



## **NHBRC'S NATIONAL ROAD SHOWS**

**REQUEST FOR TENDER  
NHBRC MKT 1049/2008**

**TENDER CLOSING DATE: 19 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 ROAD SHOW**

#### **NHBRC MKT 1049/2008**

### **CALL FOR EVENT MANAGEMENT COMPANIES TO TENDER FOR THE CO-ORDINATION OF NHBRC'S NATIONAL ROAD SHOWS**

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 protection for all new housing consumers against defined structural defects.

The NHBRC is calling for event management companies to tender for the co-ordination of national roadshows. The primary function of the roadshows is to inform and educate housing consumers, home builders and the general public about the following:

1. Housing Consumers Protection Measures Amendment Act (Act no. 17 of 2007) and their rights and obligations in terms of the Act (Act No. 95 of 1998).
2. Benefits of the Code of Conduct
3. Benefits of Grading System
4. The Warranty Fund - Benefits and exclusions

This will enable the NHBRC to build its profile and establish presence in nine provinces and in about 30 districts.

#### **AVAILABILITY OF DOCUMENT**

The detailed brief can be accessed at NHBRC website [www.nhbrc.org.za](http://www.nhbrc.org.za).

### **COMPULSORY BRIEFING**

A compulsory briefing session will be held on **Monday, 18 August 2008 at 12H00** at NHBRC 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 **Friday, 19 September 2008 at 13h00**. Tender proposals should be marked with the tender number: **NHBRC ROAD SHOW: NHBRC MKT 1049/2008** 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 **NHBRC'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@nhbrc.org.za](mailto:beatricem@nhbrc.org.za)

#### **Supply Chain and Tender Process Enquiries:**

Kwena Moloko,

Tel. 011 317 0241, Fax No. 086 630 8973, email: [kwenam@nhbrc.org.za](mailto:kwenam@nhbrc.org.za)

## **2. TENDER SUBMISSION INSTRUCTIONS**

### **GENERAL INFORMATION**

The NHBRC requires the services of competent companies or persons who are experienced in the field of providing professional events management services to co-ordinate national road shows that can effectively achieve the intended objectives.

#### **Tenders must return with the following**

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

### **TENDER BRIEFING**

<b>Date</b>	<b>Tender Number</b>	<b>Address</b>	<b>Time (Briefing session)</b>
18 August 2008	NHBRC 1049/2008	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 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 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.

The NHBRC 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 NHBRC 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)
- NHBRC Supplier Record Form completed and initialed.
- V.A.T Registration certificate for Registered VAT Vendors.
- Original cancelled cheque of the service provider

NHBRC 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.

### **3. TERMS OF REFERENCE**

#### **A) Background**

The Industry Advisory Committee, one the Committees of Council will be conducting road shows in all the provinces. In order to reach as many home builders and housing consumers as is possible, the road shows will be held per district as per the table included in this brief. Road shows will begin in mid- October and the anticipated duration to end in mid- November 2008.

The NHBRC requires the services of a supplier to provide professional event management and allied services. The objective of the service required is to deliver an outreach programme called **NHBRC NATIONAL ROADSHOW**.

#### **B) Objective of Road Shows**

The primary function of the road shows is to inform and educate housing consumers and home builders on:

- Housing Consumers Protection Measures Amendment Act (Act no. 17 of 2007) and their rights and obligations in terms of the Act.
- Benefits of the Code of Conduct
- Benefits of Grading System
- The Warranty Fund - Benefits and exclusions
- The loyalty programme

#### **C) DISTRICTS & MAIN TOWNS PER PROVINCE**

In order to reach as wide an audience as possible it is suggested that we target districts per province. The following table lists the provinces, districts in each province and main town or city per respective district. Roadshows will be held in these respective towns and cities.

<b>Province</b>	<b>District</b>	<b>Town</b>
Eastern Cape	○ Amatole	East London
	○ Cacadu	Port Elizabeth
	○ Chris Hani & Ukhahlamba	Knysna
	○ OR Tambo & Alfred Nzo	Umtata
Free State	○ Lejweleputswa & Thabo Mafutsanyane	Welkom
	○ Northern Free State	Sasolburg
	○ Xariep & Motheo	Bloemfontein
Gauteng	○ Johannesburg & Ekurhuleni	Soweto
	○ Sedibeng & Surrounding Areas	Vereeniging
	○ Tshwane & Surrounding Areas	Mamelodi
KZN	○ Ugu, Sisonke	Port Shepstone
	○ Umgugundlovhu	Pietermaritzburg

	○ Ilembe, Umkhanyakude & Uthungulu	Richards Bay
	○ Umzinyathi, Amajuba & Uthukela	Newcastle
	○ Zululand	Nongoma
Limpopo	○ Sekhukhune	Sekhukhune
	○ Capricorn & Waterburg	Modimolle/Nylstroom
	○ Vhembe & Sekhukhune	Thohoyandou
Mpumalanga	○ Enhlanzeni	Nelspruit
	○ Gert Sibande	Ermelo
	○ Nkangala	Emalahleni
Northern Cape	○ Namakwa, Karoo & Kgaladi	Kimberley
	○ Siyanda & Frances Baard	Upington
North West	○ Bojanala	Rustenburg
	○ Bophirima	Brits/ Hartebeesport D
	○ Central	Mafikeng
	○ Southern	Matlosana
Western Cape	○ Overberg	Hermanus
	○	Cape Town
	○ West Coast	Vredenburg

#### D) Awareness Campaign

Amongst promotional activities to be planned, media buying, out door promotion prior the roll-out should be considered as primary focus to create awareness.

#### E) 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 shortlisted 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

## **F) 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.

## **G) Closure**

The evaluation criteria 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 roadshow evaluation criteria accompanied by the reviewed policy and brief as per the reviewed tender document. The amended submission time is to be adhered to.

## **4. COSTING AND BILL OF QUANTITIES**

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

4.1 The suppliers time on providing the concept and methodology for the creation of the event of the roadshow.

4.2 The management fee for co-ordinating the roadshow itself in terms of the provincial areas as listed on table 3.3 of the Terms of Reference.

4.3 Cost for Media Buying

The advertisement will provide information on where to attend and the topics to be discussed, venue, date and time. Radio advertisement will be for community and provincial media. A schedule of planned events for all provinces and costs must be included.

4.4 Cost for Outdoor Promotion

These are costs for outdoor promotions in towns and cities to be carried out prior to the holding of an event in each town or city.

4.5 Additional costs

These are other activities or materials included by a service provider and is part of the concept and methodology for the roadshow.

The Bill of Quantities (BOQ) is herewith attached on the following page.

## BILL OF QUANTITIES (BOQ)

The service provider shall do costing for all provinces listed above.

NO.	PROVINCE	4.1 CREATION OF EVENT (R.C)	4.2 EVENT MNG FEE (R.C)	4.3 OUTDOOR PROMOTION (R.C)	4.4 COST FOR MEDIA BUYING (R.C)	4.5 OTHER MATERIAL & ACTIVITIES (R.C)	TOTAL
1	Eastern Cape						
2	Free State						
3	Gauteng						
4	KZN						
5	Limpopo						
6	Mpumalanga						
7	Northern Cape						
8	North West						
9	Western Cape						
	<b>Subtotal Before VAT</b>						
	<b>VAT @14%</b>						
	<b>Grand Total</b>						



CONFIDENTIAL

POLICY DOCUMENT

PROCUREMENT POLICY

**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. CRITERIA FOR EVALUATION**

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

The NHBC 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 NHBC Tender Committee will score by applying predetermined weighting factors that shall be applied to the eligible tenders.

**Refer to the NHBC 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 NHBC Procurement Form:**

- **Annexure C (Formal Tender)**

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