



REQUEST FOR PROPOSALS: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE OFFICE SPACE PLANNING, INTERIOR DESIGN AND PROJECT MANAGEMENT SERVICES FOR EIGHT (08) NHBC CUSTOMER SERVICES CENTRES / RECEPTION AREAS.

RFP NO.: NHBC 43/2019

CLOSING DATE: 26 MARCH 2020

TIME: 11:00AM

COMPULSORY BRIEFING SESSION

DATE: 12 MARCH 2020

TIME: 11:00AM

**VENUE: NHBC HEAD OFFICE
27 LEEUWKOP ROAD
SUNNINGHILL
GAUTENG**

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 Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up-to-date for the duration of the contract.
- 1.2 The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (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 binding Agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.
- 1.8 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.

- 1.9 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.
- 1.10 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.
- 1.11 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.12 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 disqualify 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 (“SCM”) 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.
- 1.13 Briefing Session: There will be briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.
- 1.14 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.
- 1.15 The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.16 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.
- 1.17 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.
- 1.18 The NHBRC reserves the right to accept or reject the Proposal.
- 1.19 RFP’s shall be rejected, among other reasons, where Bids are received after the closing date and time as specified in the RFP.
- 1.20 Potential service provider(s) shall be disqualified and their Bids not considered among other reasons, for any of the following specific reasons:
 - 1.20.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP;
and/or

- 1.20.2 The Bid contains irregularities.
- 1.21 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 presentation. All expenses must be borne by the bidder.
- 1.22 All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.
- 1.23 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.
- 1.24 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 National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 ("the Act"). Section 3 of the Act provides that the objects of the NHBRC are to:
- (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;
 - (b) regulate the home building industry;
 - (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
 - (d) establish and to promote ethical and technical standards in the home building industry;
 - (e) improve structural quality in the interests of housing consumers and the home building industry;
 - (f) promote housing consumer rights and to provide housing consumer information;
 - (g) communicate with and to assist home builders to register in terms of this Act;
 - (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
 - (i) regulate insurers contemplated in section 23 (9) (a); and
 - (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

2.2 NHBRC OFFICES

- 2.2.1 The NHBRC is a medium sized organization with a staff compliment of approximately 850 employees. The NHBRC's Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying size and 12 Satellite Offices which are located in the following areas:

	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Bela Bela) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberley) - Provincial	22	Gauteng (Tshwane) – Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

3 INTRODUCTION

The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the homebuilding industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organisational scorecard.

VISION

To be the Champion of the Housing Consumers.

MISSION

To Protect the Housing Consumers and to Regulate the Homebuilding Environment.

MOTTO

Assuring Quality Homes.

STRATEGY OF NHBRC

The strategy of the NHBRC is based on the following pillars:

- To ensure that housing consumers and home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund.

4 GENERAL REQUIREMENTS FOR THE REFURBISHMENT OF RECEPTION AREAS

- 4.1 The office space plan/layout for the reception area should depict a world-class organisation with innovative ideas, which is in accordance with the corporate brand of the NHBRC.
- 4.2 The space plan/layout needs to be flexible to work (easily be modified) for all office buildings in terms of area and architectural style as per the approved design (see Annexure B).
- 4.3 A memorable and welcoming reception area is critical in making a positive first impression. An office space plan/layout for the Customer Service Centres that has friendly entrances and reception spaces offering easy access and comfortable waiting areas for customers, all reflecting the identity and ethos of the NHBRC.
- 4.4 All reception areas should have a similar corporate identity with the concept followed through, but can have some minor differences due to different volumes and sizes.
- 4.5 It will be critical to investigate how the reception system at NHBRC functions in terms of purpose, security, special needs, telephonic queries, meetings and appointments.
- 4.6 The corporate colours that will become the main colours for the interior design, which can be complemented by secondary colours, are attached in Annexure A.
- 4.7 The main corporate colours should be used in a way that provides contrast and balance. These colours can be complemented by natural but durable materials such as timber, glass and steel. Textures, patterns and plants can be brought into the design in a more abstract manner to provide contrast and interest in the design. It needs to be noted that care must be taken when using one corporate colour, which should not dominate the design and should be innovatively balanced.
- 4.8 The attached NHBRC design (Annexure B) ideas should be used by the service provider of which some or all ideas can be developed further for a creative final product.
- 4.9 Although any design style can be used such as modern, contemporary, post-modern etc. due to the corporate nature of the NHBRC brand a classical timeless approach would be preferred.
- 4.10 The limitations will be that the design solutions cannot tamper with the rented building structures.

5 SCOPE OF WORKS

5.1 Purpose

- 5.1.1 The purpose of this tender is to acquire services of an Office Space Planning, Interior design and Project Management company for the refurbishment (revamp) of the NHBRC reception areas / customer service centres for its eight (08) NHBRC customer care offices as per the approved design (see Annexure B).
- 5.1.2 The service provider will carry out the essential functions of a Principal Agent for all the project work stages from inception to completion according to professional best practice. The service provider will ensure that all reception areas of the NHRBC offices are standardised as per the approved design (see Annexure B) to promote its corporate image.
- 5.1.3 This revamping of reception areas will require the service provider to provide the following:
 - 5.1.3.1 Review the approved design (see Annexure B) and create a suitable space plan/layout that offers the best customer experience for NHBRC offices.
 - 5.1.3.2 Interpret the existing approved design and floor plans (see Annexure B) into an implementable construction project.
 - 5.1.3.3 Turn-key project management solution for the implementation of that space planning that includes purchasing of furniture as per the approved design and floor plans (see Annexure B)
 - 5.1.3.4 Manage all subcontractors in the projects such as plumbers, electricians, shopfitters, etc.
 - 5.1.3.5 Establish the geographical implications to the design/s (See attached branch addresses in (Annexure C)
 - 5.1.3.6 Provide all other details and budgetary estimates for all NHBRC reception areas.
 - 5.1.3.7 To project manage the whole construction/installation process from inception to completion of the project, preferably according to the agreements; and
 - 5.1.3.8 To comply with all health and safety, and building legislation.

6 REQUIRED OUTPUTS

- 6.1 The following outputs have been identified as deliverables at the conclusion of the project:
 - 6.1.1 Completed office space plan / layout of the reception areas which is standard across all NHBRC offices as per the approved design (see Annexure B);
 - 6.1.2 Completed high quality refurbishment of NHBRC office receptions areas;
 - 6.1.3 Sourced, coordinated and installed the required furniture items, fittings, equipment as per the approved design (see Annexure B).
 - 6.1.4 Completed interior furnishing;
 - 6.1.5 All building certifications provided for professional works and services.

7 NHBRC SERVICE EXPECTATION

7.1 As part of the service expectation the following key elements will be required to be addressed:

- 7.1.1 NHBRC working hours are from 8h30 to 16h30, the service provider will be required to work eight (8) hours a day.
- 7.1.2 Service provider will be required to travel to other NHBRC regional offices where applicable.
- 7.1.3 Service provider will be expected to provide high quality services.
- 7.1.4 Service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
- 7.1.5 Propose other cost effective methods of implementing Interior design to the NHBRC.
- 7.1.6 Service provider must adhere to the Safety and Health (SHE) principles.

8 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

8.1 General Information

- 8.1.1 The NHBRC requires the services of interested and competent companies who are experienced in interior designing of office building refurbishment to take on the role of Principal Agent to complete the design and project managing.
- 8.1.2 The Principle Agent must have the capacity or be able to plan to have capacity to complete the refurbishment for all NHBRC offices in South Africa.

8.2 Requisites of the Principal Agent Consultant (Service Provider):

- 8.2.1 The entity acting as the Principal Agent will manage the project, or if required, can appoint a Project Manager to manage the project (considering the geographical scale of the project). The Principal Agent will be a registered qualified professional and must be registered with The African Institute of the Interior Design Professions (IID) or The South African Council for the Architectural Profession (SACAP) or other recognised South African organisation. The Project Manager must be registered with South African Council for the Project and Construction Management Professions (SACPCMP) with relevant qualifications (Pr. CPM/Pr. CM).
- 8.2.2 The Principal Agent will appoint all the relevant agents and the main contractor.
- 8.2.3 The Principal Agent must have experience in project managing for office building interior design work from inception to completion with a proven track record.

8.3 Documents to be submitted

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

8.3.1 During the last five (5) financial years, the bidder must have resumed the role of an Office Space Planner, Interior Design and Project Management. The bidder must submit a summary of the projects in the format presented below:

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel

8.3.2 Provide project details of a minimum of three (3) projects that were successfully completed in the last five (5) years in the format below. For each of these projects, a reference or '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.

8.3.3 The bidder must submit a summary of the projects in the format presented below:

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

Capability of Bidder's Resources

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

NO	PROJECTS COMPLETED IN THE LAST FIVE (5) YEARS					
	Full Name	Role in Project	Current Academic Qualifications	Key Area of Specialization	Years of Experience in the industry	Professional Registration
1.						
2.						
3.						
4.						
5.						

*Please attach recently (last 3 months) certified copies of academic qualifications and certifications with relevant professional bodies where applicable.

Note, in addition please provide the following:

- CV for each of the project team members highlighting specific and relevant qualifications and experience.
- Key personnel may only be replaced by the personnel with similar expertise over the life of the contract and written permission must be obtained from the NHBRC.

8.4 Project Tender Submission

(These documents are in addition to the tender application forms)

- 8.4.1 A proposal document providing a preliminary concept design, team, approach to completing the refurbishments for all NHBRC offices' reception areas (logistics etc.), site meetings and payments.
- 8.4.2 A Project Plan with proposed dates and milestones. The project plan should indicate key tasks and activities.
- 8.4.3 The proposed fee structure should be summarized as follows:
 - Professional fees;
 - Project stages;
 - Disbursements;
 - Estimate for construction/installation costs;
 - Cost escalations (if any); and
 - Annexure D proposed fee structure per office.

9 DURATION

9.1 The service provider and NHBRC will enter into a contract with the NHBRC on an effective date to be determined by both parties.

10 SERVICE PROVIDER RESPONSIBILITIES

- 10.1 As part of the service expectation the following key elements will be required to be addressed:
 - 10.1.1 NHBRC working hours are from 8h30 to 16h30, the service provider will be required to work eight (8) hours a day.
 - 10.1.2 Service provider will be required to travel to other NHBRC provincial offices where applicable.
 - 10.1.3 Service provider will be expected to provide high quality work.
 - 10.1.4 Service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
 - 10.1.5 Propose other cost effective methods in Interior Design and Implementation.

11 FUNCTIONAL EVALUATION CRITERIA

11.1 The evaluation of the functional/ technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description
1. Number of year the company has been rendering Interior Design and Project Management Services	Minimum of five (5) years the company has been rendering Interior Design and Project Management Services. Company profile clearly indicating the number of years in business providing the service.
2. Value of Projects undertaken by the Interior Design Company over the last 5 years.	Provide the list of projects, values and duration of office refurbishments undertaken over the last five (5) years.
3. Contactable client references.	Minimum of the three (3) most recent contactable references where the Interior Design work for office building was successfully implemented.
4. Qualification.	Bidders must provide qualification of the team in Interior Design and Project Management.
5. Detailed Project Plan.	The Bidder must provide a project plan that demonstrates an understanding of the project and is within the NHBRC time frame.

11.2 Proposals with functional/technical points that are less than minimum threshold of 70 points will be eliminated from further evaluation.

12 ELIMINATION CRITERIA

12.1 Proposals that do not meet the stipulated conditions of the NHBRC will be eliminated.

13 REPORTING

13.1 The report format will be agreed upon between the service provider and NHBRC Business Service Manager.

13.2 The service provider shall provide monthly, quarterly, and annual reports to management.

14 TECHNICAL AND PRICE EVALUATION CRITERIA

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

14.1.1 Stage 1: Pre-qualifying Criteria;

14.1.2 Stage 2: Compliance check of Mandatory Requirements;

14.1.3 Stage 3: Functional Evaluation Criteria; and

14.1.4 Stage 4 Price and Preference Points Evaluation.

14.2 Stage 1: Pre-qualifying Criteria

14.2.1 B-BBEE Status Level Contributor of between Level One (1) to Four (4).

14.2.2 Bidders must have a BBEE Status Level Contributor of between one to four as pre-qualifying criteria, in order to be considered for further evaluation.

Stage 2: Compliance check of Mandatory Requirements

All mandatory documents as per the SCM Mandatory Checklist in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract. In this regard, the NHBRC reserves its rights to take appropriate legal action.

DOCUMENTS TO BE SUBMITTED

No.			Yes/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.		
1.		Valid B-BBEE Status Level Certified Copy/Sworn affidavit signed by the Commissioner of Oaths on the DTI template.	
2.	X	SBD1 Invitation to bid, Make sure it is completed and signed.	

3	X	SBD 3.3 Professional Services (including a detailed costing breakdown of all costs and escalations)	
4.	X	Annexure D - Pricing schedule (including a detailed costing breaking of all costs and escalation per annum)	
5.	X	SBD 4 (Declaration of interest Make sure it is completed and signed).	
6.	X	SBD 6.1 (Preference claim form should be completed and signed, regardless if points are claimed or not).	
7.	X	SBD 6.2 Local Content	
8.	X	SBD 8 (Declaration of Bidder's past supply chain management practices Make sure it is completed and signed).	
9.	X	SBD 9 Certificate of independent bid determination Make sure it is completed and signed.	
10.		CSD/Central Supplier Database supplier number Report	
11	X	Bidders must submit certified copies of qualification not older than three months in Interior Design (Btech/BA Interior Design/ Registered Professional) and Project Management (Pr CPM/Pr.CM registered with SACPCMP)	
12..		General Conditions of the contract (GCC).	

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

Bids must fully comply with all the Mandatory Requirements for the **Stage 2: Compliance check of Mandatory Requirements** in order to qualify for **Stage 3: Functional Evaluation** and those bids which failed 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	Description	Weight (%)
1	Number of year the company has been rendering Interior Design and Project Management Services	<p>Minimum of five (5) years the company has been rendering Interior Design and Project Management Services. Company profile clearly indicating the number of years in business providing the service.</p> <p>Bidder Experience 0 Years' Experience = 0 Point 1 Year Experience = 1 Points 3 Years' Experience = 2 Points 5 Years' Experience = 3 Points 7 Years' Experience = 4 Points 10 Years' Experience = 5 Points</p>	30

Item No	Evaluation Criteria	Description	Weight (%)
2.	Value of Projects undertaken by the Interior Design Company over the last 5 years.	Provide the list of projects undertaken for the office refurbishments with the value of Three Hundred Thousand (R300,000) 0 Projects = 0 Point Projects up to R100, 000 = 1 Point Project up to R200 000 = 2 Points Projects up to R300,000 = 3 Points Project above R300 000 = 4 Points Projects above R500, 000 = 5 Points	25
3.	Contactable Client References.	The service provider must provide a minimum of three (3) references indicating the number of projects completed. (Excluding the NHBRC) 0 reference letter= 0 Points 1 reference letter = 1 Points 2 reference letters = 2 Points 3 reference letters = 3 Points 4 reference letters = 4 Points 5 – reference letters = 5 Points	10
4.	Qualifications	Bidder must provide qualification of the team in Interior Design (Btech/BA Interior Design/ Registered Professional) and Project Management (Pr CPM/Pr.CM registered with SACPCMP) <ul style="list-style-type: none"> • No Qualification Submitted =0 Points • Project Management Qualification (only) = 1 Point • Interior Design Qualification (only) = 2 Points • Interior Design and Project Management = 3 Points • Interior Design and Project Management (registered with SACPCMP) = 4 Points • All team members qualified in Interior Design and Project Management (registered with SACPCMP) = 5 Points 	20
5.	Detailed Project Plan	The Bidder must provide a project plan that demonstrates an understanding of the project and is within the NHBRC time frames. Project plan provided and project delivered in 16 Months. <ul style="list-style-type: none"> • No Project plan = 0 Points • Project Plan with no implementation or timelines or costs = 1 Points • Project Plan with unclear implementation, timelines and costs = 2 Points • Project Plan with implementation, timelines and costs = 3 Points • Project Plan with detailed implementation, timelines and costs = 4 Points • Project Plan with detailed implementation, clear timelines, detailed costs = 5 Points 	15

NB: Technical Assessments' minimal acceptable requirements on Functionality is 60 Points or greater

TOTAL SCORE = 100

After considering the functional pre-qualifying criteria, a bidder is considered to have passed Stage 3 (Functional Requirements) if the TOTAL score is equal to, or greater than 60 points

Stage 4: Price and Preference Points Evaluation

Only bids that obtained a minimum qualifying score (**60 points**) for **Stage 3 (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 not more than R 50 million) (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:

BBBEE Level	80/20
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

15 RFP SUBMISSION INSTRUCTIONS

15.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

16 AVAILABILITY OF THE RFP DOCUMENT

16.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **06 MARCH 2020**.

16.2 There will be a **compulsory briefing session** that will be held on the **12 March 2020** at 11h00 at the NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

17 RFP CLOSING DATE

17.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 27 Leeuwkop Road, Sunninghill on or before the **26 March 2020 at 11h00**. No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope and clearly marked (**Copy or Original**) with the bid number and the full name of the service provider(s).

17.2 No late submissions will be accepted.

18 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.

19 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

19.1 The administrative enquiries may be directed to:

Department: Supply Chain Management

Contact Person: Ms.Paballo Relela, Mr.Bernard Kekana

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

20 SUBMISSIONS OF PROPOSALS

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

20.2 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.

Summary of Annexures:

- ANNEXURE A: Corporate Colours
- ANNEXURE B: NHBRC Design and Floor Plan
- ANNEXURE C: NHBRC Business Address
- ANNEXURE D: Proposed fee structure for Eight (08) NHBRC Office

ANNEXURE C: NHBRC business addresses and floor plan for the following offices:

Sunninghill (Head Office), Eric Molobi Innovation Hub, Bethlehem, Bloemfontein, Kimberley, Polokwane, Tshwane and Witbank.

NHBRC BUSINESS ADDRESS	
1.	Gauteng (Sunninghill Head Office) Provincial Address: NHBRC Head Office, 27 Leeuwkop Road, Sunninghill
2.	Eric Molobi Innovation Hub (Soshanguve) Address: 1618 Juventos Street Block XX Soshanguve A
3.	Free State (Bethlehem) – Satellite Address: 6A, Corner President Boshoff and Bruwer Street
4.	Free State (Bloemfontein) – Provincial Address: KPMG Building, 200 Nelson Mandela Drive, Brandwag
5.	Northern Cape (Kimberley) – Provincial Address: 10 Olivier Street Montreo Park, Block 2 Ground Floor, Right Wing
6.	Limpopo (Polokwane) – Provincial Address: Std Bank Square, Suite 1A, 1st Floor, 50 Schoeman Street

7.	Tshwane (Gauteng) – Satellite Address: (iParioli Office Park, Block A3, 1166 Park Street Hatfield
8.	Mpumalanga-Emalahleni (Witbank) – Satellite Address: Smokey Mountain Office Village, Route N4 Business Park, Ground & 3rd Floor, Ben Fleur X 11

ANNEXURE D: Proposed fee structure for Sunninghill Office (Head Office)

Summary

Description	Amount
Office Revamp Services (as per the scope of work) for Sunninghill (Head Office) (Excluding VAT)	
VAT @15%	
Total including VAT	

ANNEXURE D: Proposed fee structure for Eric Molobi Innovation Hub (Soshanguve)

Summary

Description	Amount
Office Revamp Services (as per the scope of work) for Eric Molobi Innovation Hub (Soshanguve) (Excluding VAT)	
VAT @15%	
Total including VAT	

ANNEXURE D: Proposed fee structure for Bethlehem office

Summary

Description	Amount
Office Revamp Services (as per the scope of work) for Bethlehem office (Excluding VAT)	
VAT @15%	
Total including VAT	

ANNEXURE D: Proposed fee structure for Bloemfontein office

Summary

Description	Amount
Office Revamp Services (as per the scope of work) Bloemfontein office (Excluding VAT)	
VAT @15%	
Total including VAT	

ANNEXURE D: Proposed fee structure for Kimberley office

Summary

Description	Amount
Office Revamp Services (as per the scope of work) for Kimberley office (Excluding VAT)	
VAT @15%	
Total including VAT	

ANNEXURE D: Proposed fee structure for Polokwane office

Summary

Description	Amount
Office Revamp Services (as per the scope of work) for Polokwane office (Excluding VAT)	
VAT @15%	
Total including VAT	

ANNEXURE D: Proposed fee structure for Tshwane office

Summary

Description	Amount
Office Revamp Services (as per the scope of work) for Tshwane office (Excluding VAT)	
VAT @15%	
Total including VAT	

ANNEXURE D: Proposed fee structure for Witbank office

Summary

Description	Amount
Office Revamp Services (as per the scope of work) for Witbank office (Excluding VAT)	
VAT @15%	
Total including VAT	