEA1  
SECOND FLOOR 50 SCHOEMAN STREET  
POLOKWANE  
0699**

**COMPULSORY BRIEFING SESSION**

**DATE: 19 JANUARY 2024**

**TIME: 11:00**

**VENUE: NHBR POLOKWANE OFFICE  
STANDARD BANK SQUARE SUITEA1  
SECOND FLOOR 50 SCHOEMAN STREET  
POLOKWANE  
0699.**

## 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 a 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 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. confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.

## **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 an organisation with a staff compliment of approximately 600 employees. The NHBRC’s Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices 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 (Mahikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberley) - Provincial	22	Gauteng (Tshwane) – 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 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.

## **4. PURPOSE**

4.1 To invite and find suitably qualified bidders to submit proposals for the provision of leased office space with parking facilities for the National Home Builders Registration Council (NHBRC) Polokwane office, for a period of five (05) years. The leased building must be located within a 5km radius from CBD and be accessible to public transport.

### **4.2 NHBRC REQUIREMENTS**

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

- 4.2.1 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.
- 4.2.2 Onsite parking for staff and customers.
- 4.2.3 The building should be situated in an accessible area where public transport such as taxis and busses are available and next to major routes.
- 4.2.4 NHBRC requires the office premises to be customized to fit its image and suit its functions.
- 4.2.5 The building should be compliant with SANS10400 in terms of facilities for persons with disabilities.
- 4.2.6 All building related issues such as Zoning rights, Servitudes, Polokwane Municipality regulations, environmental requirements, Occupational Health and Safety requirements and compliance certificates, and other applicable statutory requirements must be complied with.
- 4.2.7 The Building must be a minimum of 683m<sup>2</sup> and maximum of 750m<sup>2</sup>.
- 4.2.8 The landlord must provide a standby generator with the capacity to supply power to the office and its equipment (including air coms) during power outage.
- 4.2.9 The landlord must be responsible for cleaning common areas inside the building, i.e. ablution facilities, reception area, etc. excluding individual offices
- 4.2.10 The Building must be ready for occupation within 30 Calendar days of signing the Lease agreement and no rent will be paid before occupation.

### **4.3 GRADING OF BUILDING**

The building should meet the following statutory requirements:

- 4.3.1 Minimum Grade C and Maximum Grade A Building
- 4.3.2 The building should not be older than fifteen (15) years or must have undergone a major renovation within the last fifteen (15) years
- 4.3.3 Occupational Health and Safety Act 85 of 1993
- 4.3.4 National Building Regulations and Building Standards Act, 1977(Act No.103 of 1977)
- 4.3.5 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
- 4.3.6 Drainage, plumbing, sanitation and water disposal to be provided according to SANS 10400-ARTP

#### 4.3.7 National Environmental Management Act (No. 14 of 2009)

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.

#### 4.4 SECURITY REQUIREMENTS

The building must be adequately secured with the following security measures;

- 4.4.1 Burglar proofing for ground floor offices, entrances etc., if applicable
- 4.4.2 Security electric fencing, if applicable
- 4.4.3 Parking area must be well lit
- 4.4.4 Security
- 4.4.5 If the building is in a complex building, security services should be part of the building package
- 4.4.6 If the building is a stand-alone, the NHBRC will source its security personnel

***NB: Security Requirements must be completed before occupation***

#### 4.5 BUILDING AMENITIES

The proposed office space should have the following:

- 4.5.1 Well-functioning air-conditioning systems in individual offices, meeting rooms and server rooms with full service history and maintenance plan
- 4.5.2 A comprehensive list of all fixtures installed, and maintenance history where applicable
- 4.5.3 Minimum: 1 Male Toilet with 2 Cubicles, 3 urinals and 2 wash basins
- 4.5.4 Minimum: 1 Female Toilets with 4 Cubicles and 2 wash basins
- 4.5.5 A Disabled Toilet with a hand Rail and wash basin as per SANS 10400 requirements
- 4.5.6 A kitchen with cupboards, adequate space to accommodate a fridge, urn and microwave, adequate plug points, a sink with hot and cold taps
- 4.5.7 A fully functional lift with a full-service history and maintenance plan in a building with more than one (01) floor
- 4.5.8 A boardroom that can accommodate (60) people

#### 4.6 PARKING REQUIREMENTS

- 4.6.1 A minimum of Twenty-eight (28) covered parking bays are required for staff members
- 4.6.2 A minimum of Ten (10) covered/uncovered parking bays are required for customers and visitors

#### 4.7 FIRE PROTECTION AND RISK MANAGEMENT

The building should comply with SANS 10400 Part T and the Occupational Health and Safety Act 85 of 1993.

The following are minimum risk management requirements:

- 4.7.1 Designated smoking area
- 4.7.2 Emergency assembly point
- 4.7.3 Approved emergency escape doors
- 4.7.4 Waste disposal area

- 4.7.5 Separate kitchen
- 4.7.6 Fire proof store rooms and filing rooms
- 4.7.7 Approved emergency alarm systems.
- 4.7.8 Serviced fire extinguishers and hoses
- 4.7.9 Health and Safety signs

***NB: Fire protection and Risk Management must be completed before occupation.***

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.

#### **4.8 IT REQUIREMENTS**

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

- 4.8.1 Space for two server cabinets
- 4.8.2 The server room must not have windows
- 4.8.3 The NHBRC must be able to add an access control system to the server room door
- 4.8.4 Dedicated single phase generator feed from the main generator DB board to the UPS
- 4.8.5 Sufficient trunking in the building for network reticulation (dedicated power plug and Normal plug per workstation)
- 4.8.6 Cable trays in passageways
- 4.8.7 The service provider will be required to provide or construct an agreed upon suitable location for a server room with the following requirements and must be provided for as indicated

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.

#### **4.8.8 The following requirements for IT must be completed before occupation.**

- Brick walls or fire retardant dry walling for server room
- Serviced fire extinguisher (inside and outside)
- Fibre ready (Sleeve to be installed between the property boundary and the server environment)
- 10000 BTU operational air-conditioner in the server room with service and maintenance plan
- Attached.
- Power backup facility (Generator)

#### **4.9 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 following items must be included in list where applicable.

- 4.9.1 Power plugs
- 4.9.2 Carpet/tile installation
- 4.9.3 Painting



- 4.9.4 Installation of air-conditions
- 4.9.5 Dry wall partition
- 4.9.6 Renovation or alteration of office space
- 4.9.7 Office blinds
- 4.9.8 Lights
- 4.9.9 Lights fittings
- 4.9.10 Fire equipment

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

#### **4.10 PRE-OCCUPATION REQUIREMENTS**

The Bidder must:

- 4.10.1 Make provision for a 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 at least 75 working days' notice.
- 4.10.2 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.
- 4.10.3 Ensure that the building has approved facilities for people with disabilities including toilets and entrance facilities.
- 4.10.4 Ensure that there is space allocated for NHBRC branding and Signage that is visible to the public
- 4.10.5 Ensure that municipal rates and taxes are up to date.
- 4.10.6 The building is maintained and serviced in terms of, but not limited to electrical, mechanical and structural and is insured against all liabilities.
- 4.10.7 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.
- 4.10.8 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.
- 4.10.9 Ensure the use of appropriately qualified, competent, skilled and experienced employees for undertaking the maintenance and repairs of the property.
- 4.10.10 Ensure there is a Compliance Certificate (Fire) – issued by a competent authority in terms of SANS 1475-1998 (please attach a copy).
- 4.10.11 Ensure that there is a 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 a certified copy).
- 4.10.12 Ensure there is smoke detector and fire sprinkle (not in the server room) and alarm system
- 4.10.13 Ensure there is ventilation Layout/Certificate– as per 'as built' building plan.

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

**SPACE REQUIREMENTS**

**POLOKWANE OFFICE SPACE REQUIREMENTS**

<b>NHBRC POLOKWANE</b>						
<b>NEW OFFICE SPACE REQUIREMENTS</b>						
<b>NO</b>	<b>POSITION</b>	<b>NUMBER OF PEOPLE SHARING</b>	<b>NUMBER OF OFFICES REQUIRED</b>	<b>DIMENSION OF OFFICES (m)</b>		<b>TOTAL OFFICE SPACE REQUIRED(M<sup>2</sup>)</b>
1	PROVINCIAL MANAGER	1	1	3	7	21m <sup>2</sup>
2	PA TO MANAGER	1	1	3	4	12 m <sup>2</sup>
3	CONCILIATION OFFICER	1	1	4	4	16 m <sup>2</sup>
4	COMPLAINTS ADMINISTRATORS	1	1	4	4	16 m <sup>2</sup>
5	RECEPTION	1	1	5	5	25 m <sup>2</sup>
6	ADMINISTRATION OFFICER	1	1	4	4	16 m <sup>2</sup>
7	CUSTOMER SERVICE CONSULTANT	1	3	3	3	27 m <sup>2</sup>
8	FINANCIAL ACCOUNTANT	1	1	4	4	16 m <sup>2</sup>
9	FINANCIAL ADMINISTRATOR	1	1	4	4	16 m <sup>2</sup>
10	LEGAL ADMINISTRATOR	1	1	4	4	16 m <sup>2</sup>
11	PROVINCIAL INSPECTORATE CO-ORDINATOR	1	1	4	4	16 m <sup>2</sup>
12	HOME INSPECTORS (OPEN PLAN)	8	1	3	3	54 m <sup>2</sup>
13	SENIOR HOME INSPECTORS	1	4	3	3	36 m <sup>2</sup>
14	CONCILIATION ADMINISTRATOR	1	1	4	4	16 m <sup>2</sup>
15	KITCHEN	1	1	4	3	12 m <sup>2</sup>
16	STOREROOM	1	1	4	5	20 m <sup>2</sup>
17	FILING ROOM	1	1	10	5	50 m <sup>2</sup>
18	SERVER ROOM	1	1	4	5	20 m <sup>2</sup>
19	BOARDROOM	60	1	12	8	96 m <sup>2</sup>
20	STATIONARY ROOM	1	1	4	2	8 m <sup>2</sup>
21	INTERNS	2	1	3	3	18 m <sup>2</sup>
22	ABLUTION : MALE	2	1	4	3	12 m <sup>2</sup>
23	ABLUTION : DISABLED	1	1	2	2	4 m <sup>2</sup>
24	ABLUTION : FEMALE	2	1	5	3	15 m <sup>2</sup>
25	STRONG ROOM	1	1	1	2	2 m <sup>2</sup>
26	SERVICE DESK	1	1	3	3	9 m <sup>2</sup>
27	PROVINCIAL ENGINEER	1	1	4	4	16 m <sup>2</sup>
28	PROVINCIAL TECHNICAL ADMINISTRATOR	1	1	4	4	16 m <sup>2</sup>

29	TRAINING OFFICER	1	1	4	4	16 m <sup>2</sup>
30	INSPECTION ADMINISTRATOR	1	1	3	3	9 m <sup>2</sup>
31	UPS ROOM	1	1	3	3	9 m <sup>2</sup>
32	SECURITY AREA (ENTRANCE)	1	1	3	4	12 m <sup>2</sup>
33	ATAS & INDUCTION AREA	1	2	3	3	18 m <sup>2</sup>
34	CUSTOMER ASSISTANCE AREAS	2	1	3	3	18 m <sup>2</sup>
<b>TOTAL</b>		<b>683m<sup>2</sup></b>				

#### PARKING REQUIREMENTS

1	Staff Parking	28
2	Clients Parking	10
	<b>TOTAL</b>	<b>38</b>

## 5 TECHNICAL EVALUATION CRITERIA

5.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (03) stages namely:

### Stage 1: Compliance check of bid requirements

- The bidder who passed stage 1 on compliance check will be subjected to a compulsory site visit.

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

- Functional evaluation will be based on the site visit and the proposal submitted by the bidder.

The minimum threshold for functionality is 60 out of 100 points. Bidders who fail to meet minimum of 60 points or more will be disqualified and not proceed to stage 3.

### Stage 3: Price and Preference points

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

**Stage 1: Compliance check of bid requirements**

<b>DOCUMENTS TO BE SUBMITTED</b>		
<b>No.</b>	<b>Bidders shall take note of the following bid requirements and documents to be submitted</b>	<b>Yes/No</b>
1.	Certificate of Occupancy – issued by Local Authority in terms of the National Building Regulations and Building Standards Act (please attach a copy). <b>(Mandatory)</b>	
2.	Lift Service Certificate/Valid Annexure B (only where applicable) – issued by competent authority (please attach certified copy). <b>(Mandatory)</b>	
3.	Rates and Taxes for the proposed building not older than 3 months. <b>(Mandatory)</b>	
4.	Approved Building Plans (As Built), (please attach copy). <b>(Mandatory)</b>	
5.	Title Deed (provide a copy of ownership as a proof). - Where a bidder is not the owner of the building, a signed agreement between the bidder and the owner of the building must be attached. <b>(Mandatory)</b>	
6.	Annexure A - Pricing schedule (including a detailed costing breakdown of all costs and escalations per annum). <b>The pricing schedule must be duly signed by the bidder/ and or a duly authorized individual by way of resolution which must be attached to the bid, if there is no signature on the pricing schedule the bidder will be disqualified (Mandatory)</b>	
7.	SBD1 (Invitation to bid) Make sure it is completed and signed.	
8.	SBD 3.1 – Pricing Schedule (Firm Price ) Make sure it is completed.	
9.	SBD 4 (Bidders Disclosure Form) should be completed and signed).	
10.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
11.	SBD 7.2 (Contract Form) should be completed and signed.	
12.	Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number	

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

**Bidders that do not comply with all the mandatory requirements or do not submit the required documents will be disqualified.**

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

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

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

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

Member score for criteria

X Weight per criteria = Total Score per criteria

Highest points for criteria

EVALUATION CRITERIA	WEIGHTS
<p><b>COMPLIANCE TO MINIMUM REQUIREMENTS</b></p> <p>A Site Visit will be conducted to physically verify if the building meets the following minimum requirements</p> <ol style="list-style-type: none"> <li>1. NHBRC Building Requirements</li> <li>2. Grading of the Building</li> <li>3. Building Amenities</li> <li>4. Parking Requirements</li> <li>5. IT Requirements</li> </ol> <p><b>Scoring Guide:</b></p> <ul style="list-style-type: none"> <li>• Bidder does not meet the requirements = 0 Points</li> <li>• Bidder meet all the requirements and above = 5 Points</li> </ul>	<p><b>60</b></p>
<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 <b>4.8.8, 4.9, and 4.10</b> of the Bid Document. This must include defined tasks with clearly defined timeframes.</p> <p><b>Scoring Guide:</b></p> <ul style="list-style-type: none"> <li>• Plan not provided = 0 Points</li> <li>• A clearly defined plan submitted with acceptable timeframe (exceeding more than 60 days) = 1 Points</li> <li>• A clearly defined plan submitted with acceptable timeframe (between 40 -50 days) timeframe = 3 Points</li> </ul>	<p><b>40</b></p>

<ul style="list-style-type: none"> <li>A clearly defined plan submitted with acceptable timeframe (within 30 days) timeframe = 5 Points</li> </ul>	
<b>TOTAL</b>	<b>100</b>
<b>MINIMUM ACCEPTABLE SCORE</b>	<b>60</b>

The minimum threshold for functionality is 60 points or greater out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

### Stage 3: PRICE AND PREFERENCE POINTS EVALUATION

Only bids that achieve minimum qualifying score **60 points** or More 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, 2022 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:

**80/20 Preference point system (for acquisition of services, works or goods with a Rand value more than R30 000.00) (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 in accordance with the table below:

A maximum of 20 points may be awarded to a bidder for Preference Points specified in the tender.

Preference Points	Points Allocated
Women	12
Youth	5
Disabilities	1.5
Military Veterans	1.5
<b>TOTAL</b>	<b>20 Points</b>

The following formula must be applied to calculate the number of points for preference points

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership Preference Points

NOP= The maximum number of points awarded for Preference Points

EP = The percentage of equity ownership

*The points scored for price will be added to the points scored for preference points to obtain the Bidders total points scored out of 100 points.*

## 6 GENERAL

### 6.1 Regular Building Inspections

Assessments of the building in terms of the occupational Health and Safety Act will be conducted regularly.

## 7 AVAILABILITY OF THE RFP DOCUMENT

- 7.1 Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders/](http://www.nhbrc.org.za/current-tenders/)) from the **12 January 2024**.
- 7.2 There will be a compulsory briefing session that will be held on the **19 January 2024 at 11h00 am**
- 7.3 Compulsory Briefing Session Venue: **Standard Bank Square SuiteA1 Second Floor 50 Schoeman Street Polokwane 0699**

## 8 RFP CLOSING DATE AND ADDRESS

- 8.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the **NHBRC Office, Standard Bank Square SuiteA1 Second Floor 50 Schoeman Street Polokwane 0699 on or before the 1 February 2024 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).
- 8.2 **No late submissions will be accepted.**

## 9 VALIDITY PERIOD OF BIDS

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

## 10 ENQUIRIES SHOULD BE DIRECTED TO BOTH

### 10.1 The administrative enquiries may be directed to:

**Department** : Supply Chain Management  
**Contact Persons** : Ms Paballo Relela / Mr Bernard Kekana  
**E-mail address** : [Tenders@nhbrc.org.za](mailto:Tenders@nhbrc.org.za)

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

## 11 SUBMISSION OF PROPOSALS:

- 11.1 Submission of bid in an envelope 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) and deposited into the tender box.** NB: The Original hard copy submission in the envelope should be the same as the electronic copy.
- 11.2 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.

## 12 POPIA

- 12.1 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.
- 12.2 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.
- 12.3 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)
- 12.4 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. ”



**ANNEXURE A: Pricing Schedule**

- **Pricing Table** The bidder will be required to price on the following (from the proposed Lease Agreement) and must comply with the following requirements when calculating their price. **Note: Bidders who are VAT vendors must factor their VAT in the bid price.**

<b>Total Cost To NHBRC including Escalation Costs (from year 2) (Annual Rental Amounts for a period of five (05) years)</b>	
Total Annual Cost – year 1.	R
Total Annual Cost – year 2 incl. Annual Escalation of ____% Annual Escalation	R
Total Annual Cost – year 3 incl. Annual Escalation of ____% Annual Escalation	R
Total Annual Cost – year 4 incl. Annual Escalation of ____% Annual Escalation	R
Total Annual Cost – year 5 incl. Annual Escalation of ____% Annual Escalation	R
<b>Total</b>	R
<b>VAT @15%</b>	R
<b>Total Rental Cost to NHBRC</b>	R

<b>Operational Costs Calculation:</b>				
<b>Item</b>	<b>No. of units</b>	<b>Unit</b>	<b>Price per unit</b>	<b>Rent (monthly)</b>
1. Operation Costs		Rate/m <sup>2</sup>		
2. Generator Maintenance /Solar		Rate/m <sup>2</sup>		
3. Security		Rate/m <sup>2</sup>		
4. Parking		Bays		
<b>NB: All applicable items not listed on the above schedule must be listed below.</b>				
<b>Total Operational Costs</b>				
<b>VAT @15%</b>				
<b>Total Monthly Operational Costs Including VAT</b>				

NHBRC Fit out cost as per proposed layout, to be completed by Landlord.		
Item	Unit	Amount
Tenant Installation allowance		R
Addition Cost required to complete fit out		R
<b>VAT on additional cost @15%</b>		R
<b>Total of additional cost Including VAT</b>		R
<b>Additional Cost per Month (Including VAT)</b>		R

**The bidder MUST take note of the following:**

- *The pricing schedule must be duly signed by the bidder/ and or a duly authorized individual by way of resolution which must be attached to the bid, if there is no signature on the pricing schedule the bidder will be disqualified.*
- *An incomplete pricing schedule will result in the bidder being disqualified, no alterations can be made subsequent to submission of the bid.*
- **PRICE ADJUSTMENTS:** *Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter a once – off price adjustment on the 13th month will be accepted based on the average CPI % as issued by STATS SA.*
- All prices must be VAT Inclusive and must be quoted in South African Rand (ZAR).

## ANNEXURE B

### IT REQUIREMENTS FOR A SATELLITE OFFICE SERVER ROOM

The service provider will be required to provide or construct an agreed upon suitable location for a server room with the following requirements and must be provided for by the service provider:

#### 1. Structural and Sizing

- 1.1. The room size must be between 8m<sup>2</sup> to 12m<sup>2</sup>. The area layout must be a minimum of ~3.2m x 2.5m.
- 1.2. The walls must be constructed from bricks or fire retardant dry wall. The fire rating for the drywall must be 120 minutes and a sound rating of 48dB. The height of the drywall or bricks must extend to roof height or concrete slab level.
- 1.3. The ceiling of the room should be at least 2.7m high
- 1.4. The door must be an indoor "Class-D" fire rated door with a minimum size of 1000mm (W) and 2400mm (H). The frame and hinges must appropriate for a "Class-D" door with a rebate to fit the thickness of the wall. The hinges must be fitted on the inside of the door. The hinges must be suitable to carry the weight of the door. The frame must be correctly tied to the surrounding wall. The door must be fitted with a self-closing door closer. A lock of at least 5-lever or higher must be fitted to the door. Details for the door are available in the SANS 10400 Building Regulations documentation.
- 1.5. The floor must a cement concrete base and covered with a black studded, anti-static and non-slip rubber matt. See sample below:



- 1.6. The server room must not have windows.
- 1.7. There must be no fire water sprinkler present within the server room.
- 1.8. No water pipes are permitted above or to cross the server room.
- 1.9. Conduits leading to and from the server room must be sealed with fire retardant material.

#### 2. Electrical

- 2.1. The server room must have its own distribution board (DB) with the following configuration:
  - 2.1.1.1 x 63A power feed
  - 2.1.2.1 x dual pole 32A circuit breaker
  - 2.1.3.1 x Class 2 modular surge protector
  - 2.1.4.1 x Earth leakage
  - 2.1.5.1 x Earth bar
  - 2.1.6.1 x 32A industrial plugs and sockets connected to the 32A circuit breaker. See Example below:



2.1.7. Install 1 x 16A plug on the power skirting from own circuit breaker.

### **3. Cooling and ventilation**

- 3.1. 2 x 180000 BTU operational air-conditioners in the server room (One will be for standby and emergency use).
- 3.2. A valid service and maintenance plan for the duration of the lease
- 3.3. Power to these units must be from the main office DB.

### **4. Lightning**

- 4.1. Adequate lightning must be installed at the front and rear of the server room
  - 4.1.1. Lighting shall be 500 lux measured 1 m above the finished floor.
  - 4.1.2. Lights must be on a separate switch and ideally connected to a movement sensor power saving device.
- 4.2. A small separate light must be installed in the center of the server room allowing adequate light for the surveillance equipment. The light must be in a permanent on switch. This is for when the server room is unoccupied.

### **5. General**

- 5.1. The NHBRC must be able to add an access control system to the server room door.
- 5.2. Suitable route for network reticulation to the server room.
- 5.3. The bidder must provide upfront approval should core drilling need to be done to allow installation of a new fibre network link
- 5.4. Available power and data skirting in the building for power and network reticulation.

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.