



PROCUREMENT POLICY

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	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

TABLE OF CONTENTS

1. INTRODUCTION / PURPOSE 3

2. DEFINITIONS..... 3

3. OBJECTIVES..... 5

4. SCOPE 5

5. PREAMBLE 5

6. APPLICABLE LEGISLATION AND REGULATIONS 6

7. RESPONSIBILITIES AND ACCOUNTABILITIES 7

8. RULES, LIMITATIONS AND GUIDELINES 9

9. PREFERETIAL POINT SCORING AND PROCUREMENT PROCESS THRESHOLD..... 12

10. PROCUREMENT SYSTEM DESCRIPTION 15

11. GENERAL ACCEPTABILITY CRITERIA TO EVALUATE TENDERS..... 17

12. GENERAL ACCEPTABILITY TO EVALUATE FINANCIAL AND TECHNICAL ABILITY . 18

13. QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT PURPOSES 20

14. DISPOSAL MANAGEMENT..... 22

15. COMMUNICATION OF THE POLICY 22


15.1. RESPONSIBILITY WITH REGARDS TO POLICY IMPLEMENTATION..... 22

16. COMPLIANCE 23

17. REVIEW AND CONTINUAL IMPROVEMENT 23

18. SIGN-OFF SHEET 23

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain and Administration
VERSION NO	4	PAGE NUMBER	2 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

1. INTRODUCTION / PURPOSE

The National Home Builders Registration Council, as an organ of state, is required by the Constitution of the Republic of South Africa (Act No. 108 of 1996) and the Public Finance Management Act (Act No. 1 of 1999) as amended by Act No. 29 of 2002) to have a procurement system.

The procurement system referred to must be fair, equitable, transparent, competitive, and cost effective. The procurement system must be consistent with B-BBEE ACT,(Act 53 of 2003) and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).It provides for at least the following: Demand management, Acquisition management; Logistics management, Disposal management, Risk management; and Regular assessment of procurement performance.

2. DEFINITIONS

In this policy, unless the context otherwise indicates:

“Chief Executive Officer” means the Chief Executive Officer of the NHBRC.

“Council” refers to the National Home Builders Registration Council as established in terms of the Housing Consumers Protection Measures Act, (Act No. 95 of 1998).


“The Act” means the Preferential Procurement Policy Framework Act (Act No. 5 of 2000).

“Contract” refers to a legally binding agreement between the NHBRC and the service provider.

“Preferential Procurement for Targeted Enterprises”: A system of procurement which provides employment and business opportunities for individuals from the designated groups, and which also enables procurement to be used as an instrument of social policy in a fair, equitable, transparent and cost effective manner as well as allowing social objectives to be quantified measured and verified.

“Targeted Enterprises” are those legal entities which are either owned controlled or managed by Historically Disadvantaged Individuals i.e. black, women and disabled persons who are South African citizens.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain and Administration
VERSION NO	4	PAGE NUMBER	3 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

“Historically disadvantaged individuals (HDI)” mean all South African citizens who had no franchise in national elections prior to the introduction of the 1993 and 1996 constitutions and in particular Women, Africans, Coloureds, Indians, People with disabilities;

“Black Owned Business” A legal entity owned, controlled or managed by an African, Indian or Coloured person who had no franchise in national elections prior to the introduction of the 1993 and 1996 Constitution.

“Woman Owned Business” A legal entity owned, controlled or managed by a South African citizen who was female at birth.

“Disabled Owned Business” A legal entity owned, controlled or managed by a Disabled Person who is a South African citizen.

“Control” The possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial and financial authority and power in determining the policies and directing the operations of the business.


“Disabled Person” People are considered as persons with disabilities if they have a long term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in any economic activity.

“Independent Enterprise” An enterprise which is free of any significant degree of direct or indirect Ownership, or Control, by any business that engages in the same business activities. Indicators of control shall, without limitation, include interlocking management or Ownership common Principals, identity of interests among family members, shared facilities and equipment, or common use of employees.

Supplier Database: All suppliers

- **“Ownership”** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	4 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

“Principal” A person in a business who is a partner in a partnership, a sole proprietor, a director in a company established in terms of the Companies Act (Act No. 35 of 2001), or a member of a close corporation registered in terms of the Close Corporation Act (Act No. 69 of 1984).

3. OBJECTIVES

To give effect to the Preferential Procurement Policy Framework Act 2000 (Act 5 of 2000) and its regulations that provide general principles for achieving the following objectives:

- Increase participation of historically disadvantaged in procurement opportunities;
- Increase participation by small and medium enterprises (SME's);
- Promote joint ventures and partnerships;
- Encourage linkage between small and large enterprises;
- Promote skills transfer and training of the historically disadvantaged;
- Support the creation of employment in the country; and
- Promote a uniform procurement approach throughout the country.

Once this manual has been approved by the council, it replaces all previous manuals as from the applicable date.

4. SCOPE


The procurement system developed is for the acquisition of goods and services; and the disposal and letting of state assets, including the disposal of goods no longer required

5. PREAMBLE

The National Home Builders Registration Council, as an organ of state, is required by the Constitution of the Republic of South Africa (Act No. 108 of 1996) in particular Sec 217 and the Public Finance Management Act (Act No. 1 of 1999) as amended by Act No. 29 of 2002) to have a procurement system, which subscribes to the following principles:

- Value for money;
- Confidentiality, transparency and access to information;

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	5 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

- Time and cost efficiency;
- Equity and fair dealing;
- Open and effective competition;
- Promotion of black economic empowerment;
- Promotion of the historically disadvantaged individuals;

Additionally the procurement system referred to must be:


- Fair
- Equitable
- Transparent;
- Competitive;
- Cost effective;
- Consistent with the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000); and

6. APPLICABLE LEGISLATION AND REGULATIONS

The following legislation has been taken into consideration in drawing the policy : -

- Constitution of the Republic of South Africa (Act No.108 of 1996)
- Housing Consumers Protection Measures Act, (Act No. 95 of 1998)
- Preferential Procurement Policy Framework Act (Act No.5 of 2000)
- Public Finance Management Act (Act No. 1 of 1999), as amended by Act No. 29 of 1999.
- Promotion of Just Administration Act (Act No. 3 of 2000)
- Promotions of Access to Information Act (Act No. 2 of 2000)
- Protected Disclosures Act (Act No. 26 of 2000)
- Broad Based Black Economic Empowerment Act (Act No. 53 of 2003)
- Supply Chain Management: A Guide for Accounting Officers / Authorities (National Treasury – February 2004)
- Regulations in terms of PFMA: Framework for Supply Chain Management
- National Treasury Practice Note SCM 1 of 2003 (General Conditions of Contract and Standardised Bidding documents)
- National Treasury Practice Note SCM 2 of 2005 (Threshold values)
- National Treasury Practice Note SCM 3 of 2003 (Appointment of Consultants)
- National Treasury Practice Note SCM 4 of 2003 (Code of Conduct)

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	6 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

- Local government Financial Best Practices Manual. SCM Illustrative Policy
- National Treasury and the Department of Public Services and Administration. Corporate Governance framework review of National non-business public entities and government business enterprise.
- Treasury legislation
- National Treasury and the Department of Public Service and Administration, paragraph 35
- Maintenance Policy – Properties and maintenance division, the University of Queensland.
- Promotion of Access to information Act, Act No.2 of 2000.
- other regulations that may be issued and published subsequent to the approval of this policy.

7. RESPONSIBILITIES AND ACCOUNTABILITIES

7.1. APPROVAL AUTHORITY AND THE DELEGATION MATRIX


All approval for acquisition of goods and services shall be dealt with in line and in accordance with the NHBC delegation matrix. The delegation matrix shall be updated periodically and all adjustments, amendments and inputs shall be approved by the Tender Committee and ratified by Council.

In dealing with Service Providers, the Council will adhere to the following principles:

- In order to ensure proper procurement planning, any procurement for goods and services shall be authorized by a person with authority as per the approved delegation matrix.
- The authority to approve as per the approved delegation matrix is subject to availability of budgeted funds

Instances where a virement is required to acquire goods and or services, authorization and approval shall be obtained by completion of the budget transfer documentation prior to engagement or ordering of goods and services. The CEO or any person to whom authority is delegated will approve all virements.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	7 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

7.2. APPROVAL LIMITS

All approval limits will be executed in terms of the approved delegation matrix.


- Procurement for goods and services with an estimated value of R300 000.00 exclusive of VAT and above shall be accompanied by a Procurement Project Plan which shall be approved by the authorised authority indicated above prior to calling for quotations or tenders.
- The Procurement Project Plan shall indicate, inter alia, proposed contracting strategy, availability of funds and key project milestones and a risk management plan.
- Reporting of complaints.
- Should any irregularity, corruption and other forms of concern with regard to the procurement process arise; the members of the public will be provided with an alternative system through which they alternatively will report this to the Internal Auditor of the Council and/or the Chief Executive Officer who shall report such to the Chairperson of the Tender Committee and or relevant independent public authority that deals with such.
- The Council will investigate the matter and report to the member of the public within 30 days and all the necessary remedial action undertaken.
- Should the members of the public not be satisfied with the response provided by the Council, a member of the public can report the complaint to the Public Protector.

7.3 PROJECT AUTHORIZATION PROFILES AS PER DELEGATION MATRIX

Amount of expense	Authority to approve projects
R1 to R100 000	Central Office Managers and the Provincial Managers
R100 001 to R200 000	Executive Directors
R200 001 to R500 000	The Chief Operating Officer
R500 001 to R1 000 000	The Chief Executive Officer
R1 000 001 to R10 000 000	The NHBRC Tender Committee
R10 000 001 and above	The NHBRC Council

Procurement for goods and services with an estimated value of R300 000.00 and above shall be accompanied by a Procurement Project Plan which shall be approved by the authorised authority indicated above prior to calling for quotations or tenders.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	8 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

The Procurement Project Plan shall indicate, *inter alia*, proposed contracting strategy, availability of funds and key project milestone and a risk management plan.

8. RULES, LIMITATIONS AND GUIDELINES

8.1. PROCUREMENT PRACTITIONERS CODE OF CONDUCT

The NHBC commits itself to a policy of fair dealing and integrity in the conducting of its business. The position of a procurement practitioner is, therefore a position of trust, implying a duty to act in the NHBC's best interest. Practitioners must not perform their duties to unlawfully gain any form of compensation, payment or gratuities from any person, or supplier/contractor for themselves, their family or their friends.

8.2. TENDER COMMITTEE CHARTER

The Tender Committee is established pursuant to section 51(1) (a) (iii) of the Public Finance Management Act, which requires that an Accounting Authority for a public entity must ensure that the Council has and maintains: an appropriate procurement and provisioning system which is fair, equitable, transparent competitive and cost effective”.

8.3. SUPPLIER APPLICATION PROCESS


A public advertisement for all suppliers to register on the NHBC data base shall be made at least once annually during a financial year. Only suppliers registered on the NHBC's electronic supplier registration database will be considered for orders the supplier application process and forms shall be detailed as in (Annexure 3) of this policy.

8.4. TENDER PROCESS AND RULES

All Tender Procedures and adjudicating criteria shall ensure compliance with the NHBC Procurement Policy. The NHBC Procurement policy is based on the Preferential Procurement Policy Framework Act 2000 (Act No.5 of 2000), and all applicable Regulations and all the accompanying codes of good practice. This policy shall apply the following framework for all procurement processes, procedures adjudication and evaluation criteria and include among others

- The advertisement with dates for availability, opening, compulsory briefing sessions, closing dates, validity period of tender and all relevant time lines of the project.
- Tender and Bidding rules
- Conditions for conformance non conformance.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	9 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

- Conditions for responsiveness and/or otherwise of the tender submission.
- Technical specification and requirements.
- Terms of Reference.
- Evaluation criteria :

8.4.1 The line function that is responsible for the project shall advise and brief the Tender committee on the technical requirements of the tender before approval. The committee reserves the right to review such requirements and the terms of reference.

8.4.2 The tender Committee reserves the right of representation in all technical evaluation committees and processes that may be necessary for any tender.

9. CONTRACT CONTROL AND GENERAL CONDITIONS OF CONTRACTS


9.1. CONTRACTS CONTROL

The procurement of contractual goods and services are identified by a written legal agreement between the NHBC and supplier. The authorization of contract amounts is for the full duration of the contract excluding any option to extend the contract. The Objective authorization will be completed for the full contract period and approved in line with the approved and published delegation matrix.

A contract register will be updated recording all contract details and must record the following minimum information:

- Contract number
- Contract type
- Supplier/Service provider
- Monthly charge
- Brief description of contract
- Start date
- Duration of contract
- Validity period of tender
- Termination date
- Escalation details

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	10 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

- Extension clauses
- The total value of contract / agreement inclusive of VAT
- Conditions for Breach of contract and related remedial conditions
- Any special condition, and
- Any other relevant details

9.2. VARIATION

Variation not more than 20% shall be allowed at the discretion of the tender committee.

9.3. GENERAL CONDITIONS OF CONTRACT

All tender documents shall contain stipulations of the General Conditions of Contract as standard wording in addition to any special conditions. Such are stipulated in (Annexure 16)

9.3.1. Dealing with Service Providers

In order to ensure proper procurement planning, any procurement for goods and services shall be authorized by a person with authority as per the signatory authorization limits indicated in the table on the next page.

The authority to approve as per table 5.1.3 is subject to availability of funds on budgeted goods and services. Instances where a virement is required to acquire goods and or services, authorization and approval shall be obtained fro the CEO prior to engagement or implementation. The CEO or any person to whom authority is delegated will approve all virements.


9.3.2 Reporting of Complaints

Should any irregularity, corruption and other forms of concern with regard to the procurement process arise; the members of the public will report this to the Internal Auditor of the Council and/or the Chief Executive Officer.

The Council will investigate the matter and report to the member of the public within a reasonable period all the necessary remedial action undertaken.

Should the members of the public not be satisfied with the response provided by the Council, a member of the public can report the complaint to the Public Protector

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	11 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	


10. PREFERENTIAL POINT SCORING AND PROCUREMENT PROCESS THRESHOLD

In order to effectively and efficiently procure goods and services, various procurement processes are established. The requirements for documentation for non formal and formal procurement processes are specified in the table below and the authority for approval shall be executed in accordance with the approved NHBRC delegation matrix.

10.1 PREFERENTIAL PROCUREMENT POINTS

- a) In order to effectively and efficiently procure goods and services, various procurement processes are established. The limits for non formal and formal procurement processes are specified in the table on the following page:

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	12 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

NON FORMAL TENDER

Rotation of suppliers will be in terms of the NHBRC delegation matrix


Estimated Tender Value (VAT excluded)	Required Procurement Processes Threshold
0 – R10 000	<ul style="list-style-type: none"> ▪ Internal Objective Authorization (OA) Process using at least one written quotation through the NHBRC approved supplier database ▪ Goods and/or services may be procured from the approved NHBRC supplier database without inviting other competitive bids.
R10 001 – R50 000	<ul style="list-style-type: none"> ▪ Internal Objective Authorization (OA) Process using at least two written quotation through the NHBRC approved supplier database. ▪ At least 2 (two) quotations will be requested from Service Providers who are on the database.
R50 001 – R500 000	<ul style="list-style-type: none"> ▪ Internal Objective Authorization (OA) Process using at least 3 (three) written quotation through the NHBRC approved supplier database. ▪ At least 3 quotations will be requested from Service Providers who are on the database.
R500 001 – R1 000 000	<ul style="list-style-type: none"> ▪ Internal Objective Authorization (OA) Process using at least 5 (five) written quotation through the NHBRC approved supplier database. ▪ At least 5 (five) quotations will be requested from Service Providers who are on the database. ▪ All service providers that are on the NHBRC database will be requested to quote.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	13 of 24

FORMAL NHBC BID AND FORMAL TENDER PROCESS (ANNEXURE D)

Estimated Tender Value (VAT excluded)	Required Procurement Processes Threshold
R1 000 001 and above	<ul style="list-style-type: none"> ▪ Formal tender through the NHBC tender and bid process is required ▪ All suppliers that are on and those that are not on the supplier data base will be called to bid for all such supplies. ▪ All rules of tender as per NHBC Bid and Tender Process as laid out in Annexure D are required. ▪ Presentation by short-listed companies is required ▪ Tender Committee as constituted by the tender Committee Charter

- b) Council will establish a Roster of service providers indicating among others, HDI and B-BBEE status, for use in inviting at least two acceptable and comparable quotations for goods and services below an estimated value of R500 000 .00 (excluding VAT).
- c) The roster shall address, *inter alia*, the admission criteria, rotation and code of conduct, which shall be approved by the Council.
- d) All projects with an estimated value above R500 000 (excluding VAT) will be subject to open tender unless there are sole service providers at the time of procuring.
- e) In a case where there is a sole service provider, Council may appoint such with conditions facilitating broader socio-economic development and the establishment of service providers with **Historically Disadvantaged** ownership considerations.
- f) In order to reach the largest number of potential service providers, Council will advertise tenders with an estimated value above R500 000 (excluding VAT), through a range of media, including the state tender bulletin and at least one national publication.
- g) Council will provide an appropriate closing time, within which service providers can respond to the tender and request additional clarification and will be sensitive to the issue of language in this regard.
- h) Where delays occur, the Council undertakes to speedily remedy the situation, inform all service providers, if required, within a reasonable time of the nature of the delay, remedies and the revised time frames.

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

11. PROCUREMENT SYSTEM DESCRIPTION

11.1 PROCESS OWNER

- Procurement Admin Officers
- Procurement and Contract Administrators
- Provincial Accountants
- Sectional Managers
- Divisional Directors
- COO and CEO

11.2 DOCUMENTS IN THE PROCUREMENT SYSTEM (ELECTRONIC AND MANUAL)

- Request for quote
- Quote Summary report
- Objective Authorization
- Approved Objective Authorisation
- Requisition
- Purchase Order
- Receipt of goods and services

11.3 DESCRIPTION


Suppliers are selected from the existing supplier data base and a request for quotation is sent to the suppliers via fax or e-mail. (Electronically via ERP system). This is performed within the procurement department.

The request for quotation details the following:

- The suppliers name and address
- The buyers name
- Description of the goods to be quoted on

On receipt of the quotation, the person requesting the quotation (in terms of the attached delegation matrix) then records (captures) the quoted prices onto the ERP system. A quote confirmation is generated.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	15 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

11.4 QUOTE SUMMARY

A quote summary report is then generated which lists all the quotes received.

The quote summary report details the following for each supplier:

- Quote Number
- Supplier number
- Supplier Name
- Quote price
- Price Points
- HDI points
- Total points

The system then selects the supplier with the highest HDI points and **B-BBEE scored card** from whom the goods and services should be procured.

11.5 OBJECTIVE AUTHORISATION

An objective authorisation is then generated and routed to the person who has been delegated for the approval in the delegation matrix.


The system does not allow the authoriser to approve a quotation if there is not sufficient budget available.

The supplier will be selected on the total points calculated per supplier per objective authorisation.

Once approved by the appropriate person, an objective authorisation is generated. The objective authorisation details the following:

- Expense classification and funding
- The preferred service provider
- Reason for selecting the service provider
- Breakdown of costs (vat exclusive, vat and vat inclusive amount)
- Description of services

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	16 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

- Available budget
- Originator and date
- Approvers and date
- Table of points scored by quote service providers

The approved objective authorisation is then routed to the procurement department. where:

11.6 PURCHASE ORDER

Goods are delivered by the supplier to the address given on the purchase order. The person receiving the goods signs the delivery note/invoice, by the department receiving the goods or service or for NHBRC stock or central purchases on behalf of Council, Supply chain department.

11.7 RECEIPT OF GOODS AND SERVICES

All goods shall be received physically and documented by a formal goods received note (GRN). The receipting of goods generates an open goods receipt into the ERP system, it creates a two way matching between the Order and goods received note/invoice.

The processing of the Supplier invoice is captured into the system by the finance creditors or provincial accounting departments before the accounting records are updated for payment.


12. GENERAL ACCEPTABILITY CRITERIA TO EVALUATE TENDERS

12.1. FORMAL AND NON FORMAL TENDERS

Regardless of the scope and value of the contracts involved, service providers of all responsive tenders will be judged in accordance with the stipulations of the Preferential Procurement Policy Framework Act and the adjudication will be done in terms of NHBRC Form 2 as laid out in section 14.5 of this policy.

All tender documents shall set out the required preferential information on the criteria that will be considered for evaluating of responsive tenders. Service providers shall be evaluated for functionality including, inter alia, delivery method, proposed staffing, financial resources and previous relevant experience for the approval by the Tender Committee prior to calling for tender.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	17 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

A tender will be considered to be responsive if it is a tender offer that conforms to the terms, conditions, and specifications of the tender document without material deviation or qualification. A material deviation or qualification is the one that could detrimentally affect the scope, quality or performance of goods or services being procured, change risk and responsibility under the contract or affect the competitive position of other tenderers (presenting responsive tender offers).

Tenderers offering prices, which are economically impossible to execute at that price may be interviewed to determine if there are valid reasons for their tender price.

If there are no valid reasons for the offering price, the tenderer should be eliminated.

13. GENERAL ACCEPTABILITY TO EVALUATE FINANCIAL AND TECHNICAL ABILITY

Regardless of the scope and value of the contracts involved, all contracts will be judged on the grounds of:

13.1. MEETING TECHNICAL SPECIFICATIONS AND COMPLIANCE WITH TENDER CONDITIONS


Where requested in tender documentation, the Service Provider must describe how they will produce the required outputs outlined in the tender documentation, in terms of either goods or services.

The ability to produce the required goods or services within the stated time frame will be included as a criterion.

13.2. INFRASTRUCTURE AND RESOURCES

The Service Provider must indicate the extent of infrastructure under their control and resources available to them to enable them to execute the contract. The tender committee reserves the right to conduct due diligence on the resources, facilities and any requirements of the supplier and its nominees, this right will be exercised at the discretion of the tender committee

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	18 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

13.3. STAFFING PROFILE

The Service Provider must indicate the number of full-time employees employed by the company in South Africa at the time of tendering. Such information must include a breakdown in terms of race and gender at top and middle management levels.

13.4. PREVIOUS EXPERIENCE

Where required, the Service Provider must provide evidence of their viability as a business, and level of recognition as a good service provider.

The Service Provider must indicate the number of years that they have been operating their business.

The Service Provider must provide evidence of previous experience in providing the goods or service under consideration, by providing a minimum of three contactable and relevant references.

13.5. FINANCIAL ABILITY TO EXECUTE THE CONTRACT


The Service Provider must indicate the revenue generated by their company in the previous financial year. The tender committee reserves the right to require specific financial guarantees, and or financial requirements that may be used to mitigate any risk that maybe related to the award of the tender. The tender committee reserves the wave any of the requirements at its discretion.

The Service Provider must provide an indication of their financial ability to execute the contract.

13.6. TAX CLEARANCE REQUIREMENTS

For evaluation of good standing with Receiver of Revenue, service providers are required to attach an original copy of a Tax Clearance Certificate. No contract may be awarded to a person who has failed to submit a valid (unexpired) and an original Tax Clearance Certificate from the South African Revenue Service (“SARS”) certifying that the taxes of that person are in order or that suitable arrangements have been made with SARS.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	19 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

14. QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT PURPOSES

14.1. GENERAL REQUIREMENTS

Any specific goals required for consideration in the tendering process must be clearly determined by the Tender Committee and be defined in the tender documentation.


A Service Provider must meet the requirements of all goals in order to qualify for the maximum amount of points allocated for specific goals.

Inability to perform against tendered information on which the award was based will result in penalties, and in extreme cases may result in the termination of the contract.

14.2. POINT SCORING

The following score sheet shall be utilized with the interpretations as contained in Preferential Procurement framework Act using the criteria on the following page.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	20 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

14.3. CONTRACT COMPLIANCE

- The granting of points for enterprise status will be subject to the submission of completed declaration affidavits. Tenderers who claim preference points on the basis of the status of their enterprise will be required to execute the contract in their own right and will not be permitted to subcontract more than 25% of the value of the contract.
- The following sanctions and remedies for the obtaining of tender adjudication points in a fraudulent manner or exceeding the limits placed on subcontracting will be provided for in the contract:
 - a) Termination / cancellation of the contract and the recovery of damages, costs, or losses suffered as a result thereof.
 - b) Imposition of a financial penalty equal to 1,5 times the number of tender adjudication points claimed for an enterprise's status

15. DISPOSAL MANAGEMENT

The tender committee assumes responsibility for approval of the disposal of all assets of the institution in terms of the PFMA (Public Finance Management Act). All motivations and submissions for disposals shall be done in terms of the above act. The method of disposal shall be done after having taken into account the write-off policies as dictated to in the accounting policy of the NHBC.

16. COMMUNICATION OF THE POLICY


16.1. RESPONSIBILITY WITH REGARDS TO POLICY IMPLEMENTATION

The CEO, as the Accounting Officer, will take the overall responsibility for the implementation of this procurement policy.

The CEO may delegate other officials as per applicable legislation but remains accountable for the implementation of the policy. The Head of Procurement, as custodian of this policy, will be responsible for the development and implementation of procedural guidelines relating to procurement and will advise on the short term targets.

The Chairperson of the Tender Committee shall report all activities of the Committee to **Council**.

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	22 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

17. COMPLIANCE

It is the responsibility of all employees OR staff members concerned to comply and adhere with this policy and all procedures, directives, instructions etc that might be developed as a result of this policy. Failure to comply with any of these measures will lead to disciplinary action being taken against the transgressor.

18. REVIEW AND CONTINUAL IMPROVEMENT

That the policy will be continually reviewed and updated to ensure that they are in line with any changes, new requirements or circumstances affecting the NHBC, when a policy or procedure is updated. The process maps, policies and procedures must be continually reviewed in line with the ISO 9001:2000 requirement to contribute towards the overall performance of the NHBC. Any modification to this process map will only be deemed to be valid provided the change management process for policy and procedures development has been followed, and the modification is duly authorised by the appropriate body.


19. SIGN-OFF SHEET

This sheet is for sign-off by the official document approvers as per the Approvers section and in adherence to the document control process (ISO 9001:2000).

NAME OF OWNER	
DATE	
DESIGNATION	
SIGN	

NAME OF CHIEF EXECUTIVE OFFICER	
DATE	
SIGN	

DOCUMENT REFERENCE	FIN001-A	OWNER	Supply Chain Management
VERSION NO	Version 4	PAGE NUMBER	23 of 24

	CONFIDENTIAL	POLICY DOCUMENT
	PROCUREMENT POLICY	

CHAIRMAN COMMITTEE	
DATE	
SIGN	

CHAIRMAN COUNCIL	
DATE	
SIGN	