



REQUEST FOR PROPOSALS: ESTABLISHMENT OF A DATABASE OF SERVICE PROVIDERS TO PERFORM RESIDENTIAL INSPECTORATE SERVICES ON BEHALF OF THE NHBC

RFP NO.: NHBC 45/2017

CLOSING DATE: 13 October 2017

TIME: 11:00

COMPULSORY BRIEFING SESSION

NB. Please refer to the attached list for dates and venues

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.
- 1.20. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the demonstration.
- 1.21. 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.
- 1.22. 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.
- 1.23. All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2. BACKGROUND

ABOUT THE NHBRC

- 2.1. 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:
- 2.1.1. “to regulate the home building industry”;
 - 2.1.2. “to establish and promote ethical and technical standards in the home building industry”; and
 - 2.1.3. “to improve structural quality in the interests of housing consumers and the home building industry”.
 - 2.1.4. The Council is furthermore empowered by the Act:
 - 2.1.5. “to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
 - 2.1.6. ”to engage in undertakings to improve ethical and technical standards in the home building industry;
 - 2.1.7. “to keep a record of competent persons”; and
 - 2.1.8. “to generally do all things necessary or expedient to achieve its objects and the objectives of this Act.”
 - 2.1.9. 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.
- 2.2. 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.
- 2.3. 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

- 3.1.1. The main objective is to appoint suitable service providers who are competent and experienced in the field of Residential Housing Construction to carry out Technical Inspections in selected projects on behalf of the NHBRC.
- 3.1.2. These appointments will lead to compliance with the Act number 95 of 1998 as amended, and with all supporting regulations.
- 3.1.3. The to-be appointed Service Providers will provide the NHBRC with the statistical data and reports to guide pro-active decisions on risk aspects and grading of home builders

3.2. The NHBRC basic inspection needs;

- 3.2.1. The deployment of Resident Inspectors in Selected Projects to conduct quality inspections on Sub-structure, Super-structure, Practical completion and Storm water for homes being built in selected projects.
- 3.2.2. The Resident Inspectors to act as Site Clerks and be responsible for quality control.
- 3.2.3. The Resident Inspectors to issue administrative and technical notices of non-compliance to the home builder and ensure compliance with NHBRC requirements.
- 3.2.4. The service provider payment claims must be linked with the NHBRC system for approval on the houses that meets NHBRC technical requirements.
- 3.2.5. The appointed service provider will need to provide monthly reports on the status of all work allocated, as well as non-compliances and compliances issued.
- 3.2.6. The Resident Inspectors to issue Final Unit Reports on completed and compliant houses.

3.3. Our business objectives

- 3.3.1. The NHBRC is a statutory body established in terms of the Housing Consumer Protection Measures Act (HCPMA – Act 95 of 1998 as amended).
- 3.3.2. In terms of Section 5(4) (b), the Council shall “enroll and inspect the categories of homes that may be prescribed by the Minister”

- 3.3.3. A mandatory minimum of four inspections must be conducted in all enrolled homes, in order to mitigate the structural risk they pose in terms of the claims against the warranty fund.
- 3.4. The NHBRC Inspectorate Critical Success Factor;
 - 3.4.1. Inspection of all enrolled homes where construction is to commence within five working days after enrolment.
 - 3.4.2. Education and training of home builders.
 - 3.4.3. Confirmed acceptable level of technical competency of home builders and inspectors.
 - 3.4.4. Building professional relationships with the home builders.
 - 3.4.5. Reduction in claims against the warranty fund in terms of risk management.
 - 3.4.6. Maintaining a high profile of NHBRC visibility especially in construction sites.
 - 3.4.7. Provision of statistical data and reports to guide pro-active decisions on risk aspects and grading of home builders.
 - 3.4.8. Provision of industry feedback, and
 - 3.4.9. Reduction in the cost of inspection through an optimised inspection process.

4. SCOPE OF SERVICE

- 4.1. Service Framework
 - 4.1.1. The NHBRC seeks to appoint a panel of service providers to undertake site inspections on Selected Projects to ensure compliance with the NHBRC Home Building Manual and all other relevant standards and guidelines.
- 4.2. The Roles of the Inspectorate Service Provider
 - 4.2.1. Deploying full time Resident Inspectors on allocated construction sites.
 - 4.2.2. Inspection and reporting on all the houses enrolled with the NHBRC in the projects allocated.
 - 4.2.3. Performing structural evaluation and recording site progress.
 - 4.2.4. Approving or rejecting work in progress and/or completed work.
 - 4.2.5. Issuing final unit reports (FUR) for each completed and inspected housing unit.
 - 4.2.6. Maintaining a high profile of NHBRC visibility on construction sites.
- 4.3. The mandatory inspection stages
 - 4.3.1. The Service provider to ensure that the following mandatory stages are effectively and efficiently conducted;
 - 4.3.1.1. Sub Structure
 - 4.3.1.2. Super Structure
 - 4.3.1.3. Practical Completion
 - 4.3.1.4. Storm Water (and culminating into a Final Unit Report ("FUR") on subsidy houses)
- 4.4. Quality Standards
 - 4.4.1. It is expected that the Inspectorate Service provider will provide services in line with the best practice in the industry, by;
 - 4.4.2. Ensuring that adequate inspections are done and compliance with NHBRC technical requirements, Rational Designs and Innovative Building technology are attained.
 - 4.4.3. Ensuring that material testing is constantly done by the home builder on materials used on sites, as and when required or requested.

- 4.4.4. Providing a completed Building Quality Index for Houses (“BQIH”) for each inspection stage and house inspected. (BQIH data is relevant for builder grading, registration renewals, financial guarantees etc.)
- 4.4.5. Issuing notices of non-compliance where relevant, which are to be used for builder grading and identifying training needs of the registered home builders.
- 4.4.6. Monitoring the compliance by the home builders on the above issued notices of non-compliance.
- 4.4.7. Providing home builder with on-site training on the method of compliance on identified non-compliances.
- 4.5. Quality Monitoring
 - 4.5.1. The Resident Inspector will be expected to provide weekly and monthly inspection reports in line with the NHBRC standard reporting guidelines and time frames, and which will be subjected to NHBRC internal audit processes.
 - 4.5.2. Conduct weekly site meetings with inter alia the relevant NHBRC Senior Home Inspectors to discuss all inspection related matters.
 - 4.5.3. The NHBRC Senior Home Inspector will do assessments on the service provider’s daily and weekly reports and work inspected to validate that the NHBRC structural quality standards are being met.
 - 4.5.4. NHBRC will quality check (audit) all the inspections conducted by the Resident Home Inspector.
- 4.6. Service clusters
 - 4.6.1. It is envisaged that the required outsourced inspection services will be conducted in all nine provinces, where NHBRC identified Selected Projects.
 - 4.6.2. Service providers must provide physical locations of their offices as well as contact numbers of the Provincial Offices.
 - 4.6.3. Service providers must note that this tender is specifically for Selected Projects.
 - 4.6.4. NHBRC considered the Engineering Council of South Africa recommended scale of fees for project monitoring and which included for the following:
 - 4.6.4.1. Technologist/Technician salary
 - 4.6.4.2. An overhead factor of 1.90
 - 4.6.4.3. Utilization factor = 0.85
 - 4.6.4.4. A year is assumed to have 1760 hours (excludes holidays, public days etc.)
- 4.7. The NHBRC will be paying the below rates (inclusive of travelling; accommodation costs and any other disbursements) per unit broken down into a maximum of 4 work stages to be completed in Selected Projects within the various Provinces. This displayed cost is for 2017/2018 financial year, and will be escalated annually in line with the increase in Consumer Price Index (“CPI”) over the preceding 12 month period.

NOTE: The enrolments numbers shown in the table below are only indicative. NHBRC cannot guarantee the unit enrolment numbers per province or nationally in any way. NHBRC will also annually adjust the inspection figures as per budgeted targets. NHBRC will only outsource inspection requests for enrolments exceeding 300 units.

Province	E/C	F/S	GP	KZN	MP	N/C	Limp	N/Wes t	W/C
Unit Numbers (2017-2018)	378	2520	30240	0	3969	10584	882	0	0
Inspection stages	1512	10080	120960	0	15876	42336	3528	0	0
Unit inspection cost 2017/2018	R 2 544.96	R 2 477.92	R 970.47	R 1 360. 54	R 1 693.45	R 1 334.41	R 2 223.85	R 3 262.73	R 902.38
Stage inspection cost 2017/2018	R 636.24	R 619.48	R 242.62	R 340. 14	R 423.36	R 333.60	R 555.96	R 815.68	R 225.59

Please tick the service provider national foot print by making X.

Province	Selection (mark X)
Eastern Cape	
Free State	
Gauteng	
KwaZulu Natal	
Limpopo	
Mpumalanga	
Northern Cape	
North West	
Western Cape	

5. MANDATORY INFRASTRUCTURE / RESOURCE REQUIREMENTS

It will be expected of the service provider to have a working environment / offices that are equipped with the following;

- 5.1. Telecommunication Service (Contractual agreement for the duration of the tender period)
- 5.2. Telephone service (Helpdesk)
- 5.3. Fax facility
- 5.4. Internet connection (Contractual agreement for the duration of the tender period) diginet or fibre
- 5.5. Email services
- 5.6. Printing services (A4 and A5)
- 5.7. Dedicated administrator for all inspections and IT related issues
- 5.8. Data line or mobile broadband connection (Contractual agreement for the duration of the tender period)
- 5.9. Firewall to be provided by service provider. { Hardware (device) or Software (Application) }
- 5.10. Public IP (IPSEC connection to NHBRC)
- 5.11. Data take-on exercise on a monthly basis
- 5.12. Router or Layer 3 switch (segment existing LAN from NHBRC LAN)
- 5.13. Environment for SAP Connection

6. INFORMATION SECURITY REQUIREMENTS

- 6.1 Non-disclosure agreement must be signed by service provider prior to access being granted.
- 6.2 Service provider must comply with Protection of Personal Information (POPI) Act.
- 6.3 The machines or devices used must always be patched (both operating system and application layer).
- 6.4 Use, implement and maintain a current anti-malware software for viruses on all systems.
- 6.5 Ensure that anti-virus software is current, actively running and generate audit logs.
- 6.6 Service provider must allow NHBRC to conduct regular penetration tests and vulnerability assessments and security audits on their network.
- 6.7 Service provider must use our VPN so that we can monitor and restrict unwanted activity
- 6.8 Applications, services and port installed on computers that are not required for inspection work must be disabled or removed.
- 6.9 Supplier must have the ability to detect and respond to security threats on their network.
- 6.10 User ID and passwords must be shred, posted or otherwise divulged in any manner.
- 6.11 Service provider must not install peer-to-peer file sharing software on systems used to access, transfer or store NHBRC data
- 6.12 Configure infrastructure such as firewall, routers, servers to industry best security practice, including disabling unnecessary services
- 6.13 Comply with the NHBRC Acceptable User of ICT Resources Policy and Access Management Procedure
- 6.14 Supplier must have the ability to detect and respond to security threats on their network
- 6.15 Service provider must allow NHBRC to conduct regular penetration tests and vulnerability assessments and security audits on their network
- 6.16 Service provider must allow NHBRC to configure and install network routers on the service provider network, in order to channel or direct network traffic
- 6.17 Storing NHBRC data on mobile devices is prohibited.
- 6.18 Service provider must have an Information Security Policy in place that meet applicable industry standards.

7. TOOLS OF TRADE

- 7.1. Every appointed inspector/s must have the following, provided by the Service provider;
 - 7.1.1. Set Square – Engineering Square 150mm
 - 7.1.2. Spirit Level 1,2m Long
 - 7.1.3. Measuring Tape 10m (Steel)
 - 7.1.4. Moisture Meter – meeting the following specification;
 - 7.1.4.1. Display - Inverted display/LEDs
 - 7.1.4.2. Measuring mode - Measuring modes 3
 - 7.1.4.3. Measuring range -20 to 200 °C
 - 7.1.4.4. Measuring accuracy - +/- 1 °C (10-30 °C)
 - 7.1.4.5. Measuring accuracy - moisture +/-2%
 - 7.1.4.6. Battery - 2x 1.5 V AA batteries

7.2. Metal Detector

- 7.2.1. Detection depth steel 120 mm
- 7.2.2. Detection depth copper, max. 80 mm
- 7.2.3. Power supply 1 x 9 V 6LR61
- 7.2.4. Crack Width Gauge Complete set of 5 Vertical & Horizontal
- 7.2.5. Gradient / Roof pitch Gauge
- 7.2.6. Inspection device, compatible with NHBRC Mobility Application. This includes the accessories (e.g. chargers, power banks, as approved by the NHBRC. For the required specification, please refer to the information below:

7.3. Inspection gadget (minimum specification – rugged tablet with hand strap)

7.3.1. System specification

- 7.3.1.1. Storage 125GB and above
- 7.3.1.2. Memory 4GB
- 7.3.1.3. Processor speed 1.6 GHz
- 7.3.1.4. Windows 8.1 pro
- 7.3.1.5. USB Port 3.0

7.3.2. Display

- 7.3.2.1. Screen size 8 Inch or up to maximum 10.1 inch
- 7.3.2.2. Sunlight readability
- 7.3.2.3. Capacitive touch display
- 7.3.2.4. Built in or customised stylus
- 7.3.2.5. Contrast 600:1

7.3.3. Connectivity

- 7.3.3.1. 3G/4G
- 7.3.3.2. GPS Glonass
- 7.3.3.3. Bluetooth
- 7.3.3.4. WIFI
- 7.3.3.5. Broadband Sim Card Slot

7.3.4. Data Capture

- 7.3.4.1. 5MP Auto focus Camera
- 7.3.4.2. Barcode reader

7.3.5. Environment

- 7.3.5.1. Temperature – operate above normal temperature
- 7.3.5.2. Standard IP65
- 7.3.5.3. MIL – STD 810G

7.3.6. Battery power

- 7.3.6.1. 5 hours
- 7.3.6.2. Hot swappable battery to be included

7.3.7. Standard warranty

- 7.3.7.1. The tablet must come with a two year extended warranty with onsite support.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)- SABS APPROVED

- 8.1. Every inspector/s must have the following, provided by the Service Provider except item 8.1.5
 - 8.1.1. Safety Boots (Steel Toe)
 - 8.1.2. Approved NHBRC Reflector Vest
 - 8.1.3. Safety goggle
 - 8.1.4. Approved NHBRC Hard Hats (Navy/White)
 - 8.1.5. NHBRC Identification Card (provided by the NHBRC)

9. STANDARD DOCUMENTATION

- 9.1. Every inspector/s must have the following, provided by the Service Provider
 - 9.1.1. NHBRC Home Building Manual
 - 9.1.2. SANS 10400 and SANS 2001 series (as per NHBRC requirements)
 - 9.1.3. Non-Compliance reference guide (provide by the NHBRC)
 - 9.1.4. Notice of non-compliance book (issued by the NHBRC)

10. QUALIFICATIONS

- 10.1. The NHBRC will be expecting that the staff to be deployed by the service provider to undertake the inspections will meet the following academic (and relevant practical) requirements:
 - 10.1.1. Every inspector appointed by the service provider and who will be deployed as per the NHBRC Service Level Agreement; must have the minimum qualifications prescribed by the Engineering Council of South Africa for professional recognition. (Service providers to provide a matrix that highlights the individual qualifications)
 - 10.1.2. All deployed engineering staff is to be registered with ECSA (Engineering Council of South Africa).
 - 10.1.3. The service provider shall provide NHBRC with professional indemnity insurance to the minimum value of R 10 Million (ZAR).
 - 10.1.4. All staff to be deployed by the service provider shall have a minimum of three year work experience in the built environment.

NOTE:

The NHBRC reserves the right to verify all the qualifications of staff through the South African Qualification Authority ("SAQA") and may request for references. This can be done prior to allocation of the project or during the project.

11. PROJECT PROPOSAL

PROPOSAL REQUIREMENTS

- 11.1. The Service providers will provide detailed methodology of compliance and which will be accompanied by detailed CVs of experts who will undertake and oversee the work.
- 11.2. The service provider must demonstrate their history, knowledge and expertise in line with the terms of reference, and proof of professional registration of personnel that will be assigned to undertake the works.
- 11.3. The service providers shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work including demonstrating to having the necessary Professional Indemnity insurance in place.
- 11.4. The service providers will adhere to agreed reporting requirements which will be outlined on the work plan.

12. CONTRACT

- 8.1 The appointed Service Providers shall be required to enter into a Professional Services Agreement with the NHBRC.
- 8.2 The NHBRC supports the transformation agenda for the implementation of government projects, and which will inter alia include the following:
 - 8.2.1 Radical response on transformation – ownership agenda
 - 8.2.2 Woman empowerment
 - 8.2.3 Structured youth program

13. TECHNICAL EVALUATION CRITERIA

- 13.1. The NHBRC need to be satisfied, in all respects that the Organisation selected has the necessary resources, qualifications and abilities for the project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- 13.2. The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified.
- 13.3. Duration of the Panel:
- 13.4. The panel of inspectorate service providers will be valid for a period of three (3) years from the date of appointment.
- 13.5. The appointment will be allocated on a rotational basis and based on performance.
- 13.6. Allocation will be based on the area(s) or available project(s) within the province of choice.

14. REQUIRED INFORMATION

- 14.1. Functionality documents to be submitted
- 14.2. The following is what is required to be submitted by the bidders.

14.3. During the last 5 financial years, the bidder must have completed similar Home Inspection projects in a similar environment. The bidder must submit a summary of the projects in the format presented below:

Project Name and date	Project size Number of houses	Contract value	Province	Contact Person

14.4. Capability of Bidder: (Please provide a matrix of the Support Team as per item 9 above)

14.5. The bidder must provide a detailed project proposal.

14.6. The proposal document must outline the intended/proposed approach to the Project, and must inter alia cover the following:

14.6.1. Capacity of the service provider to deliver quality of inspections.

14.6.2. Resource levelling per selected project.

14.6.3. Project implementation plan including milestones and deliverables

14.6.4. Linking of contractor payment with the NHBRC approvals

14.6.5. Demonstration on how they will meet a target of inspecting escalated houses within 5 (five) days after escalation.

15. TECHNICAL AND PRICE EVALUATION CRITERIA

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

15.1.1. Stage 1: Prequalification Criteria

15.1.2. Stage 2: Compliance check of Mandatory Requirements;

15.1.3. Stage 3: Functional Evaluation; and

STAGE 1: PREQUALIFICATION CRITERIA

The bidders will be required to comply with any of the following designated group as per regulation 4, preferential procurement policy framework act, 2017.

	Yes/No
An EME or QSE which is at least 51% Black Owned	

Failure to comply with the above table will lead to disqualification. Please attach certified copy of shareholder certificate/ CSD report.

STAGE 2: COMPLIANCE CHECK OF MANDATORY REQUIREMENTS

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	SBD 4 Declaration of interest must be signed and thoroughly completed.	
3.	X	SBD 6.1 Preference claim form must be signed and thoroughly completed regardless if points are claimed or not.	
4.	X	SBD 8 Declaration of Bidder's past supply chain management practices must be signed and thoroughly completed.	
5.	X	SBD 9 Certificate of independent bid determination must be signed and thoroughly completed.	
6.	X	Confirmation of PI insurance. Provide a certified copy of the insurance or letter of intent. (10 Million)	
7.		General Conditions of the contract (GCC).	
8	X	All deployed engineering staff are to be registered with ECSA (Engineering Council of South Africa).	
9.	X	Registered on Central database (CSD)(please attach the CSD report)	

STAGE 3: FUNCTIONAL EVALUATION

Only bid which comply with the mandatory requirements will be evaluated further on 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

PROJECTS COMPLETED		
During the last 5 financial years, the bidder must have completed two or more projects in the home building industry (i.e. inspection, consulting structural engineering and/or project management oversight) with minimum of R 1 m	Points will be allocated as:- < R1 m = 0 points ≥ R1 m but < R2 m =1 points ≥ R2 m but < R3 m =2 points ≥ R3 m but < R4 m =3 points ≥ R4 m but < R5 m =4 points ≥ R5 m =5 points	20
PROFESSIONAL TEAM		
Every inspector to be appointed by the service provider must be registered with the Engineering Council of South Africa; and must	Points will be allocated as:- 3 years = 3 points ≥3 years or more = 5 points	30

be covered by the PI insurance of the service provider; and must have a minimum of three year work experience in the built environment.		
PROJECT PROPOSAL		
The proposal document must outline the intended/proposed approach to the Project.	Points will be allocated as:- Providing a project proposal that cover all aspects as listed will score = 5	50
The approach and methodology must be clearly stipulated and must cover all aspects in regards to item 11 above.	Providing a project proposal that do not cover all aspects listed will score = 0	
TOTAL SCORE = 100		

NB. After considering the functional criteria, a bidder is considered to have passed Stage 3 (Functional Requirements) if the TOTAL score is equal to, or greater than 70 points

Only bids that achieve minimum qualifying score **(70 points)** will be appointed on the Panel and render the service as an when required for a period of three (3) years with the proposed rates.

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) or (90/10) 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 R30 000.00) (all applicable taxes included) not exceeding 50 million.

Or

90/10 Preference point system (for acquisition of services, works or goods with a Rand value more than R50 million) (all applicable taxes included)

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

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

Where

- Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

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-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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.

16. RFP SUBMISSION INSTRUCTIONS

16.1. 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**

17. AVAILABILITY OF THE RFP DOCUMENT

17.1. Bid documents to be collected from the NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, and JOHANNESBURG

18. RFP CLOSING DATE

18.1. 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 **13 October 2017 at 11:00am**. 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).

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

19. VALIDITY PERIOD OF BIDS

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

20. ENQUIRIES SHOULD BE DIRECTED TO BOTH:

20.1. Administrative and Technical Enquiries

Department: Supply Chain Management
Contact Person: Mphasha Kgare
Email address: mphasak@nhbrc.org.za

21. SUBMISSIONS OF PROPOSALS

21.1. Submission of bid MUST include **one** (1) original and deposited into the Bid box.

21.2. 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.

Briefing Venues and dates

BID NUMBER	DESCRIPTION	Compulsory Briefing Sessions will be held at the following locations and dates	Preferential Principle	Closing Date
1. NHBRC 45/2017	ESTABLISHMENT OF A DATABASE OF SERVICE PROVIDERS TO PERFORM RESIDENTIAL INSPECTORATE SERVICES ON BEHALF OF THE NHBRC FOR A PERIOD OF THREE (3) YEARS.	<p>1. Date: 11/09/2017 at 11h00am. Address: NHBRC Head Office, 5 Leeuwkop road, Sunninghill, Gauteng.</p> <p>2. Date: 15/09/2017 at 11h00am. Address: NHBRC Head Western Cape office, ground floor, Barinor Viyard South, 99 Jip de Jager drive, Bellville, Cape Town</p> <p>3. Date: 22/09/2017 at 11h00am. Address: NHBRC KZN office, Marine Building, 5th Floor, Gardiner Street, Durban.</p> <p>4. Date: 18/09/2017 at 11h00am. Address: NHBRC Eastern Cape office, 40 Pickering street, Newtown Park, Port Elizabeth</p> <p>5. Date: 12/09/2017 at 11h00am.</p>	90/10	13/10/2017 at 11h00

		<p>Address: NHBRC North West office, Office no. 6 North Block, 67 Brink str, Rustenburg, 2999.</p> <p>6. Date: 20/09/2017 at 11h00am. Address: NHBRC Mpumalanga office, Suite 201, 14 Henshall Str, Nelspruit.</p> <p>7. Date: 02/10/2017 at 11h00am. Address: NHBRC Limpopo office, 81 Hans Strydom Str, Polokwane.</p> <p>8. Date: 28/09/2017 at 11h00am. Address: NHBRC Free State office, Unit 4 Hydro Park, 98 Kellner Str, Westdene, Bloemfontein</p> <p>9. Date: 26/09/2017 at 11h00am. Address: NHBRC Northern Cape office, 13 Bishop Avenue, Block B, Sanlam Business Complex, Kimberley.</p>	
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