



**REQUESTS FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE CONTRACTOR FOR UPGRADING OF EXISTING AND CONSTRUCTION OF ADDITIONAL PARKING BAYS FOR NHBRC HEAD OFFICE.**

**RFP NO.: NHBRC 42/2017**

**CLOSING DATE: 29 September 2017**

**TIME: 11:00 am**

**COMPULSORY BRIEFING SESSION**

**DATE: 14 September 2017**

**TIME: 11:00 am**

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

## 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; and**

**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 may be. 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 bidders 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 Prospective Bidders must be registered on National Treasury Central supplier database
- 1.23 All Bids must be formulated and submitted in accordance with the requirements of this RFP.
- 1.24 Joint Building Contracts Committee (JBCC) Principle building agreement may be signed between the NHBRC and the successful bidder.

## 2. BACKGROUND

### 2.1. ABOUT THE NHBRC

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

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

The Council is furthermore empowered by the Act:

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

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

2.1.3 The National Home Builders Registration Council 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 Housing Consumers Protection Measures Act (No 95 of 1998). 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 650 employees. The NHBRC's head office is located in Sunninghill, Gauteng with 9 regional offices of varying size, and 12 satellite offices.

## **3. PROJECT OVERVIEW**

### **3.1 Purpose**

The main objective of the bid is to appoint a suitable contractor for construction of additional parking bays with shades nets to accommodate the volume of staff and clients. The existing carport cannot accommodate the staff compliments and are also in a state of disrepair and need to be refurbished.

### **3.2 NHBRC Business Objectives**

The NHBRC is a statutory body established in terms of the Housing Consumer Protection Measures Act (HCPMA – Act 95 of 1998 as amended). The NHBRC is mandated to provide protection to housing consumers against defined defects and to regulate the home building industry.

The Government granted the NHBRC exclusive rights to offer housing consumers a five year standard home warranty against major structural defects throughout the Republic of South Africa

The NHBRC is in the business of registering homebuilders on its database and to enroll new homes in order to provide protection against structural defects in terms of the HCPMA.

In the absence of the registered Home Builder that enrolled the property for warranty cover, the NHBRC is mandated to rectify major structural distress reported within 5 years following first occupation and will fix roof leaks that manifest within the first 12 months following occupation

### **3.3 Scope of Works**

The NHBRC seeks to appoint a suitable contractor for construction of additional parking bays with shades nets to accommodate the volume of staff and clients. The existing carports cannot accommodate all the staff compliments and are also in a state of disrepair and need to be refurbished. The project also includes the following:

- Construction of new shade port structures including installation of lights
- Construction of new parking road works
- Segmented paving
- Kerbs & Storm water
- Ancillary roadworks
- Refurbishment of existing shade ports structures

- Upgrade of the main gate

### **3.5 Project Information**

- To ensure that all NHBRC employees and customers have adequate parking space when they visit NHBRC head office.

### **3.6 Project Schedule**

The successful bidder will be expected to complete (including all fittings) within 12 weeks from the date of site handover.

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

### **4.1 Required Information**

The NHBRC requires the services of interested and competent contractors in the built environment that are registered with CIDB Grade 3CE or higher.

#### **4.1.1 Prequalification criteria**

The bidders must comply with any of the following designated groups as per regulation in order for them to qualify to the next stage:

- An Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% Black Owned

#### **4.1.2 Technical Mandatory requirements**

- Certificate or CRS number with CIDB Grading 3CE or Higher
- Attendance of Compulsory briefing session
- Valid COIDA certificate
- Occupational Health and Safety Plan

#### **4.1.3 Occupational Health and Safety Plan**

Bidders must provide a copy of their Safety plan which includes:

- Personal Protective Equipment (PPE)
- Competence of the workforce
- Organogram of staff on site
- Work being performed by each staff member
- Information of the supervisor on site and

The bidders must provide a printed copy of their safety plan including all the elements stated above on the bidder's letterhead.

## 4.2 Functionality documents to be submitted

The following is required to be submitted by the bidders:

4.2.1 During the last five (05) years, the bidder must have completed a minimum of 2 similar projects with minimum value of R1 million each. The bidder must submit a summary of the projects and contract value. For each of these projects, the bidder must provide a completion certificate or letter issued by the client or project sponsor. Kindly use the format below as a guide for the information required.

Name of project:
Name of Client:
Client Contact Details
Contact person:
Role in Project:
Contact Tel No:
Contact Cell:
Project Start Date:
Project Completion Date:
Number of Units:
Contract Amount (incl. VAT):
Summary of Project (maximum 200 words).
<b>Note: Please attach a completion letter on company letter head from the client indicating successful completion of the project as per the client's brief.</b>

### 4.2.2 Project Team

You are requested to provide an organogram of the project team that includes skilled and unskilled labourers. You are required to utilize labour sourced from the designated groups (i.e. black women, youth, military veterans, people living in rural area and disabled people)

#### 4.2.3 Project Plan

The bidder is required to provide a construction plan that will indicate project deliverables against a timeframe for completion. This is considered to be a draft document and may be revised on appointment.

#### 4.2.4 Project Manager

The NHBRC will appoint the project manager for this project.

#### 4.2.5 Joint Ventures/Partnerships/Consortiums etc

In cases where there is a Joint Ventures/Partnerships/Consortiums intending to bid for this project, **each party must:**

- be registered with CIDB and provide a consolidated grade
- be in good standing with SARS
- a separate SBD 4 and SBD 8 must be completed for each party
- The other functional, SCM mandatory requirements and BEE certificate can be a consolidated submission.
- The original JV agreement must be submitted

### 4.3 Rates and prices

The contractor will be required to price the attached Bill of Quantities. All rates and prices are subject to acceptance by the NHBRC. The NHBRC reserves the right to balance rates. The Total bid price as indicated in the final summary must be carried over to standard bidding document 1 (SBD1) failing to do so will be disqualified.

The Following Bill of Quantities are included:

- Section A - Preliminary and General
- Section B - Road works
- Section C - Segmented paving
- Section D - Kerbs & Storm water
- Section E - Ancillary road works
- Section F - Shade ports structures
- Section G - Provision sums
- Section H – Miscellaneous

**5. TECHNICAL AND PRICE EVALUATION CRITERIA**

5.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in four (04) stages namely:

**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	

**Stage 2: Compliance check of Mandatory Requirements**

As per SCM Mandatory Checklist

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

<b>DOCUMENTS TO BE SUBMITTED</b>			
No.		Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements may 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	Valid and certified COIDA certificate	
7.	X	Attendance of compulsory briefing session (site visit)	
8.	X	Valid CIDB Grading 3CE or higher(provide your CRS number)	
9.	X	Occupational health and safety plan	
10.		General Conditions of contract (GCC)	
11		CSD	

### Stage 3: Functionality in terms of the set technical evaluation criteria

The following values will be applicable when evaluating the bid

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

No.	Evaluation Criteria	Description	Weight
1	Refer to Para 4.2.1	<p><b>Previous Projects</b></p> <p><b>Bidder to indicate previous similar projects completed in the last five (05) years with minimum value of R 1 M each</b></p> <p>Rating Scale</p> <p>Less than 2 Projects = 0 Points</p> <p>2 Project = 3 Point</p> <p>3 or more Projects = 5 Points</p> <p><b>Points will be allocated on submission of completion certificates or completion letter from the client per project</b></p> <p><i>The NHBRC reserves the right to verify the validity of the document submitted.</i></p>	40
2	Refer to Para 4.2.2	<p><b>Project team</b></p> <p>Kindly provide a detailed organogram with skilled and semi- skilled labourers</p>	30

		<p>Non Submission = 0 points</p> <p>Submission of suitable organogram = 5 points (Submit CVs and certified qualifications of the supervisor)</p>	
<b>3</b>	<b>Refer to Para 4.2.3</b>	<p><b>Draft project Plan</b></p> <p><b>Detailed construction plan to be provided with a clear timeframes linked to tasks.</b></p> <p>Rating Scale</p> <p>No Submission = 0 Points</p> <p>Submission of construction plan with a timeframe of more than 12 weeks = 0 Points</p> <p>Submission of construction plan with a timeframe of less than 12 weeks = 5 Points</p>	<b>30</b>

5.2 Technical (Functional) Assessments' minimal acceptable requirements:

**TOTAL SCORE = 100**

**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 75 points**

**Stage 4: Price and Preference Points Evaluation**

Only proposals that achieve minimum qualifying score for functionality **(75 points)** will be considered further in terms of price and preference.

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 the (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 not more than R50 000 000.00) (all applicable taxes included)**

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

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

Where

P<sub>s</sub> = Points scored for comparative price of bid under consideration

P<sub>t</sub> = Comparative price of bid under consideration

P<sub>min</sub> = Comparative price of lowest acceptable bid

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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## **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 Sandton on or before the **29 September 2017 at 11:00am**

## **7. AVAILABILITY OF THE RFP DOCUMENT**

**7.1 Bid documents to be collected ([www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)) from the 01 September 2017**

**7.2 There will be a compulsory briefing session on the 14 September 2017 at 11:00am; the meeting will take place at the head office**

## **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 **29 September 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 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:**

10.1 Administrative Enquiries

**Department:** Supply Chain Management

**Contact Person:** Mr. Mphasha Kgare

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

## **11. SUBMISSIONS OF PROPOSALS**

11.1 Submission of bids **MUST** include **one** (1) original 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.