



REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE ACTUARIAL SERVICES TO THE WARRANTY FUND OF THE NHBRC FOR A PERIOD OF FIVE (05) YEARS

RFP NO.: NHBRC 05/2024

CLOSING DATE: 22 NOVEMBER 2024

VENUE NHBRC HEAD OFFICE:
27 LEEUWKOP ROAD
SUNNINGHILL
JOHANNESBURG

TIME: 11:00am

NON- COMPULSORY BRIEFING SESSION

DATE: 05 NOVEMBER 2024

VENUE: NHBRC HEAD OFFICE:
27 LEEUWKOP ROAD
SUNNINGHILL
JOHANNESBURG

TIME: 11:00 am

Prospective bidders who wish to attend the briefing session virtually should send an email to tenders@nhbrc.org.za to request an invite at least two days before the briefing date. An MS Teams meeting invite will be sent to the provided email address a day before the briefing.

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.
- 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 a 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.
- 1.23 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.
- 1.24 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2 BACKGROUND

2.1 ABOUT THE NHBRC

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 The Council is furthermore empowered by the Act:

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

2.3 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 designs and construction rules, and the appointment of competent persons by the Home Builder to perform certain tasks.

2.4 The NHBRC's goal is to ensure capital preservation to ensure it remains financially viable to meet claims as they arise and that no recourse to the Minister of Human Settlements for additional funds is necessary at any time in terms of section 17(3)-(5) of the Act.

2.5 The annual actuarial report is required in terms of the Housing Consumers Protection Measures Act, to value the actuarial liabilities of the NHBRC's warranty fund.

2.6 The investment strategy should be implemented with due regard to the liabilities of the NHBRC, the nature of the funds in general, Solvency Assessment and Management (SAM) and the low risk tolerance and return requirements of Council

2.7 NHBRC OFFICES

The NHBRC is a medium sized organization with a staff compliment of approximately 620 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:

LIST OF NHBRC OFFICES

	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 (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		

3 INTRODUCTION

3.1 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.

3.2 VISION

3.2.1 To be the Champion of the Housing Consumers.

3.3 MISSION

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

3.4 MOTTO

3.4.1 Assuring Quality Homes.

3.5 STRATEGY OF NHBRC

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

3.5.1 To ensure that housing consumers and home builders are educated on their rights and obligations.

3.5.2 To entrench a culture of compliance through fair and efficient enforcement mechanisms

3.5.3 To research and introduce innovative products, methods and technologies within the homebuilding industry.

3.5.4 To maintain a sustainable warranty fund.

4 SERVICES PROVIDED BY THE NHBRC AND OTHER SIMILAR ORGANISATIONS

- 4.1 At present, the NHBRC is offering the following as part of the warranty cover for new homes:
- 4.1.1 Three (3) -month workmanship;
 - 4.1.2 One (1) year roof leakage; and
 - 4.1.3 Five (5) years structural warranty.
 - 4.1.4 The warranty cover offered by the NHBRC is subject to change once the new bill. Is approved

5 BUSINESS OVERVIEW

5.1 Purpose

- 5.1.1 To appoint a suitable service provider for the provision of actuarial services to the NHBRC on the solvency management of its Warranty Fund and/or Investments.

5.2 Scope of Works

5.2.1 The scope of work for this consulting service is as follows:

5.2.1.1 Actuarial Services

- 5.2.1.1.1 Perform annual solvency valuations and an assessment of the NHBRC Warranty Fund as required, taking into account the regulatory regime applicable to the NHBRC.
- 5.2.1.1.2 Perform annual actuarial assessment of the adequacy of the enrolment fees of the NHBRC.
- 5.2.1.1.3 Assist the NHBRC and its investment consultants, as requested, from time to time in respect of matters relating to modelling the liabilities of the NHBRC for purposes of the investment strategy of the NHBRC.
- 5.2.1.1.4 Assist the NHBRC in statistical analysis of its business drivers, including but not limited to development and maintenance of its indices and development and maintenance of a revenue projection model.
- 5.2.1.1.5 The service provider may be required to assist the NHBRC with the formulation of its investment policy and investment strategy.
- 5.2.1.1.6 Conduct additional research into sources of external data that could be used to increase the credibility of the average remedial claim cost assumptions.
- 5.2.1.1.7 Assist the NHBRC in ensuring that there is a reserving policy document for the NHBRC to ensure that reserves are done consistently and transparently.
- 5.2.1.1.8 Demonstrate the sensitivity of the liability and disclosure on the concentration of insurance risk.
- 5.2.1.1.9 Project complaints and claims for future years.
- 5.2.1.1.10 Assist the NHBRC with reviewing policies related to Solvency Assessment Management.
- 5.2.1.1.11 Perform asset-liability modelling in view of the changes in the technical liabilities of the warranty fund and changes in the underlying assets of the warranty fund.
- 5.2.1.1.12 Assist with the annual audit of provisions liabilities of the NHBRC's warranty fund.
- 5.2.1.1.13 Assist with the reporting and disclosures as required in terms of IFRS 17.
- 5.2.1.1.14 Assist the NHBRC to align to best practice as a short-term insurance provider.

- 5.2.1.1.15 Perform economic capital modelling annually, the result of which will be included in the NHBRC's annual report.
- 5.2.1.1.16 Present the actuarial report to Committees of Council annually
- 5.2.1.1.17 Provide training on the liabilities of the warranty fund and the actuarial process as and when required by the Committees of Council or Management.
- 5.2.1.1.18 Advise the NHBRC on the impact of the new bill on warranty fund including fees to be charged for enrolments, alterations, additions etc

5.3 Project Reporting

5.3.1 Prepare annual solvency report which includes but is not limited to the following:

5.3.1.1 Council: Level 1 Reporting

1. Report annually on the solvency of the NHBRC's warranty fund.
2. Determine and report on the adequacy of the enrolment fees charged by the NHBRC.
3. Determine the actuarial provisions of the NHBRC in terms of IFRS 17, split into;
 - Unearned Premium Provision ("UPP");
 - Outstanding claims provision ("OCP");

5.4 Duration of Contract

- 5.4.1 The duration of the contract shall be performance-based for a period of five (05) years.
- 5.4.2 The contract will be reviewed on an annual basis based on performance.

6 SERVICE PROVIDER RESPONSIBILITIES

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

- NHBRC working hours are from 8h30 to 16h30
- The service provider must avail themselves as and when required by the NHBRC.
- 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 Actuarial Services to the NHBRC, including response to queries within a 24hour turnaround time.

7 ELIMINATION CRITERIA

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

8 REPORTING

- 8.1 The report format will be agreed upon between the service provider and NHBRC Finance Management.
- 8.2 The service provider shall provide ad-hoc and annual reports to management.

9 TRACK RECORD

9.1 A complete list of the most recent projects that were completed in Actuarial Services and signed off by the accounting officer or his/her delegated is required.

10 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

10.1 General Information

- 10.1.1 The NHBRC requires the services of interested and competent organisations or companies that are experienced in the provision of actuarial services. The service provider is expected to provide proof of expertise as required in 10.2 below.
- 10.1.2 The NHBRC has an approved investment strategy, which forms the basis of investment decisions. The investment decisions are taken after having considered the liabilities of the NHBRC's warranty fund and its solvency.
- 10.1.3 The appointed service provider with the necessary experience, will be required to guide Council on the management of the solvency of the NHBRC's warranty fund.
- 10.1.4 The Actuarial Service provider will be responsible for reporting on the solvency of the NHBRC's warranty fund annually and as when required.

10.2 Requisites of the Service Provider:

- 10.2.1 Valid registration with the Actuarial Society of South Africa.
- 10.2.2 Demonstration of the firm's substantial experience on short-term insurance and actuarial valuation, with emphasis on best practice methodology, this section must include Asset Liability Modelling techniques at a high level, IFRS 17 Qualitative disclosures, run-off valuation.
- 10.2.3 The track record of the Actuarial service company, with emphasis on services provided to short-term insurance clients.
- 10.2.4 Qualifications of the team (Bachelor's degree or equivalent, membership of a professional body), skills, relevant expertise, and experience of the proposed actuarial services team.
- 10.2.6 The structure and composition of the proposed team, clearly outlining the main role of each individual member of the team. Include the CV of the team member which highlights qualifications, areas of experience relevant to the tasks and objectives of the assignment, and the years of experience.
- 10.2.7 The proposed team shall not be changed without prior notification of the NHBRC's Management.
- 10.2.8 Shareholding and Management Structure of the Actuarial Services Company.

10.3 Documents to be submitted

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

10.3.1 The service provider must have consulted on short-term insures. The bidder must submit a summary of the clients in the format presented below:

Name of Project	Project Description	Project Period: Year Consulting (Start date – End date)	Value of the Assets incl. VAT)	Client Name and Contact Person	Client Contact Tel No.
Total					

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)

10.3.2 Expertise and experience of key personnel

10.3.3 The successful service provider will be required to provide the expertise, certified qualifications, and experience to successfully deliver the Actuarial Services.

10.3.4 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:

10.3.5 Please complete a summary detail of the main Actuarial Team in the format shown below.

Summary of Project Team

NO	PROJECT TEAM MEMBERS				
	Full Name	Role in Project	Certified Academic Qualifications	Key Area of Specialization	Years of Experience as an Actuary
1.					
2.					
3.					
4.					
5.					

*Please attach recently (last 6 months) certified copies of valid academic qualifications.

Note, in addition, please provide the following:

- A CV for each of the Actuarial team members highlighting specific and relevant certified qualifications and experience.
- Key personnel may only be replaced by the personnel with similar expertise over the life of the contract and written permission must be obtained from the NHBC.

11 TECHNICAL AND PRICE EVALUATION CRITERIA

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

- Stage 1: Compliance check of Mandatory Requirements;
- Stage 2: Functional Evaluation Criteria
- Stage 3: Price and Preference Points Evaluation

Stage 1: Compliance check of Mandatory Requirements

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid requirements and documents to be submitted.	Yes/No
1.	Annexure A Pricing schedule: including a detailed costing breakdown of all costs. 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)	
2.	SBD1 Invitation to bid, Make sure it is completed and signed.	
3.	SBD 3.1 - Pricing Schedule (Firm Price) Make sure it is completed	
4.	SBD 4 Declaration of interest, Make sure it is completed and signed.	
5.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
6.	SBD 7.2 Contract Form, should be completed and signed.	
7.	Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number	
8.	General Conditions of the contract (GCC).	

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

Evaluation (Stage 2) (Combination of Paper-Based and Bidder Presentation Evaluation)

- i. **Paper-Based Evaluation** – Bidders will be evaluated out of 80 points and bidders are required to achieve a minimum threshold of 60 points or more out of 80 points. Only bidders who achieve a minimum of 60 points or more will be invited for site presentation evaluation. The Bid Evaluation Committee shall conduct a site presentation evaluation on the date specified by the Committee.
- ii. **Bidder Presentation Evaluation** – Bidders will be evaluated out of 20 points and are required to achieve 20 points out of 20 points.
- iii. The overall combined score for paper-based and bidder presentation evaluation must be equal to or above 80 points to proceed to Stage 3 for Price and preference points

The bidder's information will be scored according to the following points system:

Paper-Based Evaluation:

- Details for Stage 2: Part 1 - Functionality score of 80 Points

Site Presentation Evaluation

- Details for Stage 2: Part 2 – Site Presentation Evaluation score of 20 Points

COMBINED TOTAL SCORE FOR PART 1 & 2 = 100 POINTS

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

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

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

PART 1

Item No	Evaluation Criteria	Description	Weight (%)
1.	Qualification, Experience of Team Leader, and Valid Registration with the Actuarial Society of South Africa.	<p>The Bidder MUST provide the team leader that will be involved in the NHBRC assignment (Please attach a CV, Certified copy of qualification not older than six months, and Valid Registration with the Actuarial Society of South Africa)</p> <p>Team Leader with experience, Must at least have one of the following qualifications and Valid Registration with the Actuarial Society of South Africa</p> <ol style="list-style-type: none"> 1. Bachelor's degree in Actuarial Science or Actuarial Mathematics 2. Bachelor's degree in Economics and Statistics or Econometrics <p><u>Scoring for Team Leader experience, qualification Valid Registration with Actuarial Society of South Africa</u></p> <ul style="list-style-type: none"> • No experience, no qualification and, no Valid Registration with the Actuarial Society of South Africa= 0 Points • 1 to 2 years' experience, qualification, and Valid Registration with Actuarial Society of South Africa = 1 Point • 3 to 5 years' experience, qualification and Valid Registration with Actuarial Society of South Africa = 2 Points • 6 to 7 years' experience, qualification, and Valid Registration with Actuarial Society of South Africa = 3 Points • 8 to 10 years' experience, qualification and Valid Registration with Actuarial Society of South Africa = 4 Points • 10 years' experience, qualification, and Valid Registration with Actuarial Society of South Africa more = 5 Points 	30

Item No	Evaluation Criteria	Description	Weight (%)
2.	Qualification and Experience of Team Member	<p>The Bidder MUST Provide team member that will be involved in the NHBRC assignment (Please attach CV and certified copy of qualification not older than six months)</p> <p><u>Team Member Must have experience and at least one of the following qualifications:</u></p> <ol style="list-style-type: none"> 1. Bachelor's degree in Actuarial Science or Actuarial Mathematics 2. Bachelor's degree in Economics and Statistics or Econometrics 3. Bachelor's degree in Business or finance. 4. Bachelor's degree in Risk Management <p><u>Scoring for Team Member experience and qualification</u></p> <ul style="list-style-type: none"> • No experience and no qualification = 0 Points • 1 year experience and qualification = 1 Point • 2 years' experience and qualification = 2 Points • 3 to 4 years' experience and qualification = 3 Points • 5 to 6 years' experience and qualification = 4 Points • 7 years experience and qualification and more = 5 Points 	10
4.	Company experience in the provision of Actuarial Services and Support	<p>The Bidder MUST have experience in providing Actuarial Services and support. Company profile must clearly indicate the number of years in business providing Actuarial Services and support. (Please attach a company profile that includes a list of projects that demonstrate relevant experience)</p> <p><u>Company Experience</u></p> <ul style="list-style-type: none"> • No experience = 0 Points • 1 to 2 years' experience = 1 Points • 3 to 5 years' experience = 2 Points • 6 to 7 years' experience = 3 Points • 8 to 10 years' experience = 4 Points • 10 years' experience and more = 5 Points 	10
4.	Client References (Track record)	<p>The service provider must provide positive written contactable references (Excluding the NHBRC) indicating a track record with short-term insures. The reference letters MUST be from 2018 till to date</p> <p>The reference letters from the clients of a bidder must include:</p> <ul style="list-style-type: none"> • Company name • Company letterhead 	30

Item No	Evaluation Criteria	Description	Weight (%)
		<ul style="list-style-type: none"> • Contact person and contact telephone numbers • Reference letters MUST indicate the period when the project was executed • The letter must be signed by a duly authorized person <p>Reference Letter Scoring</p> <ul style="list-style-type: none"> • 0 Reference letter= 0 Points • 1 Reference letter = 1 Point • 2 Reference letters = 2 Points • 3 Reference letters = 3 Points • 4 Reference letters = 4 Points • 5 Reference letters and more = 5 Points <p>The NHBRC reserves the right to verify the validity of the document submitted.</p>	
TOTAL			80 Points
MINIMUM QUALIFYING REQUIREMENT			60 Points

NB: Only bidders who score 60 points or more out of 80 points (Part 1) will qualify for Presentation Evaluation (Part 2)

PART 2: BIDDER PRESENTATION EVALUATION

Shortlisted bidders from **Part 1** must be prepared to make presentations to NHBRC on how they will assist NHBRC in identifying methods and data used with sufficient clarity that another actuary, qualified in the same practice, could make an objective appraisal of the reasonableness of the actuary's works. Failure to attend the presentation when called upon will disqualify the bidder(s). Bidders' presentations should focus on the evaluation criteria to substantiate further merits of their bid. The presentation will be evaluated according to the scorecard below:

<p><u>NHBRC will invite qualified bidders for presentation and the bidders will be required to perform a presentation where the following will be assessed:</u></p> <ul style="list-style-type: none"> • Liability Valuation • Methodology • Solvency assessment • Key assumptions • Simulation Models for technical provisions • Major drivers/projectors • Risk reporting: Concentration risk 	20 Points
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Scoring allocation	
<ul style="list-style-type: none"> • Bidder did not meet ALL the requirements listed above = 0 points • Bidder met ALL the requirements listed above and more = 5 points 	
SUBTOTAL	20 Points
TOTAL FOR PART 1 AND 2	100 Points

Bidders who score a total of 80 points or more on two stages (Paper-based and Bidder Presentation Evaluation) will qualify for further evaluation which is the Price and Preference points system.

The minimum threshold for functionality is 80 or more out of 100 points. Bidders who fail to meet the 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 obtained a minimum qualifying score (**80 points**) for **Stage 2 (Functional Requirements)** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations about the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2022 and bids will be adjudicated in terms of the (80/20) preference points system. Points are awarded to service providers based on the below:

80/20 Preference point system (for the acquisition of services, works or goods with a Rand value not more than R 50 million) (all applicable taxes included)

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

Where;

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

P_t = Comparative price of the 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
TOTAL	20 Points

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.

12 RFP SUBMISSION INSTRUCTIONS

12.1 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**

13 AVAILABILITY OF THE RFP DOCUMENT

13.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **28 October 2024**.

13.2 There will be a non-compulsory briefing session that will be held on the **5th of November 2024** at 11h00am

13.3 Venue: **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

13.4 **Prospective bidders who wish to attend the briefing session virtually should send an email to tenders@nhbrc.org.za to request an invite at least two days before the briefing date. An MS Teams meeting invite will be sent to the provided email address a day before the briefing**

14 RFP CLOSING DATE

14.1 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 22nd of November 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 name of the service provider(s).

14.2 **No late submissions will be accepted.**

15 VALIDITY PERIOD OF BIDS

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

16 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

16.1 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

16.2 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.

17 SUBMISSIONS OF PROPOSALS

17.1 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 in the envelope **MUST** be the same as the electronic copy.

17.2 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.

18 POPIA

18.1 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.

18.2 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.

18.3 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)

18.4 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: Bidders must comply with the following requirements when calculating their price. **Note: All prices must be inclusive of VAT.**

The Pricing should be based on the actuarial service 5.2.1.1.1 – 5.2.1.1.18 and project reporting 5.3.

SERVICE DESCRIPTION	YEAR 1	YEAR 2 Annual Escalation	YEAR 3 Annual Escalation	YEAR 4 Annual Escalation	YEAR 5	TOTAL COST EXCLUDING VAT	TOTAL COST INCLUDING VAT
Actuarial Service as per section 5.2.1.1.1 -5.2.1.1.18 (Refer to Scope of Works)							
Project Reporting as per section 5.3							
TOTAL COST FOR 5 YEARS (EXCL VAT)							
TOTAL COST FOR 5 YEARS (INCL VAT)							
BIDDER SIGNATURE:							

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).

NB : The Service provider should carry their own travel and accommodation costs (if any).