



**PART 2/2**

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CARRY OUT A CONSUMER RESEARCH STUDY THAT WILL DETERMINE HOUSING CONSUMER AND STAKEHOLDER PERCEPTIONS AND ACCEPTANCE OF INNOVATIVE BUILDING TECHNOLOGIES USED IN RESIDENTIAL CONSTRUCTION**

**RFP NO.:** NHBRC 29/2017

**CLOSING DATE:** 09 June 2017

**TIME:** 11:00 am

**COMPULSORY BRIEFING SESSION**

**DATE:** 18 May 2017

**TIME:** 11:00 am

**VENUE:** 05 Leeuwkop road, Sunninghill Sandton

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## 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. Non- Compulsory Briefing Session: A non - compulsory briefing session 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 original Tax Clearance Certificate is not submitted;
  - 1.18.2. RFP documents not signed on every page where specified;
  - 1.18.3. RFP containing irregularities; and
- 1.19. Mandatory requirements of the bid are not met. 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 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”.

2.1.2. 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.”

2.1.3. 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.

2.1.4. At present, the NHBRC offers the following products as part of the warranty cover for new homes:

- 3-month workmanship;
- 1-year roof leakage; and
- 5-year structural warranty.

### **3. PROJECT OVERVIEW**

- 3.1 The availability of environmentally friendly building materials is on the rise. Environmentally conscious builders, built environment professionals and consumers have begun creating a market for alternative and innovative building products, and a proliferation of these innovative products has ensued.
- 3.2 In an attempt to address the rising housing backlog and various complaints from beneficiaries on the ground, the Department of Human Settlements began its drive to use Innovative building technologies (IBT) in 2005 with the establishment of the Eric Molobi Housing Innovation Hub in Soshanguve, Tshwane. The objective of the project was to seek out new, affordable, quick to erect, aesthetically pleasing housing products that would assist in meeting the enormous housing target. Since then cabinet adopted a stipulation in August 2014 to use IBTs to construct 60% of all new social infrastructure projects by 2017.
- 3.3 In spite of all these efforts, however, beneficiaries continue to complain about quality and there is a general industry belief that consumers do not want anything other than traditional brick and mortar homes. Acceptance of new products in both the green and mainstream building markets depends on a number of factors, especially consumer demand and the builders perceptions of consumer preferences.
- 3.4 Therefore the National Home Builders Registration Council (NHBRC) seeks the services of a research company or organisation to design and carry out a consumer research study that will determine general housing consumer perceptions and acceptance of IBTs.

### **4. PURPOSE**

- 4.1 The main objective is to design and carry out a consumer and stakeholder research study that will determine Housing consumer perceptions and acceptance of innovative/alternative building technologies used in residential construction (subsidy and non-subsidy). The study must investigate consumer perceptions and awareness of these building systems and unearth potential cultural, behavioural or perceptual barriers.
- 4.2 The study will also address the question related to the costs of IBT homes versus conventional homes through the completion of a Cost-Benefit Analysis of IBTs that complement the consumer perception investigation.
- 4.3 This study will also require developing strategies to ensure improved awareness, acceptance and promotion of innovative building technologies within the residential construction sector, amongst government subsidy housing beneficiaries in particular.

### **5. SCOPE OF WORK**

- 5.1 The scope of works is to conduct research on consumer perception on IBT is as follows:
  - 5.1.1. Design and carry out a research study report that will determine housing consumer and stakeholder perceptions and acceptance of innovative building technologies used in residential construction;

- 5.1.2. Design the study by drafting and finalizing a sound research protocol (including the sampling strategy and framework);
  - 5.1.3. Draft research instruments and revise based on client comments, particularly those that are quick to deploy and seeks to reach as many target groups as possible;
  - 5.1.4. Pre-test the instruments, sharing and documenting findings;
  - 5.1.5. Implement and supervise data collection activities in relevant regions to ensure timing is respected and quality standards are met;
  - 5.1.6. Capture and code data, using agreed upon quality control measures;
  - 5.1.7. Analyze data, preparing agreed upon tables and analyses;
  - 5.1.8. Gauge the understanding of the role of the NHBRC in assuring quality home to South African beneficiaries; and
  - 5.1.9. Draft final report and finalize based on client's comments.
- 5.2. Project sample size:
- 5.2.1. The sample size must, at the minimum include the following:
    - Beneficiaries living in IBT houses in at least 3 projects (one project consists of many houses) from all the provinces in South Africa. At appointment the NHBRC can provide a list of IBTs that can serve as a guideline of some of the IBT projects completed. The age of the house or years a beneficiary lived in the relevant IBT home needs to be recorded.
    - No less than 300 potential (who could eventually own an IBT house) IBT beneficiaries from all the provinces;
    - No less than 40 Government officials (Provincial Department and or Municipalities) from each of the nine provinces;
    - At least 10 officials from National Department of Human Settlements, 10 officials from the metropolitan municipalities and 10 officials from SALGA;
    - At least 300 emerging home builders and 300 established home builders;
    - At least 900 subsidised housing consumers and 900 non-subsidised housing consumers from 9 provinces.
    - At least 20 Top Builders from each of the 9 provinces;
    - Key stakeholders including built environment professionals, financial institutions, universities, conveyancers, estate agents, NHBRC and other housing entities; and
    - The final sample size and groupings will be discussed and agreed upon with the NHBRC.
  - 5.2.2. Undertaking of a Cost-Benefit Analysis of IBT projects and conventional projects from a financial modelling, project packaging and actual-cost perspective. This should include, but should not be limited to, the following specifics:
    - Evaluating the peculiarities and similarities of each project, primarily the financial modelling and project packaging;
    - Comparisons can be provided between the different market groups and different housing typologies in the rural, urban and sub-urban areas;

- Determining comparative infrastructure development costs (including energy efficiency) of both housing models;
- Determining the ongoing costs of maintaining, extending and administrating IBT;
- The likely lifespan for the housing structures per the two models;
- Investigating the history of (and current levels of) payment for municipal services by the residents for IBTs; and
- Analyzing the extent to which IBTs are likely to contribute to the fulfillment of national housing policy goals (as outlined in “Breaking New Ground” and other official documents).

5.2.3. This study will also require developing strategies to ensure improved awareness, acceptance and promotion of innovative building technologies:

- Determine the strategies based on the findings of the consumer perception survey/s on especially IBT within the government subsidy housing sector in particular; and
- The strategies should include who should do what.

5.2.4 A consolidation and analysis of the data gathered into a format that is clear and understandable to the layperson and which may be used to support financial, economic and social arguments for IBTs; and providing a better service to the NHBRC key stakeholders.

### 5.3. Deliverables

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

5.3.1 A comprehensive research report detailing all activities and findings on requirements of point no. 4 above. The results of this research work will remain the intellectual property of NHBRC;

5.3.2 The research sections and findings will include the themes on consumer and stakeholder perceptions on IBT, cost-benefit analysis on IBT and the strategies on how to ensure improved awareness, acceptance and promotion of IBTs;

5.3.3 A chapter summarising the conclusions reached and also any recommendations must be provided.

### 5.4. Project Schedule

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

### 5.5 Copyright agreement

A contract for this project will only be awarded on the condition that all data and information, in whatever format, raw or analysed will belong to the NHBRC, as will any original questionnaires, results, transcripts, and final documents. None of the information can be used without the written consent of NHBRC. To this effect, the service-provider will be required to sign a confidentiality agreement.

## 6. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

### 6.1. General Information

6.1.1. The NHBRC requires the services of interested and competent organisations or companies that are experienced in research in the field of quantitative and qualitative related studies in

the housing- and/or building industry. The Service Provider is expected to provide proof of expertise to ensure an accurate well researched report.

6.2. Requisites of the Service Provider:

This project requires service providers/consortia which can demonstrate a high level of skills, knowledge and experience in the following areas:

- 6.2.1. National housing policy and programmes (particularly IBT);
- 6.2.2. Public sector, public policy and public administration;
- 6.2.3. Application of cost-benefit analysis techniques;
- 6.2.4. Financial analysis;
- 6.2.5. Construction professional background (e.g. architecture, engineering, town planning, quantity surveying, etc.);
- 6.2.6. Qualitative and quantitative research including statistical analysis.

6.3. Documents to be submitted

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

- 6.3.1. During the last 7 financial years, the bidder (company/organisation) or any of the required team members must have completed two (2) research projects in the built environment. The bidder must submit a summary of the projects in the format presented below:

PROJECTS COMPLETED IN THE HOME BUILDING INDUSTRY (LAST 5 YEARS)				
Name of Project	Project Description	Contract Value (incl. VAT)	Client Name	Client Contact Tel
	<b>Total</b>			

- 6.3.2. Verifiable confirmation of 1 publication related to the built environment and/or consumer studies produced in the last 10 years. The technical publications may include books, journals or conference proceedings.

Please do **not** attach full publication. Provide Title of work, published 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)

- 6.3.3. Provide project details of two of your projects in Section 6.3.1 that were successfully completed in the last seven (7) 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.

Name of Project:
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Name of Client:

Client Contact Details

    Contact person:

    Role in Project:

    Contact Tel No:

    Contact Cell:

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project (maximum 200 words).

**Note: Please attach a letter from the client indicating successful completion of the project as per the client's brief.**

6.3.4. Research Capability of Service Provider

- 1 - Principal investigator and research project coordinator who will be the primary person responsible for the technical work and will manage the design and implementation process. This researcher must hold a minimum Master's degree in any discipline, but with a minimum of 5 years' experience in Project Management.
- 1 - Statistician with a track record on quantitative surveys and analysis and proficient in multivariate analysis and in manipulating large data sets. Research statistician must have a Bachelor's degree in Maths / Stats Modelling or equivalent Bachelors degree with a major in Statistics, with a minimum of 3 years' experience.
- 1 - Social scientist with a track record in using qualitative methods and data analysis, with a minimum of 3 years' experience.
- 1 – Registered Quantity Surveyor (PrQS) Researcher must have a Masters degree, with a minimum of 3 years' experience.
- **Note. The requirements of 6.3.4 are mandatory and are part of the Checklist in point no.14.**

Key personnel may only be replaced over the life of the contract with written permission of client.

Please complete a summary detail of the main Project Team in the format shown below:

PROJECTS COMPLETED IN THE HOME BUILDING INDUSTRY (LAST 5 YEARS)			
Full Name	Current Academic Qualifications*	Key Area of Specialisation	Years of Experience in Research
1. Principal investigator and research project coordinator			
2. Statistician			

3. Social scientist			
4. Quantity Surveyor			

\*Please attach certified copies of academic qualifications.

**Note**, in addition please provide the following:

- a one page CV for each of the Project Team members highlighting specific and relevant qualifications and experience.

#### 6.4. Project Proposal

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

6.4.1. The proposal document must outline the intended/proposed approach to the project, which will include a relevant title.

6.4.2. The approach and methodology must be clearly stipulated.

6.4.3. A Project Plan with proposed milestone- and deliverable dates. The project plan should indicate key tasks and activities.

6.4.4. The proposed fee structure should be outlined in detail, and summarized as follows:

Summary of Proposed Fee		
Item No	Description	Proposed Fee
5.1.1	Conduct research on consumer perception on IBT	
5.1.2 – 5.1.5	Conduct Research on perceptions of the General Housing Consumer, Home Builder/Developer, NDoHS and Local Government, Financial Institutions and Professional Bodies on the NHBC	
5.2.2	Complete cost-benefit analysis on IBT homes compared with conventional homes	
5.2.3	Develop strategies to ensure improved awareness, acceptance and promotion of innovative building technologies	
5.3.1 – 5.3.3	Development of research and summary reports	
	Sub-Total	
	Add Disbursements (Travelling, accommodation costs, telephone etc.)	
	Sub-Total	
	Add 10% contingency	
	<b>TOTAL</b>	

**Note:**

- 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 inclusive of VAT (if applicable) should be presented. This budget must be reflected in the SBD1 Form.

**7. TECHNICAL AND PRICE EVALUATION CRITERIA**

7.1. In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in four (4) stages namely:

7.1.1. Stage 1: Prequalification

7.1.2. Stage 2: Compliance check of Mandatory Requirements;

7.1.3. Stage 3: Functional Evaluation; and

7.1.4. Stage 4: Price and Preference Points

7.2. Stage 1:Prequalification criteria

The bidders must comply with the following designated group as per regulation in order to qualify to the next stage:

- An Exempted Micro Enterprise (EME) or Qualifying Small Enterprise with at least 51% black owned.

7.3. Stage 2: Compliance check of Mandatory Requirements

7.3.1. Supply chain mandatory requirements are stipulated in Section 14. Bidders must ensure all requirements are met.

7.4. Stage 3: Functional Evaluation

7.4.1. Bids must fully comply with all the Mandatory Requirements for the Stage 1: Compliance check of Mandatory Requirements in order to qualify for Stage 2: Functional Evaluation and those bids which fail to comply with all the requirements of Stage 2 will be invalidated or disqualified from the process.

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	<b>Research Relevance</b>	This section 1.1 assesses the bidder's experience in research studies, particularly within the built environment	
	<b>[Refer Section 6.3.1]</b>	i. During the last 7 financial years, the bidder or a team member must have completed $\geq 2$ research	<b>15 points</b>

		<p>projects in the built environment and/or consumer studies</p> <ul style="list-style-type: none"> <li>• 0 Research Project: Score = 0</li> <li>• 1 Research Project: Score = 1</li> <li>• ≥ 2 Research Projects: Score = 5</li> </ul>	
	<b>[Refer Section 6.3.2]</b>	<p>ii. In the last 10 years publications must have been completed related to the built environment and/or consumer studies</p> <ul style="list-style-type: none"> <li>• 0 Publication: Score = 0</li> <li>• ≥ 1 Publication: Score = 5</li> </ul>	<b>15 points</b>
	<b>[Refer Section 6.3.3]</b>	<p>ii. Two research projects related to the built environment and/or consumer studies, successfully completed as per client brief.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• If the two projects were successfully completed as per client brief and requirements. Score = 5;</li> <li>• One project successfully completed. Score = 2;</li> <li>• No projects completed successfully. Score = 0</li> </ul> <p><i>These points will be awarded based on information provided by the bidder and the 'happy' letter signed by the client. NHBRC reserves the right to contact the client to obtain further information.</i></p>	<b>20 points</b>
<b>1.2</b>	<b>Project Proposal</b>	This section 1.3 will assesses the bidder's quality of the project proposal and project plan.	
	<b>[Refer Section 6.4.1, 6.4.2,, 6.4.4]</b>	<p>i. <b>Quality of Project Proposal</b></p> <p>Provision of a sound project proposal that clearly demonstrates the service required by NHBRC including the understanding of NHBRC's mandate and the building regulatory framework, the research project and its related methodology and approach.</p> <p>Points are allocated based on the technical panel's assessment of the adequacy of the proposal. Rating scale:</p> <p>5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance</p>	<b>35 points</b>
	<b>[Refer Section 6.4.3]</b>	<p>ii. <b>Project Plan</b></p>	<b>15 points</b>

		<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 6 months.</p> <ul style="list-style-type: none"> <li>• Score = 5, Otherwise Score = 0.</li> </ul>	
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7.5. Technical (Functional) Assessments' minimal acceptable requirements:

**TOTAL POSSIBLE 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 80 points**

7.6. Stage 4: Price and Preference Points Evaluation

Only bids that achieve minimum qualifying score **(80 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, 2017 and bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders on the basis of:

**80/20 Preference point system (for acquisition of services, works or goods with a Rand value more than R1million) (all applicable taxes included)**

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

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>80/20</b>
Level 1	20

Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
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*

## 8. RFP SUBMISSION INSTRUCTIONS

8.1. 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

## 9. AVAILABILITY OF THE RFP DOCUMENT

9.1. Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)) from the **16 May 2017**.

Office	Physical Address & Contact Number
Head Office: Sunninghill Office	<b>NHBRC ADDRESS</b> <b>5 Leeuwkop Road</b> <b>Sunninghill</b> <b>1086</b>

9.2. There will be a compulsory briefing session that will be held on the 18 May 2017 at 11h00 and at the above address.

## 10. RFP CLOSING DATE

10.1. 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 June 2017 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).

10.2. **No late submissions will be accepted.**

## 11. VALIDITY PERIOD OF BIDS

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

## 12. ENQUIRIES SHOULD BE DIRECTED TO BOTH

12.1. ADMINISTRATIVE ENQUIRIES MAY BE DIRECTED TO:

**Department:** Supply Chain Management

**Contact Person:** Mphasha Kgare

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

12.2. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

**Department:** Technical Services

**Contact Person:** Dominique Gezler

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

### 13. SUBMISSIONS OF PROPOSALS

13.1. Submission of bid MUST include **one** (1) original and **four** (4) copies of the proposals in a clearly marked (**Copy or Original**) envelope and deposited into the Bid box.

13.2. 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.

### 14. MANDATORY DOCUMENTS TO BE SUBMITTED

14.1. 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.		Original and valid B-BBEE Status Level or certified copy.	
2.	X	SBD1 Invitation to bid which must be signed and thoroughly completed.	
3.	X	SBD2 Tax Clearance Certificate which must be original and valid.	
4.	X	SBD 3.1 or SBD 3.2 Pricing schedule, If not filed please refer to Annexure or Addendum in your submission where price is mentioned.	
5.	X	SBD 3.3 Pricing schedule if not filed please refer to Annexure or Addendum in your submission where price is mentioned.	
6.	X	SBD 4 Declaration of interest must be signed and thoroughly completed.	
7.	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	Other documents as mentioned in the bid terms of reference.	

12	X	<b>Principal investigator and research project coordinator:</b> Post-graduate qualifications in any discipline of which the min. qualification must be a Masters and with a minimum of 5 years' experience in Project Management	
13	X	<b>Statistician:</b> At least 3 years' experience in quantitative surveys and analysis and proficient in multivariate analysis and in manipulating large data sets with a minimum BSc Hons qualification	
14	X	<b>Social Scientist:</b> Social scientist with a track record in using qualitative methods and data analysis. Minimum relevant Bachelors (Hons) qualification and 3 years' experience	
15	X	<b>Quantity Surveyor ;</b> Researcher must have a Master's degree and be a registered PrQS with a minimum of 3 years' experience	