



**PART 1/2**

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE INVESTMENT CONSULTING SERVICES FOR THE NHBRC**

**RFP NO.:** NHBRC 20/2016

**CLOSING DATE:** 09 November 2016

**TIME:** 11:00

**COMPULSORY BRIEFING SESSION**

**DATE:** 21 October 2016

**TIME:** 11:00 am

**VENUE:** NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL

**BID NUMBER: NHBRC 20/2016**

**CLOSING DATE: 09 November 2016**

**CLOSING TIME: 11H00**

**DESCRIPTION: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER INFORMATION SECURITY SERVICES FOR A PERIOD OF TWO (02) YEARS**

**VALIDITY PERIOD:** Offer to be valid for ninety (90) days from the closing date of the bid.

**TENDER DOCUMENTS MUST BE:**

**DEPOSITED IN THE TENDER BOX SITUATED AT:** NHBRC HEAD OFFICE, 5 LEEUWKOP ROAD SUNNINGHILL, SANDTON.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED**

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER            CODE.....NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER    CODE ..... NUMBER.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)            YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)            YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR A REGISTERED AUDITOR .....

[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE.....**For three (03) years**  
**Including all costs escalations and taxes where applicable**

**\*\*FAILURE TO INDICATE A TOTAL BID PRICE MAY RESULT IN YOUR PROPOSAL BEING DIS-QUALIFIED**

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department: Supply Chain Management**

**Contact Person: Ricardo Francis**

**Tel: 011 317 0319**

**E-mail address: ricardof@nhbrc.org.za**

## **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**PRICING SCHEDULE**

Name of bidder.....	Bid number.....
Closing Time:.....	Closing date:.....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

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**The Total Market value of the Warranty Fund as at 30 September 2016 is R 5.471 billion, broken down as follows;**

	Market Values
<b>NHBRC Market Value</b>	
National Home Builders Registration Council confirmed values	5 471 617 785
NHBRC Equity Portfolio	475 595 285
NHBRC Bond Portfolio	1 187 769 907
NHBRC Money Market Portfolio	2 772 685 299
NHBRC Structured Products Portfolio	856 891 830
<b>CPD Account</b>	
CPD and Call Accounts	178 675 465

The fee structure will be based on the basis points charge on the total portfolio.

**Annual Basis points:** \_\_\_\_\_

**Annual Rand Value** \_\_\_\_\_

**Total for 3 Years R** \_\_\_\_\_ **(To be transferred to SBD 1)**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....  
 .....  
 .....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
 .....  
 .....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**  
 2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	90
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured

entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**3. ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P<sub>s</sub> = Points scored for comparative price of bid under consideration
- P<sub>t</sub> = Comparative price of bid under consideration
- P<sub>min</sub> = Comparative price of lowest acceptable bid

**5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

7.1 B-BBEE Status Level of Contribution: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
  - ii) The name of the sub-contractor.....
  - iii) The B-BBEE status level of the sub-contractor.....
  - iv) Whether the sub-contractor is an EME.
- (Tick applicable box)**

YES		NO	
-----	--	----	--

**9. DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

**9.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**9.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST  
ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**PART 2/2**

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE  
SERVICE PROVIDER TO PROVIDE INVESTMENT CONSULTING  
SERVICES TO THE NHBRC**

**RFP NO.:** NHBRC 20/2016

**CLOSING DATE:** 09 November 2016

**TIME:** 11:00

**COMPULSORY BRIEFING SESSION**

**DATE:** 21 October 2016

**TIME:** 11: 00

**VENUE:** NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

## 1. TERMS AND CONDITIONS

**This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.**

**Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:**

- 1.1 The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.2 The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.3 This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.4 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of 90 Days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Agreement and other related transaction documents are concluded between the NHBRC and the Preferred Bidder.
- 1.5 The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.6 Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.
- 1.7 Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.8 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. A failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.9 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to exclude the relevant Bidder from any further participation in the bid process. The NHBRC shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any

Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.

- 1.10 Compulsory Briefing Session: A compulsory briefing session will be held, the sharing of information and clarifications of issues related to this Bid, as given by the NHBRC during such session will form part of this Bid and responses.
- 1.11 Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.12 The NHBRC and its advisors may rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.13 All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.14 If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.15 The Bid submitted by the bidder 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.
- 1.16 The NHBRC reserves the right to accept or reject in part or whole any bid submitted, and to waive any technicalities for the best interest of the company.
- 1.17 RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.18 Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
  - 1.18.1 If the Mandatory Documents are not submitted and completed;
  - 1.18.2 Bid contains irregularities.
- 1.19 The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the demonstration. All expenses must be borne by the bidder.
- 1.20 All costs associated with the preparation and submission of the Bid is the responsibility of the Service provider(s). The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.
- 1.21 This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- 1.22 All Bidders are encouraged to register on National Treasury’s Central Supplier Database
- 1.22 All Bids must be formulated and submitted in accordance with the requirements of this RFP.
- 1.23 There will be no retainer paid by the NHBRC for these services

## 2. BACKGROUND

### 2.1. ABOUT THE NHBRC

2.1.1 The mandate of the National Home Builders Registration Council (NHBRC) is in accordance with the Housing Consumers Protection Measures Act (Act No. 95 of 1998) providing warranty protection against defects in new homes. The Act states that the objects of the Council which are inter alia as follows:

- “to regulate the home building industry”;
- “to establish and promote ethical and technical standards in the home building industry”;  
and
- “to improve structural quality in the interests of housing consumers and the home building industry”.

The Council is furthermore empowered by the Act:

- “to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
- ”to engage in undertakings to improve ethical and technical standards in the home building industry;
- “to keep a record of competent persons”; and
- “to generally do all things necessary or expedient to achieve its objects and the objectives of this Act.”

2.1.2 The NHBRC's primary mandate is to manage the risk of structural defects in the home building industry and in so doing, protect the consumer. A prime activity of the NHBRC is to manage its risk exposure in terms of the warranty scheme, in order to ensure that it is not unduly exposed to claims. The current risk management tools being used by the Council include the Registration of Home Builders, enrolment and inspection of homes, the Home Building Manual which incorporates designs and construction rules, and the appointment of competent persons by the Home Builder to perform certain tasks.

2.1.3 The NHBRC's goal is to ensure capital preservation to ensure it remains financially viable to meet claims as they arise and that no recourse to the Minister of Human Settlements for additional funds is necessary at any time in terms of section 17(3)-(5) of the Act.

2.1.4 The PFMA read with Treasury Regulation 31 requires that mandates with asset managers and an investment policy and strategy are approved annually.

2.1.5 The investment strategy should be implemented with due regard to the liabilities of the NHBRC, the nature of the funds in general, Solvency Assessment and Management (SAM) and the low risk tolerance and return requirements of Council.

### 3. SERVICES PROVIDED BY THE NHBRC AND OTHER SIMILAR ORGANISATIONS

- 3.1. At present, the NHBRC is offering the following as part of the warranty cover for new homes:
- 3.1.1 3-month workmanship;
  - 3.1.2 1-year roof leakage; and
  - 3.1.3 5-year structural warranty.

### 4. BUSINESS OVERVIEW

#### 4.1 Purpose

- 4.1.1 To appoint a suitable Investment Asset Consultant with the appropriate expertise to provide consulting services to the NHBRC on the management of its Warranty Fund/ Investment.

#### 4.2 Scope of Works

- 4.2.1 The scope of work for this consulting service is divided into 2 parts, and is as follows:

##### 4.2.1.1. PART 1: Investment strategy:

- Review and maintenance of investment strategy based on the risk tolerance and return requirements of the NHBRC's warranty fund;
- Conduct Asset Liability Modelling (ALM) modelling exercise annually following any changes in the Council's strategic scope, business objectives and risk appetite;
- Use the ALM results and advise on the appropriate strategic asset allocation, benchmark selection, back-testing, implementation and asset manager mandate specifications;
- Review the investment policy statement annually following any changes suggested by the ALM or with the expansion to new asset classes;
- Review the ALM policy for implementation annually;
- Compile investment mandate annexures for inclusion in the portfolio management agreements between the Asset Managers and the NHBRC.

##### 4.2.1.2. PART 2: Implementation of the approved investment strategy:

- Facilitate and guide Council in the selection of appropriate asset managers in order to achieve the approved investment strategy results;
- Monitor the asset managers to ensure compliance and performance against predetermined benchmarks and that investments are made in accordance with the approved investment policy;

- Negotiate fees with asset managers and monitor compliance with the approved fee structures;
- Issue instructions to asset managers as requested by Council;
- Facilitate any investments and disinvestments from asset managers;
- Perform annual due diligences on appointed fund managers and report back to Council.

#### 4.3 **Project Reporting**

Prepare dashboards and reports which include but are not limited to the following:

##### 4.3.1 **Council: Level 1 Reporting**

- Attend quarterly Fund Advisory and Finance Committee and report on the market value of the fund;
- Changes in investments during the period under review;
- Investment performance for both the individual managers and consolidated portfolio against assigned benchmarks and peer group performance;
- Top 10 holdings on each asset class;
- Portfolio Compliance with investment strategy and relevant regulations;
- Analysis of market trends and any review of the approved investment strategy;
- Report on portfolio risk against the predetermined benchmarks and actual return on investments;
- Report on the outcome of the due diligences conducted on the asset managers.

##### 4.3.2 **Executive Management Committee & Management Committee: Level 2 Reporting**

- Monthly performance reports;
- Investment performance for both the individual managers and consolidated portfolio against assigned benchmarks and peer groups performance;
- Portfolio compliance with investment strategy and relevant regulations;
- Report on portfolio risk against the predetermined benchmarks and actual return on investments.

#### 4.4 **Duration of Contract**

- The duration of the contract shall be performance based for a period of three years;
- The contract will be reviewed on an annual basis based on performance.

#### 4.5 **Preclusion**

- The investment consultant is precluded from being appointed as an asset manager to the NHBRC Fund.

## **5. TECHNICAL DATA TO BE SUBMITTED BY BIDDER**

### **5.1 General Information**

- 5.1.1 The NHBRC requires the services of interested and competent organisations or companies that are experienced in the provision of investment consulting services. The Service Provider is expected to provide proof of expertise as required in 5.2 below.
- 5.1.2 The NHBRC has an approved investment strategy, which forms the basis of investment decisions. Due to changes in the quantum of the investments, the associated risks to the warranty fund and a change to the investment strategy by investing in an appropriate category of instruments which best compliment the NHBRC's growth, risk profile and working capital requirements will necessitate a review of the nature of investments and the tolerance to risk and return requirements of Council.
- 5.1.3 The appointed Investment consultant, having the necessary experience, will be required to guide Council and assess the current investment portfolios in order to ensure that the long term sustainability of the NHBRC is maintained to service any claims against the warranty fund reserves.
- 5.1.4 The investment consultant will be responsible for reporting on the investment performance of the NHBRC. The investment consultant will report to council on investment issues quarterly.

### **5.2 Requisites of the Service Provider:**

- 5.2.1 Demonstrate that the investment consultant is independent of the Asset Managers and Investment Institutions or declare their financial and other relationships.
- 5.2.2 Demonstration of the firm's substantial investment consulting experience, with emphasis on best practice methodology, this section must include Asset Liability Modelling techniques at a high level.
- 5.2.3 The track record of the investment consultant, with emphasis on advising short term insurance clients.
- 5.2.2 Qualifications (Bachelor's degree or equivalent), skills, relevant expertise and experience of the proposed investment consulting team.
- 5.2.3 The structure and composition of the proposed team, clearly outlining the main role for each individual member of the team. Include CV's for each member of the team which highlight qualifications, areas of experience relevant to the tasks and objectives of the assignment, and the years of experience.
- 5.2.4 The proposed team shall not be changed without prior notification of the NHBRC's Management.
- 5.2.5 The experience in monitoring of investments with fund managers to ensure compliance with the approved investment policy and strategy.
- 5.2.6 The methodology used to assess and recommend to the NHBRC the appointment of fund managers and financial institutions.

5.2.7 Economic feedback and regular market feedback on developments in the asset management industry, new products and new asset classes.

5.2.8 Shareholding and Management structure of the Asset Consultant.

**5.3 Documents to be submitted**

In addition to the above requirements, the following is required to be submitted by the bidders.

**5.3.1 Investment Knowledge and Skills**

The bidder is required to include concise Curriculum Vitae of each team member detailing their investment consulting experience as well as qualifications of each team member.

In addition to the above, please complete a summary detail of the main Consulting Team in the format shown below:

**Summary of Project Team**

Full Name	Current Academic Qualifications	Key Area of Specialization	Years of Experience in the area of Investment Consulting
1.			
2.			
3.			
4.			

**5.3.2 Company Experience and Track record**

During the last 5 financial years, the bidder must have consulted on two (2) or more short term investment funds. Kindly provide client reference letters indicating contract period and total value of the client's assets.

In addition to the above, please complete a summary detail of previous and current clients in the format shown below:

Client Name	Value of the Assets	Years consulting	Contact person	Client Contact Tel
Total				

### 5.3.3 Reporting Capabilities

The bidder must demonstrate in their proposal, their ability to provide automated reports at the request of the NHBRC within five (05) working days after month end

### 5.3.4 Independence of service provider

Kindly provide revenue split by each division and function clearly stating the sources of each stream of revenue.

### 5.3.5 BBBEE Transformation Initiatives

The bidder must provide proof of current or previous initiatives in the promotion of black economic empowerment initiatives in relation to transforming the asset management profession. A Client letter must be provided to indicate the initiative and whether the client is sustainable.

## TECHNICAL AND PRICE EVALUATION CRITERIA

6.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) stages namely:

Stage 1: Compliance check of Mandatory Requirements;

Stage 2: Functional Evaluation; and

Stage 3: Price and Preference Points

### Stage 1: Compliance check of Mandatory Requirements

As per SCM Mandatory Checklist

### Stage 2: Functionality in terms of the set technical evaluation criteria

The following evaluation criteria is applicable for evaluation of the bids

No.	Description	Weight
1	<p><b>Investment Knowledge and Skills :</b></p> <p>The bidder is required to include concise Curriculum Vitae of each team member detailing their investment consulting experience as well as qualifications of each team member.</p> <p>Combined relevant team experience of 15 or more years = 5 Combined relevant team experience of 10-14 years = 4 Combined relevant team experience of 5 -10 years = 3 Combined relevant team experience of 5 years = 2 Combined relevant team experience of 3 years = 1 Combined relevant team experience of less than 3 years = 0</p>	25

<p><b>2</b></p>	<p><b>Company Experience and Track record :</b>          Kindly provide client reference letters indicating contract period and total value of the clients investment assets</p> <p>1 to 5 clients and more, over R 5 billion under advice =5          1 to 5 clients and over R 3 billion – R5 billion under advice = 4          1 to 3 clients and over R 2 billion – R3 billion under advice =3          1 to 2 clients and over R 1 billion – R2 billion = 2          1 to 2 clients and less than R 1 billion = 1          No clients under advice = 0</p>	<p><b>20</b></p>
<p><b>3</b></p>	<p><b>Reporting Capabilities</b>          The bidder must demonstrate in their proposal, their ability to provide automated reports at the request of the NHBRC within five (05) working days after month end</p> <p>Undertaking to provide reports in 5 Working days or less = 5          Undertaking to provide reports in 5 – 10 Working days = 4          Undertaking to provide reports in 10 – 15 Working days = 3          Undertaking to provide reports in more than 15 Working days = 2          Undertaking to provide reports in more than 20 working days = 1          Undertaking to provide reports in more than 30 working days = 0</p>	<p><b>20</b></p>
<p><b>4.</b></p>	<p><b>Independence of service provider</b>          Provide revenue split by division and function, clearly stating the sources of each stream of revenue</p> <p>Above 80% from Consulting Services = 5          70% to 79% from consulting services = 4          60% to 69% from consultant services = 3          55% to 59% from consultant services = 2          51% to 54% from consultant services = 1          Below 51% from consultant services = 0</p>	<p><b>20</b></p>
<p><b>5.</b></p>	<p><b>BBBEE Transformation Initiatives</b>  <b>The bidder must provide proof of current or previous initiatives in the promotion of black economic empowerment initiatives in relation to transforming the asset management profession. A</b></p>	<p><b>15</b></p>

	<p><b>Client letter must be provided to indicate the initiative and whether the client is sustainable.</b></p> <p>5 BBBEE initiatives =5  4 BBBEE initiatives =4  3 BBBEE initiatives =3  2 BBBEE Initiatives = 2  1 BBBEE Initiatives =1  0 BBBEE Initiatives = 0</p>	
	<p><b>Total score for functionality</b></p>	<p><b>100</b></p>

6.2 Technical (Functional) Assessments' minimal acceptable requirements:

**TOTAL SCORE = 100**

**After considering the functional pre-qualifying criteria, a bidder is considered to have passed Stage 2 (Functional Requirements) if the TOTAL score is equal to, or greater than 70 points**

Only bids that achieve minimum qualifying score (**70 points**) for **Stage 2 (Functional Requirements)** will be evaluated further.

### Stage 3: Price and Preference Points Evaluation

The Total Market value of the Warranty Fund as at 30 September 2016 is R 5.471 billion, broken down as follows;

	Market Values
<b>NHBRC Market Value</b>	
National Home Builders Registration Council confirmed values	5 471 617 785
NHBRC Equity Portfolio	475 595 285
NHBRC Bond Portfolio	1 187 769 907
NHBRC Money Market Portfolio	2 772 685 299
NHBRC Structured Products Portfolio	856 891 830
<b>CPD Account</b>	
CPD and Call Accounts	178 675 465

The fee structure will be based on the basis points charge on the total portfolio.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2011 and bids will be adjudicated in terms of a (90/10) preference point system in terms of which points are awarded to bidders on the basis of:

**90/10 Preference point system (for acquisition of services, works or goods with a Rand value more than R1million) (all applicable taxes included)**

$$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where;

$P_s$  = Points scored for comparative price of bid or offer under consideration

$P_t$  = Comparative price of bid or offer under consideration

$P_{min}$  = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>BBBEE Level</b>	<b>90/10</b>
Level 1	10
Level 2	9
Level 3	8
Level 4	5
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-Compliant Contributor	0

*The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points.*

## 7. RFP SUBMISSION INSTRUCTIONS

- 7.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

## 8. AVAILABILITY OF THE RFP DOCUMENT

- 8.1 Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)) from the **20 October 2016**.
- 8.2 There will be a compulsory briefing session that will be held on the **21 October 2016 at 11h00** at the **NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

## 9. RFP CLOSING DATE

- 9.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 5 Leeuwkop Road, Sunninghill on or before the **09 November 2016 at 11h00** No emailed or faxed Bids will be accepted. The Bid document should be supplied in a sealed envelope and clearly marked (**Copy or Original**) with the Bid number and the full name of the service provider(s).
- 9.2 **No late submissions will be accepted.**

## 10. VALIDITY PERIOD OF BIDS

- 10.1 All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

## 11. ENQUIRIES SHOULD BE DIRECTED TO:

### ENQUIRIES MAY BE DIRECTED TO:

**Department:** Supply Chain Management

**Contact Person:** Ricardo Francis

**E-mail address:** [ricardof@nhbrc.org.za](mailto:ricardof@nhbrc.org.za)

## 12. SUBMISSIONS OF PROPOSALS

- 12.1 Submission of bid MUST include **one** (1) original and **three** (03) copies of the proposals in a clearly marked (**Copy or Original**) envelope and deposited into the Bid box.
- 12.2 All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.

**13. SCM MANDATORY CHECKLIST**

13.1 The following documents as listed below are required to be made available with the distribution of the RFP:

<b>DOCUMENTS TO BE SUBMITTED</b>			
No.		Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.	Yes/No
1.	X	SBD1 Invitation to bid which must be signed and thoroughly completed.	
2.	X	SBD2 (Tax Clearance Certificate) Certificate must be Valid	
3.	X	Proposed Fee Structure	
4.	X	SBD 4 Declaration of interest must be signed and thoroughly completed.	
5.	X	SBD 6.1 Preference claim form must be signed and thoroughly completed regardless if points are claimed or not. Kindly attached certified BBBEE certificate or Affidavit.	
6.	X	SBD 8 Declaration of Bidder's past supply chain management practices must be signed and thoroughly completed.	
7.	X	SBD 9 Certificate of independent bid determination must be signed and thoroughly completed.	
8.	X	FSB (Financial Services Board) Registration ( Bidder to attach proof)	
9.	X	FAIS (Financial Advisory and Intermediary Service) registration ( kindly attach proof)	
10.	X	Attendance of compulsory briefing session	



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 new housing consumers against defined defects and to regulate the home building industry.

The National Home Builders Registration Council (NHBC) would like to invite the competitive bids for the following services.

Bid Number	Description	Compulsory Briefing Sessions will be held at the following locations and dates	Preferential Principle	Closing Date
NHBC 19/2016	Request for Proposals for the Appointment of a Suitable Service Provider for Information Security Services for the NHBC for a Period of Two (2) Years	20 October 2016 at 11:00 at NHBC Head Office, 5 Leeuwkop Road, Sunninghill, Gauteng	90/10	10 November 2016 at 11:00
NHBC 20/2016	Appointment of a Suitable Service Provider to Provide Investment Consulting Services for the NHBC for a Period of 3 Years	21 October 2016 at 11:00 at NHBC Head Office, 5 Leeuwkop Road, Sunninghill, Gauteng	90/10	9 November 2016 at 11:00

**Collection of documents:** Bid documents are obtainable from the NHBC website at [www.nhbc.org.za/current-tenders](http://www.nhbc.org.za/current-tenders)

**Administration enquiries regarding specifications may be directed to Mr Ricardo Francis at (011) 317-0319 or e-mail: [ricardof@nhbc.org.za](mailto:ricardof@nhbc.org.za) or Mr Mphasha Kgare at (011) 317-0273 or e-mail: [mphasak@nhbc.org.za](mailto:mphasak@nhbc.org.za)**

**Closing venue:** All bids must be placed in the tender box at the NHBC Head Office, 5 Leeuwkop Road, Sunninghill, Johannesburg.