




NHBC'S INTERNATIONAL EXHIBITION IN HOMEBUILDING INDUSTRY

REQUEST FOR TENDER
NHBC MKT 1048/2008

TENDER CLOSING DATE: 30 September 2008
TIME: 13H00


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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

NHBRC INTERNATIONAL EXHIBITION

NHBRC MKT 1048/2008

CALL FOR EVENT MANAGEMENT COMPANIES TO TENDER FOR THE CO-ORDINATION OF NHBRC'S INTERNATIONAL EXHIBITION IN HOME BUILDING MATERIAL


The National Home Builders Registration Council (NHBC) 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 protection for all new housing consumers against defined structural defects.

The NHBC is calling for event management companies to tender for the co-ordination **International Exhibition in Home Building Material**. The objective of the exhibition is to allow exhibitors to showcase local and international products to the South African home building industry.

AVAILABILITY OF DOCUMENT

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

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COMPULSORY BRIEFING

A compulsory briefing session will be held on **Friday, 12 September 2008 at 12H00** 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 **30 September 2008 at 13h00**. Tender proposals should be marked with the tender number: **NHBC INTERNATIONAL EXHIBITION: NHBC MKT 1048/2008** 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:

Roadshow 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

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2. TENDER SUBMISSION INSTRUCTIONS

GENERAL INFORMATION

The NHBC requires the services of competent companies or persons who are experienced in the field of providing professional events management services to co-ordinate **International Exhibition in Home Building Material** that can effectively achieve the intended objectives.

Tenders must return with the following

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

TENDER BRIEFING

Date	Tender Number	Address	Time (Briefing session)
29 August 2008	NHBC 1048/2008	Phase 4 Medscheme Office Park 10 Muswell Road South Medscheme Office Park Bryanston 2021	12h00


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 NHBC reserves the right to waive any irregularities and to make award in the best interest of the company. The NHBC 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

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- Tender documents shall be completed in non-erasable black ink, unless using a computer.
- Tenders documents not initialed on every page.
- Tenders containing irregularities.

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.

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

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.

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3. TERMS OF REFERENCE

The following terms of reference offer critical points to be considered in the execution of the exhibition.

A. Compliance

All products and materials used in the exhibition must be ISO or SABS compliant or compliant with standards of other international accreditation bodies.

B. Materials

All materials and products used in the exhibition must be targeted exclusively at the home building industry.

C. Duration and Format

The exhibition will run for three days in September with a preference being Wednesday to Friday. The specific dates will be determined at a later stage.

The Exhibition will open from 10h00 to 17h00. The exhibition will be open to all and a R20 entry fee charged. In addition, a VIP lounge is required as well as a boardroom/office sufficient for 10 Task Team members.

Catering in exhibition hall must be provided for, as well as catering for the VIP lounge.

D. Exhibitors

Exhibitors will be offered to space options to purchase space:

- Raw floor space where they design their own stand
- Shell core scheme with walls, carpets, 2 spotlights and power socket.

Exhibitor packages will be quoted in SA Rand and US Dollar rates only.

Security and security service must be provided for exhibitors, visitors attending should be registered allowance should also be given for on-line registration.

E. Cocktail party


The cocktail party would be held on Wednesday (second night) night of exhibition opening, presenting an ideal networking opportunity. The proposed time would be 17h00 to 19h00. Cocktail party can be hosted by the CEO. This will be held at the same venue as the exhibition.

F. Venues

The following venues listed in order of preference:-

- Gallagher Estate

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- The Dome, Northgate
- Sandton Convention Centre

G. Corporate Social Investment / Sponsorships

Sponsorship opportunities to be included and each sponsorship opportunity to indicate costs and elements of the sponsorship.

Income obtained from sponsorships and sale of stands will be used to off-set costs of SMMEs/material suppliers unable to raise funds to pay for exhibiting. These SMMEs would be allocated booths from where they can exhibit their products.

DTI, JDA to be approached in order to assist with sponsoring SMMEs. Our corporate bank FNB is to be approached in order to secure their support and sponsorship for the exhibition.


H. Exhibitor Travel and Accommodation packages

For travel logistics, these are for exhibitors own account, except in the case of SMMEs requiring financial assistance for accommodation and logistical support.

I. Role Players

- Agreement SA
- Embassies,
- DRC – NHBRC to invite and host delegation and pay for costs for travel
- Manufacturers Association
- Estate Agency Affairs Board
- Portfolio Committee
- Provincial Portfolio Committees
- Associations representing SMMEs
- SAWEN
- DTI
- NPI
- SABS
- Women in Housing
- Women in Construction
- Industry related associations
- CETA
- FETs
- Municipalities
- Other Housing Institutions
- Traditional leaders
- Trade Unions

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NHBRC Partners

- NDoH
- Gauteng Housing
- City of Tshwane
- All provincial housing departments
- Media partners
- Sponsor partners

J. Target Market

This exhibition is targeted at businesses and well as the general public. Envisaged exhibitors and visitors are:-

M. Exhibitors


At least 40 exhibitors are targeted from the following sectors:

- Suppliers to the home building industry
- Conveyancers
- Financial institutions
- Home builder organisations
- NHBRC
- NDoH
- Estate Agencies
- Related industry associations
- Manufacturers of home building products
- IDZ
- Technology partners
- GEDA and provincial agencies – sponsorship for SMMEs
- DTI – sponsorship for SMMEs
- Paint companies

N. Visitors

- Home builders and developers
- Industry players
- 31 Trade missions (SADC and various others)
- General public

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O) Financial Implications

Revenue will be generated by the sale of exhibitor floor space and sponsorship packages. Revenue generated will off-set other costs estimated at R1m.

P) Recommendation

- It is recommended that potential service providers assess the sites involved prior to submission of quotations.
- All service providers will be required to give a presentation to Exco, on a date specified.
- Service providers to give a quotation for a full exhibition package including media/marketing costs
- Quotations for the exhibition and the launch to be given separately
- The theme for the exhibition be 'Innovation'


Q) Technical Evaluation

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

The service provider that will be considered will be short listed with regards to their satisfying this 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

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R) 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.

S) Closure

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

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4. COSTING AND BILL OF QUANTITIES

NO.	ITEMS	4.1 CO-ORDINATION OF EXHIBITION (R.C)	4.2 PROJECT MNG FEE (R.C)	4.3 OTHER ITEMS/MATERIAL (R.C)	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
	Subtotal Before VAT				
	VAT @14%				
	Grand Total				


Note: It is mandatory to include all the costs for all provinces 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 co-ordination of the exhibition
- 4.2 The project management fee for the co-ordination of the exhibition
- 4.3 Additional activities

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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)**

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