



**REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF SUITABLE SERVICE PROVIDERS TO SUPPLY AND DELIVER OFFICE STATIONERY TO THE NHBR FOR A PERIOD OF THREE (03) YEARS.**

**RFP NO.: NHBR 41/2019**

**CLOSING DATE: 26 MARCH 2020**

**TIME: 11:00AM**

**NO BRIEFING SESSION**

**NB: PLEASE INDICATE WHICH PROVINCIAL OFFICE YOU ARE BIDDING FOR:**

**OFFICE:**

\_\_\_\_\_

**NAME OF BIDDER:**

\_\_\_\_\_

## 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 publicised 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 familiarise 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 no 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 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.
- 1.18 RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.19 Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
  - 1.19.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
  - 1.19.2 The Bid contains irregularities.
- 1.20 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.

- 1.21 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 an organisation 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 (Mahikeng) – 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	24	

## 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. PURPOSE

4.1 The NHBRC seeks to appoint a panel of suitable service providers for the supply and delivery of stationery as and when required basis for a period of thirty-six (36) months. The purpose of this Request for Proposal (RFP) is therefore to contract with suitably qualified service providers with the requisite capacity to execute this project within the desired quality, scope, timeframe and cost for NHBRC.

#### 5. OBJECTIVES

5.1 The broad objectives of this request for proposal include:

- To provide prospective service providers with adequate information to understand and respond to NHBRC requirements for the supply and delivery of stationery to the NHBRC Head Office, Provincial and its satellite offices.
- The service provider with a National footprint will be an advantage.
- To ensure uniformity (based on the list provided) in the responses received from each prospective service provider.

#### 6. SCOPE OF WORK

6.1 The successful service provider will be expected to supply and deliver the stationery items as and when required upon receipt of an official purchase order.

#### 7. PROJECT DELIVERABLES

7.1 The successful service provider must have supplied and delivered the following stationery items to Head Office, Provincial and its satellite offices:

##### STATIONERY ITEMS, BUT NOT LIMITED TO:

#	Description:	Unit of measure:
1	Stapler, handheld, 26/6 (30/40 sheet capacity)	Each
2	Staples, 26/6 (5000 staples per box)	Box
3	Staples, 23/17 (1000 staples per box)	Box
4	Staple remover, up to 26/6 staples	Each
5	Heavy duty staple remover, up to 23/24 staples	Each

6	2-hole punch, handheld, up to 25 sheets	Each
7	Heavy duty punch (up to 150 pages capacity)	Each
8	Heavy duty stapler (up to 240 pages capacity)	Each
9	Post-it flags, 25.4mm x 43.2mm, assorted colours (50 per pack)	Pack
10	Post-it flags, 25.4mm x 43.2mm, "Sign here" (50 per pack)	Pack
11	Post-it Flags, 11.9mm x 43.2mm (96 per pack)	Pack
12	Spiral note book, A4, 100 pages	Each
13	Spiral note book, A5, 100 pages	Each
14	A4 Exam pad	Each
15	A4 plastic carry folders (buckle files)	Each
16	Standard paper clips (25mm)	Box
17	Large paper clips (50mm)	Box
18	Extra-large paper clips (78mm)	Box
19	Fold-back clips, 19mm	Box
20	Fold-back clips, 25mm	Box
21	Fold-back clips, 32mm	Box
22	Fold-back clips, 41mm	Box
23	Fold-back clips, 50mm	Box
24	Bulldog clips, 19mm	Each
25	Bulldog clips, 32mm	Each
26	Bulldog clips, 38mm	Each
27	Bulldog clips, 50mm	Each
28	Bulldog clips, 64mm	Each
29	Bulldog clips, 75mm	Each
30	Bulldog clips, 100mm	Each
31	Bulldog clips, 150mm	Each
32	Instruction labels, "Urgent"	Box
33	Instruction labels, "Confidential"	Box
34	Final notice labels	Box
35	A4 carbon paper (100 per pack)	Pack
36	All purpose adhesive	Each
37	Glue stick, 40g	Each
38	Prestik, 100g	Each
39	Pencil eraser, white	Each
40	Pencil sharpener, two-hole, steel	Each
41	A4 self-seal envelopes, no with window (White and Brown)	Box
42	A5 self-seal envelopes, no with window (White and Brown)	Box
43	A3 self-seal envelopes, no with window (White and Brown)	Box
44	A4 self-seal envelopes, with window (White and Brown)	Box
45	A5 self-seal envelopes, with window (White and Brown)	Box
46	A3 self-seal envelopes, with window (White and Brown)	Box
47	Self-seal DLB, no window 110mm x 220mm (White and Brown)	Box
48	Calculator (adding machine), battery and solar operated	Each
49	Calculator, Scientific, battery and solar operated	Each
50	Calculator, Financial, battery and solar operated	Each

51	Pens, retractable/click, ball point, (Red, Green, Black & Blue)	Each
52	Pens, retractable/click, 0.8mm gel point, (Red, Green, Black & Blue)	Each
53	Pencils, HB (12 per box)	Box
54	Refillable Pencil with leads & eraser 0.5	Each
55	Lever-arch files, A4, 80mm, glossy with provision to insert sheet in front, assorted colours (10 per box)	Box
56	Lever-arch files, A4, PVC, 58mm, assorted colours (10 per box)	Box
57	Lever-arch files, A4, PVC, 80mm, No index, assorted colours (10 per box)	Box
58	A4 clear plastic punched pocket filling sleeves (100 per pack)	Pack
59	Cubic note holder refills, assorted colours	Each
60	Cubic note holders, assorted colours plastic	Each
61	AAA batteries (2 per pack)	Pack
62	AAA batteries (4 per pack)	Pack
63	AAA batteries (6 per pack)	Pack
64	AAA batteries (8 per pack)	Pack
65	AAA batteries (24 per pack)	Pack
66	AA batteries (4 per pack)	Pack
7	AA batteries (6 per pack)	Pack
68	AA batteries (8 per pack)	Pack
69	AA batteries, rechargeable (8 per pack)	Pack
70	AA batteries (24 per pack)	Pack
71	Whiteboard, magnetic, wall mountable (all sizes)	Each
72	Whiteboard markers, assorted colours	Each
73	Whiteboard magnetic eraser, 145 x 55mm	Each
74	Whiteboard magnetic eraser refill, 145 x 55mm (12 per pack)	Pack
75	Whiteboard eraser aqua wipe, 400 x 300m (10 per pack)	Pack
76	Whiteboard cleaning fluid bottle	Each
77	Permanent Marker, 700 EK, fine point (Assorted colours)	Each
78	Permanent Marker, 70 EK, Bullet tip (Assorted colours)	Each
79	Self-adhesive notes, 75mm x 75mm (Assorted colours)	Pack
80	Highlighters, assorted colours	Pack
81	Scissors, stainless steel blade, 21cm	Each
82	A4 photocopy paper, 80g/m <sup>2</sup> (White)	Box
83	A3 photocopy paper, 80g/m <sup>2</sup> (White)	Box
84	A3 photocopy paper, 80g/m <sup>2</sup> (Assorted colours)	Box
85	A4 photocopy paper, 80g/m <sup>2</sup> (Assorted colours)	Box
86	A4 hard copy paper	Box
87	A2 Drawing paper clear and white paper	Box
88	A3 Drawing paper clear and white paper	Box
89	Memory stick, retractable, USB 3.0 and USB 2.0 compatibility, 4GB	Each
90	Memory stick, retractable, USB 3.0 and USB 2.0 compatibility, 8GB	Each
91	Memory stick, retractable, USB 3.0 and USB 2.0 compatibility, 16GB	Each
92	Memory stick, retractable, USB 3.0 and USB 2.0 compatibility, 32GB	Each
93	Memory stick, retractable, USB 3.0 and USB 2.0 compatibility, 64GB	Each
94	Portable external hard drive, USB 3.0 and USB 2.0 compatibility, 500GB	Each

95	Portable external hard drive, USB 3.0 and USB 2.0 compatibility, 1TB	Each
96	Portable external hard drive, USB 3.0 and USB 2.0 compatibility, 2TB	Each
97	Portable external hard drive, USB 3.0 and USB 2.0 compatibility, 3TB	Each
98	Portable external hard drive, USB 3.0 and USB 2.0 compatibility, 4TB	Each
99	Finger Cones, all sizes (Assorted colours)	Each
100	Paper clips, plastic coated, Small	Box
101	Paper clips, plastic coated, Medium	Box
102	Paper clips, plastic coated, Large	Box
103	A4 Clipboard, wooden	Each
104	Plastic ruler, 30cm (Assorted colours)	Each
105	T-Square ruler	Each
106	Scale ruler	Each
107	Compass set	Each
108	Set square 60	Each
109	Set square 45	Each
110	Flip chart stand with 3 adjustable legs	Each
111	Flipchart paper Bond with slotted holes, (50 sheets per pad)	Pad
112	Poster frame, plastic, A4, slide in, metal corner, wall mountable	Each
113	Clear/transparent tape, 18mm x 20m	Each
114	Clear/transparent tape, 25mm x 50m	Each
115	Clear/transparent tape, 12mm x 66m	Each
116	Packaging tape, Clear/transparent, 48mm x 50m	Each
117	Packaging tape, Brown, 48mm x 50m	Each
118	Desktop tape dispenser	Each
119	Packaging tape dispenser	Each
120	File Dividers Jan-Dec, A4	Pack
121	File Dividers 1-31 , A4	Pack
122	File Dividers A-Z A4	Pack
123	File Dividers 10 Tab A4	Pack
124	Correction fluid, pen	Each
125	Correction fluid, bottle	Each
126	Correction tape	Each
127	Hardcover book, A4, 192 pages	Each
128	Hardcover book, A4, 288 pages	Each
129	Hardcover book, A5, 192 pages	Each
130	General Purpose Wipes, assorted colours	Each
131	Rubber bands, No.10, 1.5mm (W) x 30mm (L)	Bag
132	Rubber Bands, No.18, 1.5mm (W) x 50mm (L)	Bag
133	Rubber bands, No.19, 1.5mm (W) x 60mm (L)	Bag
134	Rubber bands, No.14, 1.5mm (W) x 75mm (L)	Bag
135	Rubber bands, No.16, 1.5mm (W) x 90mm (L)	Bag
136	Rubber bands, No.32, 3.0mm (W) x 75mm (L)	Bag
137	Rubber bands, No.34, 3.0mm (W) x 100mm (L)	Bag
138	Rubber bands, No.38, 3.0mm (W) x 150mm (L)	Bag
139	Rubber bands, No.64, 5.0mm (W) x 90mm (L)	Bag

140	Rubber bands, No.69, 5.0mm (W) x 150mm (L)	Bag
141	Slide binders, all sizes, assorted colours (100 elements per pack)	Pack
142	Plastic binding combs, all sizes, assorted colours, (100 elements per pack)	Pack
143	Clear/transparent binding covers, A4, PVC 150 Micron (100 per pack)	Pack
144	A4 diaries, week to view format, Padded cover	Each
145	A5 diaries, assorted colours with smooth leather effect on cover with a stitched border, gilt metal on corners and daily day to a page format featuring timed appointments.	Each
146	A4 diaries, assorted colours with smooth leather effect on cover with a stitched border, gilt metal on corners and daily day to a page format featuring timed appointments.	Each
147	Desk calendar pad	Each
148	Year planner calendar	Each
149	Writing Slate A4 Marker board, 297 x 210mm	Each
150	Presentation/Quotation folders, A4, assorted colours (12 per pack)	Pack
151	Archive box, A4, 245mmL x 330mmW x 110mmD	Each
152	Jumbo document storage box, double walled cardboard for extra durability (10 per pack)	Pack
153	Self-inking stamps	Each
154	Stamp pad ink, assorted colours	Each
155	Presentation Remote with laser pointer, up to 60 feet Wireless	Each
156	Mouse pad, wrist support, dimensions H32 x W202 x D 230, Memory foam	Each
157	Keyboard wrist support, dimensions H 15 x W 480 x D57, Memory foam	Each
158	Cutter heavy-duty utility knife with screw lock, 18mm	Each
159	Cutter blades, 18mm (10 per pack)	Pack
160	PVC ring reinforcements, clear	Pack
161	A4 laminating pouch film, 150 micron (100 per pack)	Pack
162	A3 laminating pouch film, 150 micron (100 per pack)	Pack
163	Blank CD-RW discs, 700MB capacity, 52x speed (10 per pack)	Pack
164	Blank DVD-RW discs, 4.7GB capacity, 16x speed (10 per pack)	Pack
165	A4 Backing board panel, 2.5mm MDF	Each
166	File fasteners, up to 30 sheets capacity (100 per box)	Box
167	A4 3-flaps document files with Elastic cord fastener (Assorted colours)	Each
168	Concertina file with 16 compartments & reinforced gusset and index tabs	Each
169	Concertina file with 20 compartments & reinforced gusset and index tabs	Each
170	Perpetual year planner, magnetic, wall mountable (all sizes)	Each
171	Bulletin boards with aluminum frame, wall mountable (all sizes)	Each
172	Letter tray, 2-tier (Assorted colours)	Each
173	Letter tray 3 tier (Assorted colours)	Each
174	Desk cube refills with rainbow sheets (800 x 80gsm sheets)	Each
175	Polypropylene file dividers, A4, Jan-Dec division (Assorted colours)	Pack
176	Polypropylene file dividers, A4, 1-31 division (Assorted colours)	Pack
177	Polypropylene file dividers, A4, A-Z division (Assorted colours)	Pack
178	A4 Accessible files, plastic or metal mechanism (assorted colours) (10 per	Pack
179	P-touch laminated tape, 12mm x 8mm	Each
180	Rotary files with PVC pockets (W/240, W/300, W/200)	Each

181	Drawing board A3	Box
182	Drawing bag	Box
183	Drawing book	Box
184	Top retrieval files (pack of 25)	Pack
185	Top retrieval files extra heavy expanda with flap & clip (100 Sheets)	Pack
186	Self-adhesive file tabs	Pack
187	Off-site storage boxes (hold 6 Arch Lever Files	Pack
188	Lid for off-site storage box	Pack
189	Hanging files	Pack
190	Drawing paper for plotter machine	Pack
191	Treeline ready sorter	Each
192	Drawing push pins	Box

## 8. MANDATORY SUBMISSION REQUIREMENTS

8.1 Bidders may submit below documents as per the table.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
8.1.1 Bidders may submit a business profile illustrating a Minimum of three (3) years relevant experience or more in supplying and delivery of stationery in order to obtain points for functionality.		
8.1.2. Bidders may submit a catalogue of proposed products.		
8.1.3 Bidders may submit the following additional information: <ul style="list-style-type: none"> <li>• Details of helpdesk specifying logging &amp; tracking of orders and escalation procedures</li> <li>• Dedicated account manager</li> <li>• Replacement of defective items within seven (7) working days</li> <li>• Delivery schedule</li> <li>• A minimum of three (3) months warranty</li> <li>• On items that qualify warranty please provide when you delivering goods</li> </ul>		
8.1.4 Bidders must have the capacity to deliver within a minimum of three (3) to a maximum of seven (7) working days after receipt of an official Purchase Order.		

## 9. DURATION OF THE SERVICE LEVEL AGREEMENT (SLA)

9.1 The service provider and NHBRC will enter into a three (3) years SLA on an effective date to be determined by the parties.

## 10. FUNCTIONAL EVALUATION CRITERIA

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

Functional Factors	Criteria Description
1. Number of years supplying and delivering of office stationery	<ul style="list-style-type: none"><li>Minimum of three (3) years' experience rendering supply and delivery of office stationery (<i>company profile must clearly indicate the number of years in business providing office stationery</i>).</li></ul>
2. Client references	<b>Contactable reference letters on the client letter head</b>
3. Turn Around Time	Bidders must have the capacity to deliver within a Minimum of one (1) to a maximum of seven (7) working days after receipt of an official Purchase Order.

10.2 Proposals with functional/technical points that are less than minimum threshold of 60% points will be eliminated from the approved panel of service providers.

## 11. PRICE STRUCTURE

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

**N.B: THE WILL BE NO FURTHER EVALUATION ON PRICING/FINANCIAL OFFER:**

**THE BIDDERS WHO PASSED FUNCTIONALITY STAGE WILL BE ENLISTED ON THE NHBRC PANEL OF OFFICE STATIONERY AND BE USED ON ROTATIONAL BASIS.**

- THREE (3) QUOTATIONS FROM REPUTABLE SUPPLIERS WILL BE SUBMITTED TO THE NHBRC FOR APPROVAL AND RECOMMENDATION.**
- A MARK-UP OF 20% SHALL BE CLAIMED ON ITEMS DELIVERED BY THE SERVICE PROVIDER.**

**NOTE: THE PROJECT IS A QUALITY BASED SELECTION OF WHICH PRICING IS NOT GOING TO BE USED FOR EVALUATION BASIS.**

## 12. ELIMINATION CRITERIA

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

### 13. REPORTING STRUCTURE

13.1 The report format will be agreed upon between the service provider and NHBC.

### 14. TRACK RECORD

14.1 A complete list of relevant projects that were successfully completed within the supply and delivery of office stationery industry in the past three (3) years, or underway projects with at least three (03) references signed off by the accounting officer or his/her delegated is required.

### 15. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

15.1 General Information

15.1 The NHBC requires the services of interested and competent organisations or companies that are experienced in supply and delivery of office stationery and the service provider is expected to provide proof of expertise.

16.2 Requisites of the Service Provider:

16.2.1 A detailed proposal:

- Understanding of terms of reference.
- Team composition competencies (please attach CVs and indicate roles of individuals).
- Quality Assurance measures (process and control).
- Summary of projects executed and completed in the last three years.

16.3 The following documents are required to be submitted by the bidder.

16.3.1 During the last three (3) financial years, the bidder must have completed similar projects. 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

16.3.2 Provide project details of three (3) of your projects that were successfully completed in the last three (3) years in the format below. For each of these three (3) projects a 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.

Please follow the format shown below:

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:
Contract Amount (incl. VAT):
Summary of Project (maximum 200 words).
<b><u>Note:</u> Please attach a reference letter from the client indicating successful completion of the project as per the client's brief.</b>

16.4 Expertise and experience of key personnel

16.4.1 The successful service provider will be required to provide the expertise, and experience to successfully deliver supply and delivery of office stationery.

16.4.2 Suitably qualified and experienced technical personnel must be assigned to this project.

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

Full Names	Key Area of Specialization	Years of Experience in the industry

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

- CV for each of the project team members highlighting specific 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.

## 16. TECHNICAL AND PRICE EVALUATION CRITERIA

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

17.1.2 **Stage 1:** Pre-qualifying Criteria

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

17.1.4 **Stage 3:** Functional Evaluation Criteria

### 17.2 Stage 1: Pre-qualifying Criteria

17.2.1 B-BBEE Status Level Contributor of between Level One to Three.

17.2.2 Bidders must have a B-BB-EE Status Level Contributor of between one to three as pre-qualifying criteria, in order to be considered for further evaluation.

### 17.3 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.		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 signed.	
3.	X	SBD 4 Declaration of interest, Make sure it is completed and signed.	
4.	X	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
5.	X	SBD 8 Declaration of Bidder's past supply chain management practices, Make sure it is completed and signed.	
6.	X	SBD 9 Certificate of independent bid determination, Make sure it is completed and signed.	
7.		Stationery catalogue.	
8.		Central Supplier Database (CSD) or supplier number report.	
9.		General Conditions of the contract (GCC).	

#### 17.4 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 and 3 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 years supplying and delivering of office stationery	<p><b>Minimum of three (3) years' experience rendering supply and delivery of office stationery. Company profile clearly indicating the number of years in business providing office stationery.</b></p> <p><b>Bidders Experience</b>                      0 Years' Experience = 0 Points                      1 – 2 Years' Experience = 2 Points                      3 – 4 Years' Experience = 4 Points                      5 Years' Experience = 5 Points</p>	60
2.	Client References	<p><b>Contactable reference letters on the client letter head.</b></p> <p><b>Bidders Reference Letters</b>                      0 reference letters = 0 Points                      1 – 2 reference letters = 2 Points                      3 – 4 reference letters = 3 Points                      5 - reference letters = 5 Points</p>	20
3.	Turnaround Time	<p>Bidders must have the capacity to deliver within a minimum of 1- 7 working days after receipt of an official purchase order.</p> <p>No Delivery = 0 points                      Delivery within 6-7 days = 1 Points                      Delivery within 4-5 days = 2 Points                      Delivery within 3 days = 3 Points                      Delivery within 2 days = 4 Points                      Delivery within 1 day = 5 Points</p>	20
		<b>TOTAL</b>	<b>100</b>

**NB: Technical assessments' minimal acceptable requirements on functionality is 60 points or greater.**

**TOTAL SCORE = 100**

After considering stage 3, bidders who get 60 or more points will be enlisted on a panel of service providers.

## 18. RFP SUBMISSION INSTRUCTIONS

18.1 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.**

## 19. AVAILABILITY OF THE RFP DOCUMENT

19.1 Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)) from the **06 March 2020**.

19.2 **There will be no briefing session.**

## 20. RFP CLOSING DATE

20.1 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.

20.2 No late submissions will be accepted.

## 21. VALIDITY PERIOD OF BIDS

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

## 22. ADMINISTRATIVE ENQUIRIES

22.1 The administrative enquiries may be directed to:

<b>Department:</b>	Supply Chain Management
<b>Contact Persons:</b>	Ms. Paballo Relela / Mr. Bernard Kekana
<b>E-mail address:</b>	Tenders@nhbrc.org.za

## 23. SUBMISSION OF PROPOSALS

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

23.2 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.