

NHBRC PROCUREMENT FORM C- FORMAL TENDER

**IT IS COMPULSORY TO COMPLETE THIS FORM, OTHERWISE THE TENDER
WILL BE DISQUALIFIED.**

1. DECLARATION

**The Chief Executive Officer
National Home Builders Registration Council
10 Musswell Road South ,
Bryanston
Johannesburg
Gauteng**

Dear Sir/Madam,

TENDER NUMBER: -----

TENDER DESCRIPTION: -----

Having examined the General and the Special Conditions of the Tender Specifications and Annexure, I/We the undersigned hereby offer to provide, complete and remedy any defects in conformity with the General and the Special Conditions of the Tender, Annexures, Rates and Prices, save as amended by the Alterations of the Service Provider (if any), for the sum of

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(In words).

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or such other sum as may be ascertained in accordance with the Tender.

I/We undertake to complete and deliver the whole of the Work comprised in the Tender Contract within the time stated in the Annexure adjusted in terms of the Contract.

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I/We confirm that we have fully acquainted myself/ourselves with the financial regulations of the Council and undertake to be fully bound by the provisions thereof.

If my/our tender is accepted, I/we will, when required, sign the Contract Agreement in the form annexed hereto.

In respect of my/our tender submission I/we accept the jurisdiction of the Magistrate's Court of Pretoria.

I/We agree that should I/We amend or withdraw my/our tender after it has been opened, or give notice of my/our inability to execute the contract in accordance with my/our tender, or fail to sign or take up the Contract when called upon to do so, I/We shall not be considered for further work by the National Home Builders Registration Council for a period as may be resolved by the Council.

I/we agree that should I/we amend or withdraw my/our tender after it has been opened, or give notice of my/our inability to execute the contract in accordance with my/our tender, or fail to sign or take up the Contract when called upon to do so, I/we shall reimburse Council all additional expenses incurred for inviting fresh tenders if deemed expedient to invite fresh tenders, and the difference between my/our tender and any less favourable tender accepted by the Council as well as any consequential loss which may arise as a result of my/our non-fulfillment of my/our contractual obligations.

I/we agree that if my/our tender is accepted by the Council either wholly or in part, and the acceptance is notified to me/us, I/we undertake to be bound by the terms of the agreement constituted by my/our said tender and the acceptance by the said Council, until a formal contract agreement has been executed between me/us and the Council.

I hereby choose domicilium citandi et executandi for all purposes arising hereof to be at

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2. SUPPLIER INFORMATION

All Service Providers will be adjudicated using a system, which awards points on the basis of tender price and meeting of specific goals. Failure on the part of a service provider to fill in and/or sign the certificate may be interpreted to mean that point preference is not being claimed.

The acceptable service provider obtaining the highest number of points will usually be awarded the contract. A maximum of 80 or 90 points is allocated for price. A maximum of 20 or 10 points is allocated for meeting specific goals, which include HDI equity, women/disabilities equity, black equity and SMME status.

1.1 GENERAL INFORMATION

CONTRACT No:

TENDER DESCRIPTION:

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- (a) **Name of firm**.....
- (b) **Postal Address**.
- (c) **Physical Address**.
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- (d) **Telephone No**.....
- (e) **Fax no**.
- (f) **Contact Person**.
- (g) **e-mail address**
- (h) **VAT registration No**.

(i) Tax Clearance Certificate:

(j) Income Tax Number.

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2.2 TYPE OF FIRM

Mark with an X

Partnership	
Sole Proprietor	
Close Corporation	
Company (Pty) Ltd	

2.3

FINANCIAL INFORMATION

2.3.1. Name and address of company bankers, relevant branch, type of account, account number, branch code.

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2.3.2 Name and address of insurance company.

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2.3.3 Current limit of indemnity for:

- Contractors all risks R.....
- Public Liability R.....
- Professional indemnity R.....

2.3.4 Financial statements for the previous year

- Balance sheets
- Profit and Loss statements

2.4 NECESSARY INFRASTRUCTURE AND RESOURCES

2.4.1 Physical Facilities

Please tick the relevant item

		For office use only
Central Office		2
No infrastructure		0

2.4.2 Human Resources

Please indicate the number of full-time staff that you employ.

		For office use only
More than five (5) employees		2
1 – 5 employees		1

2.4.3 Annual Turnover

Please indicate the total amount of money that you earned in the last financial year.

		For office use only
R50 000 and over		3
Up to R50, 000		2
0 to R10, 000		1

2.4.4 Experience

		For office use only
Above 3 years		3
1 to 2 years		2
Less than 1year		1

2.5 Indicate major projects completed in the last 3 years

2.6. Contactable Referee

Name of Company: -----

Contact Person: -----

Contact Number: -----

Period of Contract: -----

2.7. Nature of goods or services provided:

2.8. SPECIFIC GOALS

2.8.1. Equity Ownership

Provide details on the following:

HDI Equity Ownership: -----%

Woman: -----%

Disabled Ownership: -----%

Black Ownership -----%

2.8.2 List all partners and shareholders by name, identity number, citizenship, HDI status and ownership as relevant.

NHBRC TENDER EVALUATION FORM 2: PREFERENTIAL PROCUREMENT GOALS

TENDER NUMBER _____ : SUBMISSION DATE _____

Total Equity	Director 4	Director 3	Director 2	Director 1	Name
					Position Occupied in Enterprise
					Identity Number
					Citizenship
					HDI Status (Yes/No)
					Date of Ownership
					% Owned by HDI
					% Owned By Black
					% Owned by Women
					% Owned by Disabled
					% Owned by Youth
					% Owned by Other
					Total Equity

Code 000 : B-BBEE GENERIC SCORECARD
Annual Turnover R.....

ELEMENT	WEITING	COMPLIANCE TARGETS	POINTS CLAIMED	REMARKS
Ownership	20 point	25% + 1		
Management Control	10 points	(40% to 50%)		
Employment Equity	15 points	(43% to 80%)		
Skills development	15 points	3% of payroll		
Preferential Procurement	20 points	70%		
Enterprise Development	15 points	3% (NPAT)		
Socio Economic Development	5 points	1% (NPAT)		
TOTAL	100 points			

The Generic scorecard in terms of the B-BBEE Code of Good Practice in terms of the Broad Based Black Economic Empowerment Act (ACT 53 of 2003)

2.9 SMME STATUS

Provide details on the following:

Name the Sector/Subsector	Size or Class (Medium, Small, Very Small, Micro)	Total full-time Equivalent of Paid Employees	Total Annual Turnover	Total Gross Asset Value

2.10 PROJECTS CURRENTLY BEING SERVICED:

Yours faithfully,

signed atthis day of

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Signature of Service Provider

(Person authorised to sign the tender):

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DATE

BANKER AND ADDRESS :.....

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TELEPHONE NUMBER OF BANKER :

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