



Part 2/2

**APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO DEVELOP THE
SIMPLIFIED HOME BUILDING MANUAL FOR THE NHBC**

RFP NO.: NHBC 23/2016

CLOSING DATE: 12 January 2016

TIME: 11:00

COMPULSORY BRIEFING SESSION

DATE: 05 December 2016

TIME: 11:00

VENUE: NHBC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

1. TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the National Home Builders Registration Council (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 SCM Mandatory Documents are not submitted and completed (as per checklist)
- 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 Bids must be formulated and submitted in accordance with the requirements of this RFP.

2. BACKGROUND

2.1. ABOUT THE NHBRC

2.1.1 The mandate of the (NHBRC) is in accordance with the Housing Consumers Protection Measures Act 95 of 1998 as amended (“the Act”) 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 design and construction rules, and the appointment of competent persons by the Home Builder to perform certain tasks.

2.1.3 The NHBRC is a statutory body with the responsibility to provide warranty cover (protection) and regulatory services to the home-building industry. This is done in terms of the Act. It is the NHBRC's mandate to provide protection to housing consumers against defined defects and to regulate the home building industry. Our mandate determines our scope of business as well as the principles and area of business in which we operate. As a consequence, our business is focused on specific business models in defined geographical areas with specific business objectives for all South African Housing Consumers.

The NHBRC is a medium sized organization with a staff complement of six hundred and fifty (650) employees. The NHBRC's head office is located in Sunninghill, Gauteng with nine (9) regional offices of varying size, and twelve (12) satellite offices.

NHBRC Office locations

#	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office / Gauteng Central (Sunninghill)	12	Limpopo (Thulamela) - Satellite
2	KwaZulu Natal(Durban) – Regional	13	Eastern Cape (East London) - Satellite
3	Western Cape (Cape Town) – Regional	14	Western Cape (George) - Satellite
4	Eastern Cape (Port Elizabeth) – Regional	15	Northern Cape (Kimberly) - Regional
5	North West (Rustenburg) – Regional	16	North West (Klerksdorp) - Satellite
6	Limpopo (Pietersburg) – Regional	17	Limpopo (Tzaneen) - Satellite
7	Mpumalanga (Nelspruit) – Regional	18	Limpopo (Bela Bela) - Satellite
8	Gauteng (Pretoria) - Satellite	19	Mpumalanga (Witbank) - Satellite
9	Free State (Bloemfontein) – Regional	20	Free State (Bethlehem) - Satellite
10	KwaZulu Natal (Richards Bay) - Satellite	21	North West (Mafikeng) - Satellite
11	KwaZulu Natal (Newcastle) - Satellite	22	Eric Molobi Innovation Hub (Soshanguve)

3. PROJECT OVERVIEW

3.1 Purpose

The purpose of this project is to examine the contents of the new Home Building Manual (HBM), simplify it and ensure that it accurately reflects the technical requirements of the NHBRC, National Building Regulations, SANS 10400 and any other relevant Standards. The simplified Guide should also address recent developments in materials, products and the general home building industry.

3.2 Scope of Work

It is envisaged that the new Home Building Manual, which has been gazetted, deals with the broader Sustainable Human Settlements. This includes the relevant cross-referencing of essential publications such as The National Housing Code, Housing Project Process Guide and the Human Settlements Red Book.

The scope of works for this project is in 3 Parts, and entails the following:

PART 1: Research and develop a Simplified Home Building Manual (“The Guide”)

- Research and review the recently gazetted Home Building Manual,
- Develop a simplified Guide that is presented in a user-friendly format;
- The Guide must be aligned to the latest edition of the Home Building Manual, the South African National Standards, and other relevant industry standards and documentation; and
- The guide must include clear, concise and simplified NHBRC Technical requirements, and where possible demonstrated pictorially and graphically.

PART 2: Desktop Publishing of the Simplified Home Building Manual (“The Guide”)

- Copy editing the document.
- Copy editing the manuscript, i.e. edit the manuscript for spelling, punctuations, grammar (detailed language editing), clarity, consistency, etc.
- Creative design and typesetting of text and figures into a user-friendly page layout. Consideration is to be given to content, trim size, binding, complexity of the book (e.g. wrapped text, figures, tables, etc);
- Design and typesetting of front and back cover;
- Proof reading of the typeset pages;
- Indexing of the content;
- A print ready copy of the Guide; and
- Publication of an e-book
 - Publication of an e-book in digital form, consisting of text and images readable on computers, tablets and smartphones;
 - Allows highlighting and annotation;
 - Search facilities (words, key terms or phrases);
 - Inclusion of dictionaries;
 - Referencing to SANS documents and other industry-related documents; and
 - Restrictions in copying and editing.

PART 3: Development of a Training Video to illustrate The Guide

- Develop a script on practical educational video;
- Produce and capture construction activity on site; and
- Produce a video that positively translate the legal and technical prescripts on design and construction as in the requirements of the NHBRC Home Building Manual.

3.2.1 Printing of the book is excluded from the project.

3.3 Required Outputs

3.3.1 The following outputs have been identified as deliverables at the conclusion of the project:

- A simplified Home Building Manual, in full colors, in a printable format;

3.2.2 An e-book of the simplified Home Building Manual; and

3.2.3 A training video that illustrates the simplified Home Building Manual. The following are the minimum technical requirements of the video:

3.3.1 The final product must be high definition (1920 x 1080) @ 25 fps (DVD);

3.3.2 The final product must be professionally final mixed (audio);

3.3.3 The audio levels must peak at 0db. Minimum 48kHz audio specs;

3.3.4 The video levels must range between 75%-85% of the waveform monitor;

3.3.5 The black levels must not be lower than 0%;

3.3.6 The final product must be submitted in the following formats:

- H.264 HD 1080p/4K;
- MPEG-4 DVD 720p; and
- Uncompressed.

- 3.3.7 DOLBY must be off;
- 3.3.8 The final product must have a professional voice over artist;
- 3.3.9 Final product to have clear NHBRC Corporate Investment approved branding and colors;
- 3.3.10 The music must be royalty free; and
- 3.3.11 The video must be one (1) hour long and handed over to NHBRC in DVD format.

3.3 Project Schedule

NHBRC expects the duration of the project not to exceed eight (8) months.

4 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

4.1 General Information

The NHBRC requires the services of interested and competent companies who are experienced in the field of building and construction of houses to take on the role of Technical Project Consultant for the simplification of the Home Building Manual and production of the associated e-book and videos. The Project Consultant is expected to provide technical and regulatory expertise to ensure accurate alignment of the simplified Guide to the latest edition of Home Building Manual, the South African National Standards and other relevant documentation.

4.2 Requisites of the Technical Project Consultant (Service Provider):

- 4.2.1 A competent person as defined in the Housing Consumers Protection Measures Act; Registered Professional(s) with Engineering Council of South Africa as (Pr. Eng or Pr. Tech Eng).
- 4.2.2 Thorough understanding of NHBRC's mandate, product offerings and the Home Building Manual.
- 4.2.3 Thorough understanding of the following pieces of legislation and their relevance to NHBRC's mandate:
- 4.2.4 The National Building Regulations (NBR) and Building Standards Act, 1977 (Act 103 of 1977);
 - The National Regulator for Compulsory Specifications (NRCS) Act (Act 5 of 2008);
 - Housing Consumers Protection Measures Act, Act No.95 of 1998 as amended;
 - Consumer Protection Act, 2008 (Act 68 of 2008);
 - The Comprehensive plan for development of Sustainable Human Settlements, 2004;
 - The National Housing Code, 2009; and
 - The South African National Standards, appropriate for house construction.
- 4.2.5 Must demonstrate technical contribution to body of knowledge in quality of housing developments through published technical papers, best practice guidelines, policy development.
- 4.2.6 Must have a thorough knowledge of relevant South African National Standards and their impact on the development of NHBRC technical requirements.
- 4.2.7 Understand the mandate and role of NRCS, SABS and Agrément S.A within the housing regulatory framework.

4.2.8 The Project consultant must have a multi-disciplinary team capable of:-

- Technical Civil Engineering, including Geotechnical and Structural Engineering;
- DeskTop Publishing (DTP); and
- Video Production.

4.2.9 In order to deliver the project successfully, Joint Ventures (JV) or Partnerships are allowed. The Project Team must submit proof of JV or partnership to the NHBRC. All legal documents related to the agreements of all parties must be attached as well as the other mandatory documents.

4.3 Documents to be submitted

The following is what is required to be submitted by the bidders.

4.3.1 During the last 5 financial years, the bidder must have completed two or more projects in the home building industry (i.e. research, consulting structural engineering and/or building construction), of which the total value (two or more projects) exceeds R5 million (incl VAT). The bidder must submit a summary of the projects in the format presented below:

Projects Completed in Home Building Industry (Last 5 Years)

Name of Project	Project Description	Contract Value (incl VAT)	Client Name	Client Contact Tel
	Total			

4.3.2 Provide project details of two of your projects in Section 3.1.1 that were successfully completed in the last five (5) years in the format below. For each of these two (2) projects a 'happy' letter of successful completion of the project must be provided by the client, on the client's letterheads, and signed off by an authorised delegated employee of the client.

<p>Name of project:</p> <p>Name of Client:</p> <p>Client Contact Details</p> <p style="padding-left: 40px;">Contact person:</p> <p style="padding-left: 40px;">Role in Project:</p> <p style="padding-left: 40px;">Contact Tel No:</p> <p style="padding-left: 40px;">Contact Cell:</p> <p>Project Start Date:</p> <p>Project Completion Date:</p> <p>Contract Amount (incl. VAT):</p> <p>Summary of Project (maximum 200 words).</p> <p>Note: Please attach a letter from the client indicating successful completion of the project as per the client's brief.</p>

4.3.3 Technical Capability of Project Team

Please attach a summary detail of each of the project team members in the format shown below:

Summary of Technical Expertise

Full Name	Role in Project	Current Academic Qualifications*	Key Area of Specialisation	Years of Experience	Professional Registration (if any)*
Part 1: Technical Engineering					
Part 2: Desktop Publishing					
Part 3: Video Production					

*Please attach certified copies of academic and professional registration.

Note: In addition, please provide the following:-

- i. A one page CV for the project manager, highlighting specific and relevant qualifications, and experience. The project manager **must** be a professional registered engineer/technologist.
- ii. A one page CV for the project leader (DeskTop Publisher), highlighting specific and relevant qualifications, and experience. The project leader must have a bachelor's degree in the visual arts (graphic design, visual communication or visual media etc.) and at least three (3) years' experience, with at least five (5) verifiable publications, which must be clearly highlighted in attachment to the CV.
- iii. A one page CV for the project leader (Video Production), highlighting specific and relevant qualifications, and experience. The project leader must have a bachelor's degree in film production and at least three (3) years' experience, with at least five (5) verifiable videos produced, which must be clearly highlighted in attachment to the CV.

4.3.4 Verifiable confirmation of the **project team's technical publication(s)** related to the built environment, produced in the last 10 years. The technical publications may include books, guidelines, standards, journals or conference proceedings. (Minimum number of publications is 5).

Please do **not** attach full publication. Provide Title of work, Conference proceeding/ Journal name, date, **ISBN for each of the technical publications.**

For example:

D'Ambrisi, A. and Filippou, FC. (1999), *Modeling of Cyclic Shear Behaviour in RC Members*, Journal of Structural Engineering, ASCE, 125, no.10, 1143-1150.(ISBN:978 90 5966 0540)

- 4.3.5 Verifiable confirmation of involvement of project team member(s) in the development of any standard(s) within the built environment over the last 10 years, highlighting specific role, contribution and dates OR participation of project team member(s) in committees of SABS, NHBRC, Agrément S.A, NRCS or any other relevant voluntary associations that have a focus on home building (e.g. SASFA, Joint Structural Division of SAICE, SAISC, ITC etc.). Indicate role and contribution. Provide letter from institution.
- 4.3.6 Company profile and a clear indication of years of experience in built environment.
- 4.3.7 Service providers must confirm that they have draughting services in their project team. Please provide a copy of the draughts person's ID and list of projects completed in the last 3 years.(Minimum number of projects is 5). The draughtsperson must have at least three (3) years' experience in engineering / architectural draughting.
- 4.3.8 Bidders must confirm that they have Desktop Publishing Capability in their project team. Please provide 8 copies of publications (technical books or technical magazines with an ISBN number) completed in the last 3 years. Bidders must confirm that they have Video Production Services in their project team. The Bidder must demonstrate capability in pre-production, production and post-production in corporate or commercial production and or television broadcast. The Bidders must have a producer with experience in capturing construction activities and understands the roles of the different construction players (e.g. architect, engineers, contractors, etc.).
- 4.3.9 Please provide at least five (5) videos completed in the last 3 years, and at least one video in the construction industry.

4.4 Project Proposal

In addition to the above, the bidder must provide a detailed project proposal.

- 4.4.1 The proposal document must outline intended/proposed approach to the simplified Guide to the Home Building Manual, and how the Guide will be linked to the video production.
- 4.4.2 The proposal document must indicate specialist experience and capacity in the required areas.
- 4.4.3 The approach and methodology must be clearly stipulated.
- 4.4.4 A Project plan with proposed dates and milestones. The project plan should indicate key tasks and activities.
- 4.4.5 The proposed fee structure should be outlined in detail, and summarized as follows:
- Development of simplified Home Building Manual;
 - DeskTop Publishing; and
 - Video Production.
- 4.4.6 The following should be taken into account when determining the project fee:
- A 10% contingency fee should be added to the fee structure. Such fee will be used at the discretion of the NHBRC for the purpose of enhancing the quality of the deliverables;
 - Travel, accommodation costs and any other disbursements should be included in the fee structure; and
 - A total budget should be presented.

5. TECHNICAL AND PRICE EVALUATION CRITERIA

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 Evaluation;

Stage 2: Paper Based Evaluation (Functionality); and

Stage 3: Price and Preference Points Evaluation.

Stage 1: Compliance check of Mandatory Requirements

Supply chain mandatory requirements are stipulated in the checklist. Bidders must ensure all requirements are met.

Stage 2: Paper Based Evaluation (Functionality)

The following values will be applicable when evaluating the bid

5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance

Item No	Evaluation Criteria		Weight
1.1	Construction Industry Relevance	This section assesses the active participation of the bidder in the home built environment.	
	[Refer Section 4.3.1]	<p>i. During the last 5 financial years, the bidder must have completed two or more projects in the home building industry (i.e. research, consulting structural engineering and/or home building construction).</p> <p>For total project(s) value (including VAT):</p> <p>< R1 m : Score 0</p> <p>≥ R1 m but < R2 m : Score 1</p> <p>≥ R2 m but < R3 m : Score 2</p> <p>≥ R3 m but < R4 m : Score 3</p> <p>≥ R4 m but < R5 m : Score 4</p> <p>≥ R5 m : Score 5</p>	10 points
	[Refer Section 4.3.2]	<p>ii. Two projects successfully completed as per client brief.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • If the two projects were successfully completed as per client brief and requirements = 5 points; • One project successfully completed = 3 	10 points

		<p>points,</p> <ul style="list-style-type: none"> No projects completed successfully = 0 points. <p><i>These points will be awarded based on information provided by the bidder and the 'happy' letter from client. NHBRC reserves the right to contact the client to obtain further information.</i></p>	
1.2	Technical Capability	The following will be used to assess Technical Capability:	
	[Refer Section 4.3.3]	<p>i. Project Team</p> <p>The project team must demonstrate expertise in the areas of Technical Engineering, Desktop publishing and Video Production.</p> <ul style="list-style-type: none"> All of the required expertise = 5 Partial expertise = 3 None of the required expertise = 0 	5 points
	[Refer Section 4.3.3]	<p>ii. Project Leader, Desktop Publisher</p> <p>Bachelor's degree in visual arts and min. 3 years' experience, or score is 0, Completed 5 verifiable publications:</p> <ul style="list-style-type: none"> 0 Publication: Score = 0 1 Publication: Score = 1 2 Publications: Score = 2 3 Publications: Score = 3 4 Publications: Score = 4 ≥ 5 Publications: Score = 5 	5 points
	[Refer Section 4.3.3]	<p>iii. Project Leader, Video Production.</p> <p>Bachelor's degree in film production and min. 3 years' experience, or score is 0, Completed 5 verifiable videos:</p> <ul style="list-style-type: none"> 0 Video: Score = 0 1 Videos: Score = 1 2 Videos: Score = 2 3 Videos: Score = 3 4 Videos: Score = 4 ≥ 5 Videos: Score = 5 	5 points
	[Refer Section 4.3.4]	<p>iv. Technical Publications</p> <p>The bidder must provide confirmation of the Team's technical publication(s) related to the built environment, produced in the last five (5)</p>	15 points

		<p>years. [These are publications authored by the team]. Provide Title of work, Conference proceeding/ Journal name, date, ISBN for each of the technical publications.</p> <ul style="list-style-type: none"> • 0 Publication: Score = 0 • 1 Publication: Score = 1 • 2 Publications: Score = 2 • 3 Publication: Score = 3 • 4 Publication: Score = 4 • ≥ 5 Publications: Score = 5 	
	[Refer Section 4.3.5]	<p>v. Involvement in Technical Committees and Standards</p> <p>Verifiable confirmation of involvement of any team member in the development of any standards within the built environment, highlighting specific role, contribution and dates OR confirmation of participation in committees of SABS, NHBRC, Agrément S.A, NRCS, or any other relevant voluntary associations that have a focus on home building (e.g. SAICE, SASFA, SAISC, ITC etc.), indicating clear role and contribution. A letter from the institution is to be provided.</p> <p>Points will be allocated as:-</p> <p>Participation as a member of a relevant standards technical committee = 5 points, Otherwise Score = 0</p>	5 points
	[Refer Section 4.3.7]	<p>vi. Draughting Services</p> <p>Provide CV of draughtsperson and a list of draughting projects completed in last 3 years. Must have a minimum of 3 years' experience. Experience less than 3 years score is 0, otherwise score is determined as</p> <ul style="list-style-type: none"> • 0 Project: Score = 0 • 1 Project: Score = 1 • 2 Projects: Score = 2 • 3 Projects: Score = 3 • 4 Projects: Score = 4 • ≥ 5 Projects: Score = 5 	5 points
1.3	Desktop Publishing	i. Verifiable confirmation of technical Desktop	10 points

	Capability [Refer Section 4.3.8]	<p>publishing documents completed in last 3 years.</p> <ul style="list-style-type: none"> • 0 publications: Score = 0 • 1 or 2 publications: Score = 1 • 3 or 4 publications: Score = 2 • 5 or 6 publications: Score = 3 • 7 or 8 publications: Score = 4 • >8 publications: Score = 5 <p><i>Publication means any document where an ISBN has been secured.</i></p>	
1.4	Video Production Service [Refer Section 4.3.8]	<p>i. Verifiable confirmation of training video production (based on real case projects) produced in last 3 years;</p> <ul style="list-style-type: none"> • 0 video : Score = 0 • 1 video : Score = 1 • 2 videos : Score = 2 • 3 videos : Score = 3 • 4 videos : Score = 4 • ≥5 videos : Score = 5 	10 points
1.5	Project Proposal [Refer Section 4.4.]	<p>i. Quality of Project Proposal</p> <p>Provision of a sound project proposal that clearly demonstrates the service required by NHBRC's, including the understanding of NHBRC's mandate, knowledge of information contained in the revised manual, standards and meeting all the minimum technical requirements for video production.</p> <p>Points are allocated based on technical panel's assessment of the adequacy of the proposal. Rating scale: 5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance</p>	10 points
	[Refer Section 4.4.]	<p>ii. Project Plan</p> <p>The bidder must provide a project plan that demonstrates an understanding of the project, and is within the NHBRC time frame.</p> <p>Project plan provided and project delivered in 8 months Score = 5, Otherwise Score = 0</p>	10 points

TOTAL SCORE = 100

After considering the additional technical criteria, as well as 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

Stage 3: Price and Preference Points Evaluation

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

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:

BBBEE Level	90/10
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.

6. RFP SUBMISSION INSTRUCTIONS

- 6.1 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**

7. AVAILABILITY OF THE RFP DOCUMENT

- 7.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **28 November 2016**.
- 7.2 There will be a compulsory briefing session that will be held on the 05 December 2016 at 11h00 am at the **NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

8. RFP CLOSING DATE

- 8.1 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 **12 January 2016 at 11h00 am**. 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).
- 8.2 **No late submissions will be accepted.**

9. VALIDITY PERIOD OF BIDS

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

10. ENQUIRIES SHOULD BE DIRECTED TO BOTH:

THE ADMINISTRATIVE ENQUIRIES MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Ricardo Francis

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

11. SUBMISSIONS OF PROPOSALS

- 11.1 Submission of bid **MUST** include **one** (1) original and **three** (3) copies of the proposals in a clearly marked (**Copy or Original**) envelope and deposited into the Bid box.
- 11.2 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.

12. SCM MANDATORY CHECKLIST

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

DOCUMENTS TO BE SUBMITTED			
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 which 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.	
8.	X	SBD 8 Declaration of Bidder's past supply chain management practices must be signed and thoroughly completed.	
9.	X	SBD 9 Certificate of independent bid determination must be signed and thoroughly completed.	
10.		General Conditions of the contract (GCC).	
11.	X	The project leader must be a registered competent person in Civil Engineering (Pr. Eng/Pr.Tech Eng)	
12	X	Attendance of compulsory briefing session	

Note* In instances of Partnerships, Joint Ventures or outsourcing, all parties involved must meet the SCM mandatory requirements.