




**LAUNCH OF THE ERIC MOLOBI
CONFERENCE AND TRAINING CENTRE
SEMINAR**

**REQUEST FOR TENDER
NHBRC MKT 1046/2008**

**TENDER CLOSING DATE: 13 October 2008
TIME: 13H00**


DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION No	3	PAGE NUMBER	1 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

CONTENTS

1. INVITATION TO TENDER.....	3
2. TENDER SUBMISSION INSTRUCTIONS.....	5
3. TERMS OF REFERENCE.....	8
4. CRITERIA FOR EVALUATION.....	11
5. CRITERIA FOR ASSESSING TECHNICAL COMPETENCE.....	11
6. PROCUREMENT POLICY.....	13
7. ANNEXURE C.....	47
8. SUPPLIER APPLICATION FORM.....	58

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	2 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

1. INVITATION TO TENDER



The National Home Builders Registration Council is a statutory body with the responsibility to provide protection in terms of the Housing Consumers Protection Measures Act (Act No 95 of 1998). It is mandated to provide protection for housing consumers against defined defects and to regulate the home building industry.

REQUEST FOR TENDER

LAUNCH OF THE ERIC MOLOBI CONFERENCE AND TRAINING CENTRE SEMINAR

NHBRC MKT 1046/2008


Call for events companies to tender for the co-ordination of NHBRC's seminar and launch for the conference centre at the Eric Molobi Housing Innovation Hub

The National Home Builders Registration Council (NHBRC) is a statutory body with a responsibility to provide protection to housing consumers in terms of the Housing Consumers Protection Measures Act (Act No. 95 of 1998). The Council is mandated to regulate the home building industry and to protect housing consumers against defined structural defects.

The NHBRC is calling for events companies to tender for the coordination of a seminar and the launch of the conference centre, at the Eric Molobi Housing Innovation Hub. The objective of this is to officially rename the conference centre and to discuss:

- Shortage of material in the built environment
- Construction process
- Technical innovations
- Consumer education topics
- Financing
- International linkages and protocols (machinery, challenges, successes and the future)

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	3 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

This will enable the NHBC all targeted stakeholders to raise challenging issues that concerns the built environment and share their experiences.

AVAILABILITY OF DOCUMENT

The detailed brief can be accessed at NHBC website www.nhbc.org.za.

COMPULSORY BRIEFING

A compulsory briefing session will be held on **Thursday, 21 August 2008 at 10H00** at NHBC Bryanston Office, situated at Medscheme Office Park, Phase 4, 10 Muswell Road South, Bryanston. Service Providers must pay for their own travel and related costs.

TENDER CLOSING

The closing date for the tender will be on **13 October 2008 at 13h00**. Tender proposals should be marked with the tender number: **ERIC MOLOBI LAUNCH SEMINAR: NHBC MKT 1046/2008** and the **full name of the service provider**.

Tender documents must be made for the attention of Manager Supply Chain. Tender documents must be deposited into a tender box situated at **NHBC's Bryanston head office, Medscheme Office Park, Phase 4, 10 Muswell Road South, Bryanston**. No late, posted or faxed submissions will be accepted. **The public opening of the tenders will take place same date and venue at 13h00.**

Enquiries should be directed to:


Seminar Enquiries:

Beatrice Motsisi
Tel. 011 317 0242, Fax No. 086 626 1392, email: beatricem@nhbc.org.za

Supply Chain and Tender Process Enquiries:

Kwena Moloko,
Tel. 011 317 0241, Fax No. 086 630 8973, email: kwenam@nhbc.org.za

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	4 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

2. TENDER SUBMISSION INSTRUCTIONS

GENERAL INFORMATION

The NHBRC requires the services of competent companies or persons who are experienced in the field of providing events management to co-ordinate a seminar and the launch professionally.

Tenders must return with the following

- **NHBRC Procurement Form**
- **Specified person list**
- **Bill / Schedule of Quantities and Costing**

TENDER BRIEFING

Date	Tender Number	Address	Time (Briefing session)
21 August 2008	NHBRC MKT 1046/2008	Phase 4 Medscheme Office Park 10 Muswell Road South Medscheme Office Park Bryanston 2021	10h00


TENDER RESERVATIONS

Tenders 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. The NHBRC reserves the right to accept or reject in part or whole any tender submitted, and to waive any technicalities for the best interest of the company.

Tenders shall be rejected, among other reasons, for any of the following specific reasons:

- Tenders received after the closing date and time as specified.
- Unbalanced value of any items.
- If the original Tax Clearance Certificate is not submitted
- Tender documents shall be completed in non-erasable black ink, unless using a computer.
- Tenders documents not initialled on every page.
- Tenders containing irregularities.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	5 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

Tenderers shall be disqualified and their tenders not considered, among other reasons, for any of the following specific reasons:

- Reason for believing collusion among tenderers.
- The tenderer being in arrears on any existing contract or having defaulted on previous contract.
- Lack of competency as revealed by a financial statement, technical assessment and questionnaires.
- Uncompleted work that in the judgment of the company shall prevent or hinder the prompt completion of additional work, if awarded.

EXCLUSION OF TENDERS

Tenders that may be viewed by the Tender Committee to have priced their services unreasonably above or below the NHBRC estimates and budget such suppliers may be requested to demonstrate how they envisage delivering at such cost and/or price.

If the Tender Committee is not satisfied with the motivation so provided, such suppliers will be excluded from further evaluation and thereby not considered for appointment to provide the service.

COST OF TENDER PREPARATION

All cost associated with the preparation and submission of a tender is the responsibility of the tenderer. The costs shall not be chargeable to the NHBRC by successful or unsuccessful tender. All submitted tenders remain the property of NHBRC and shall not be returned except in the case of a late submission.

TENDER PRESENTATION AND DEMONSTRATION


The NHBRC reserves the right to require that any tenderer provide a formal presentation of its tender at a date and time to be determined by the NHBRC.

The NHBRC shall provide short-listed tenderers ten (10) days notice, of the location, date, and time for their respective presentation and demonstration, which shall take place at the NHBRC, Phase 4, 10 Muswell Rd South, Bryanston, Gauteng. All tenderers must comply with the location, date and time scheduled by the NHBRC. Failure to comply with this requirement shall result in rejection of the tender. No tenderer shall be entitled to be present during, or otherwise receive any information regarding, any other tenderer's presentation and demonstration.

Presentations and demonstrations must be setup, coordinated, and conducted by tenderer's personnel. The tenderer shall be required to demonstrate the complete proposed inspection procedure as per the submitted tender.

The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the demonstration. All expenses must be borne by the tenderer.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	6 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

VALIDITY

The validity period of the tender shall be **90 working days from date of closing.**

TENDER SUBMISSION

It is a compulsory requirement that the tenderer must submit NHBC Form C (Annexure C of the Procurement Policy document) completed and initialed in every page and signed by the person with authority to sign and do business for and on behalf of the company. If this form is not completed and attached such a tender shall be disqualified. All tenders documents to be completed in non-erasable black ink.

The following particulars are compulsory attachments:

Particulars of the company


- Registered name of the company
- Trading name of the company
- Certified copy of the Certificate of Registration
- Certified copy of the official Shareholders Certificate (e.g. CK 1, and CM29)
- NHBC Supplier Record Form completed and initialed.
- V.A.T Registration certificate for Registered VAT Vendors.
- Original cancelled cheque of the service provider

NHBC reserves the right to verify the information supplied.

TAX CLEARANCE REQUIREMENTS

You are required to attach the original Tax Clearance Certificate and failure to do so shall result in the tender being disqualified.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	7 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

3. TERMS OF REFERENCE

The following terms of reference offer critical points to be considered in the execution of the seminar and launch.

Launch of the Conference Centre at Eric Molobi Housing Innovation Hub

A plaque will be unveiled by the Minister naming the conference facility. Thereafter, the seminar will commence.

VIP guests will include the Minister, Tshwane Mayor, CEO of housing institutions and key industry participants. The Conference Centre is based in Soshanguve, Thorntree view, near Soshanguve XX (near Soshanguve A). Sponsorship for the seminar is to be sought.

The launch is scheduled to take place in September 2008.

Seminar

Lighting
 AV/PA
 Screens
 Projector
 Pot plants
 Flowers?
 Cinema Style seating 140 people
 Generator
 Bottled water
 Seminar table, cover and chairs
 2x LCD screens


Holding room for VIPS

Bottled water
 Coffee
 Waiter for orders
 2 x couches
 4 x chairs
 Flowers
 LCD screen link to seminar

Media conference

15 chairs
 5 chairs covered
 1 table covered with blue and white over lay.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	8 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

Marquee

To seat 150 on round cocktail tables
 Chairs
 Tables
 Flowers
 Overlays
 Floor board
 Carpet
 Lighting
 8 x Executive toilets

Catering

Light breakfast
 Savouries
 Lunch
 Water
 Drinks

Access control, accreditation cards, to be provided on before launch. Lunch to be served at the end of presentations.

a. Shuttle service

A 40-seater bus to ferry SMME guests and exhibitors from hotels to the Eric Molobi Innovation Hub in Soshanguve and back to the hotel.

b. Safety, security and emergency services

Safety, security and emergency services must be provided for at the Eric Molobi Housing Innovation Hub.


c. Seminar Topics

Seminar to be planned in-house and the suggested topics are:

- NHBRC presentation – why hold the exhibition
- Shortage of materials in built environment
- Construction process
- Innovation
- Consumer Education – consumer rights and obligations wrt to the Act
- Financing
- International linkages and protocols (machinery, challenges, successes the future)

Discussions will be recorded and a book based on discussions will be published.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	9 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

d. Site Walk-about

Site walk-about will be available throughout the day so that all seminar attendees may view the show houses showcasing Innovative Housing systems. Each housing system to have a board explaining the system and leaflets of each house to be found on each board. Owners for the housing systems are to be available on the day to handle queries.

e. Recording of seminar

The proceedings of the seminar are to be recorded and edited onto CD and will be distributed at the exhibition and delivered to key industry players.

f. Production of a book

Proceedings of the seminar will also be edited into a book for later distribution to industry players

g) Technical evaluation

The following will be used to evaluate the proposed concept. It shall form the basis for the technical evaluation.

The criteria below will be used to evaluate the proposal; the nominated service provider will be evaluated in terms of the following criteria:

No	Criteria	%
1	Proposal comprehensiveness	12
2	Concept presented and innovative creativity	30
3	Promotional ideas	11
4	Quality and expertise	17
5	Functionality	10
6	Team and infrastructure	20
	Total	100


h) Budget

The budget should comprise of expenses that needs to be budgeted which will be evaluated according to the concept, within the scope of the brief and aligned to the above evaluation criteria.

i) Closure

The evaluation criterion is availed to companies that attended the briefing, who are on the attendee list captured by the NHBC. The eligible company may submit the proposal based on the launch and seminar evaluation criteria accompanied by the reviewed policy and brief as per the reviewed tender document. The amended submission time is to be adhered to.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	10 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

4. COSTING AND BILL OF QUANTITIES

The costing of the project would be divided into the following broad categories.

NO.	ITEMS	4.1 CREATION OF EVENT (R.C)	4.2 EVENT MNG FEE (R.C)	4.3 OTHER ITEMS/MATERIAL (R.C)	TOTAL
1					
2					
3					
4					
5					
6					
7					
	Subtotal Before VAT				
	VAT @14%				
	Grand Total				


Note: As per the table above. The grand total shall constitute the full tendered price, the full tendered price must be written in Annexure C of the NHBC tender form.

The total cost of the project should be added up as per Bill of Quantities above. It should indicate the subtotal before VAT and the grand total including VAT as per table above.

The cost of this project shall not include meals and/or accommodation for the attendees (public and clients). The NHBC will not entertain or consider any other cost outside of this bill.

- 4.1 The service provider's time on providing the concept and methodology for the event co-ordination of the launch.
- 4.2 The management fee for co-ordinating the launch.
- 4.3 Additional activities

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	11 of 12

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

5. CRITERIA FOR EVALUATION

Each tenderer deemed acceptable for detailed evaluation after evaluation and review shall be scored in accordance with the NHBRC's Procurement Policy.

The NHBRC tender committee shall evaluate and review the tenders in accordance with the following criteria:

- compliance with the tender requirements
- implementation strategy and approach, and
- project plan and cost.

After completion of the evaluation, the NHBRC Tender Committee will score by applying predetermined weighting factors that shall be applied to the eligible tenders.

**Refer to the NHBRC Procurement Policy:
Annexure G (General Acceptability Form for Formal and Non-Formal) and,
Annexure H (Preferential Procurement Goals)**

Tenderers must complete in detail the attached NHBRC Procurement Form:
- **Annexure C (Formal Tender)**

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	3	PAGE NUMBER	12 of 12