



REQUEST FOR PROPOSALS: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY, REPAIR AND SERVICE OF ALL HEATING, VENTILATION AND AIR CONDITIONING SERVICES TO THE NHBRC SUNNINGHILL AND ERIC MOLOBI (SOSHANGUVE) OFFICES FOR A PERIOD OF THREE (03) YEARS.

RFP NO.: NHBRC 05/2020

CLOSING DATE: 27 NOVEMBER 2020

TIME:

COMPULSORY BRIEFING SESSION

DATE: 11 NOVEMBER 2020

TIME: 11:00 AM

**VENUE: NHBRC HEAD OFFICE, 27 LEEUWKOP ROAD
SUNNINGHILL
JOHANNESBURG**

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 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 in part or whole any bid submitted, and to waive any technicalities for the best interest of the company.
- 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 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 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 organizational 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. OBJECTIVES

4.1 The objective of the project is to appoint a service provider with requisite skills, experience, and competencies to render Heating, Ventilation and Air Conditioning services (HVAC) to the NHBRC.

4.2 The successful service provider will be required to enter into a Service Level Agreement (SLA) with NHBRC for a period of three years (36 months). Regular performance appraisals to monitor the identified Key Performance Indicators shall form part of the SLA.

5. SCOPE OF WORK

5.1 The successful service provider shall focus on the provision of Heating, Ventilation and Air Conditioning services, repairs, maintenance, and limited supply of associated components in line with commercial best practice.

5.1.1 The service provider will be expected to:

Provide a scheduled, unscheduled, and emergency service for Heating, Ventilation and Air Conditioning encompassing repairs, and installation to all areas of the NHBRC in accordance with the negotiated access times to specific areas.

5.1.2 The Heating, Ventilation and Air Conditioning services shall include but not limited to, inter alia:

5.1.2.1 Provide Heating, Ventilation and Air Conditioning units of any model.

5.1.2.2 Provide maintenance.

5.1.2.3 Supply and Installation of new Heating, Ventilation and Air Conditioning when the need arises.

5.1.2.4 Repairs and services fridges.

5.1.2.5 Provide minor and major Heating, Ventilation and Air Conditioning service in the building.

5.1.2.6 Repairs and services ice machines.

5.1.2.7 Any other Heating, Ventilation and Air Conditioning services repairs, installation and maintenance work arising in the NHBRC building.

5.2 The service provider shall ensure that routine maintenance Heating, Ventilation and Air Conditioning, NHBRC processes and all business areas are not adversely affected, by the Heating, Ventilation and Air Conditioning services.

5.3 The service provider shall ensure safe working practices are followed when Heating, Ventilation and Air Conditioning repairs and services are done in the building.

5.4 An appropriate safe signage must be used for warning employees of Heating, Ventilation and Air Conditioning work progress, etc.

5.5 All equipment and material complies with the relevant SABS specification and code of practice.

5.6 The service provider shall follow state and local building regulations based on the National Building Regulations and Building Standards Act 103 of 1977.

5.7 Heating, Ventilation and Air Conditioning materials used in a safe and proper manner, in compliance with Occupational Health and safety Act 85 of 1993.

6. HEATING VENTILATION AND AIR CONDITIONING CERTIFICATE OF CONFORMITY

6.1 The service provider must ensure that they self-certified their Heating, Ventilation and Air Conditioning work to ensure compliance to all regulatory installation requirement by Issuing a certificate of conformity (COC) to the NHBRC.

7. PURPOSE OF THE HEATING VENTILATION AND AIR CONDITIONING

7.1 The purpose of the services is to ensure that properties of NHBRC Head Office are well maintained with regard to all Heating, Ventilation and Air Conditioning services.

8. DURATION OF THE SERVICE LEVEL AGREEMENT (SLA)

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

9. RESPONSE TO CALL OUTS

9.1 The NHBRC operates 24/7 with normal office hours 8:00am to 16:30pm therefore the contract will be required to respond to a work instruction from NHBRC within 24 hours. For emergency repairs the contractor shall ensure at any time of the day or night, **seven (7) days a week**, inclusive to all statutory holiday, throughout the contract period, that appropriate staff are available to respond to call-outs. The response times to call-outs must be within 2 hours from being notified. The service provider must confirm receipt of call.

9.2 The response must comply with the following:

Types of Calls	Response Time	Repair Time
1. Emergency Call	2 Hours	10 Hours
2. Adhoc Maintenance	4 Hours	24 Hours

10. PRICING INSTRUCTION

10.1 The service provider must price in accordance with the pricing scheduled below, this will enable NHBRC to compare price offers, the priced rates in the BOQ will be fixed for 12 months and there after CPA applies.

10.2 Failure to submit a priced offer using the prescribed scheduled will make the bid liable for disqualification.

10.3 All rates quoted as part of this bid will apply to adhoc works as and when required (additional work outside scheduled maintenance)

10.4 Do not leave any area blank in the pricing schedules

10.5 Equipment, spares, and material will be charged at cost plus mark-up of 15% - VAT shall not form part of mark-up calculations.

PRICING DATA

HEATING, VENTILATION AND AIR CONDITIONING BILL OF QUANTITIES (BOQ)

A	SECTION A	UNIT	QTY	Rate	Total
	Supply. Delivery and Installation				
1	Heating, Ventilation and Air Conditioning Components				
1.1	Split Unit	each	1	R	R
1.2	Cassettes unit	each	1	R	R
1.3	Console unit	each	1	R	R
1.4	Conceal/Hideaway unit	each	1	R	R
1.5	Outdoor/ Condenser	each	1	R	R
1.6	Ventilation system	each	1	R	R
1.7	Fridge compressor	each	1	R	R
1.8	Fridge thermostat	each	1	R	R

1.9	Ice machine components	each	1	R	R
					TOTAL R

B	SECTION B Labour and transport	Unit and Rate	QTY	Normal Hours Rate	After Hours Rate	Holiday Hour Rate	Total
1	Labour						
1.1	Supervisor	hour	1	R	R	R	R
1.2	Technician	hour	1	R	R	R	R
1.3	Technician assistance	hour	1	R	R	R	R
2	Transport						
2.1	Cost per Kilometer, within a radius of 70km, AA rate applicable	Km	1				R
							TOTAL R

NB: It may be not feasible to include every item on the BOQ and as such should material which is not on the BOQ be required then the NHBRC will request from the successful bidder a written quotations to supply such services.

Estimated price escalation in percentage : % after year 1
: % after year 2

11. PREMISES AND EQUIPMENT

- 11.1 The Service Provider shall have use of water and electricity, free of charge.
- 11.2 The Service Provide shall ensure that all their staff complies with the regulations in terms of use of the facilities.
- 11.3 The NHBRC shall provide storage facilities for the equipment while service provider working on site only.
- 11.4 The Service Provider shall have access to such facilities while working on site only.

12. HEATING, VENTILATION AND AIR CONDITIONING SERVICES PERSONNEL

- 12.1 The service provider will provide NHBRC with the qualified team (qualified Heating, Ventilation and Air Conditioning technicians)
- 12.2 The Service provider is to allow for the provision of adequate managerial and supervisory staff.

- 12.3 The Service provider is to allow for the provision of all general staff.
- 12.4 The Service providers is also to provide for intensive training of all the staff appointed to ensure conformity with NHBRC requirements.
- 12.5 Medical fitness NHBRC reserves the right to require that all service provider personnel be certified fit for duty.
- 12.6 The NHBRC recognizes the need for training, both induction and during the implementation of contract, and expects to derive both benefit and value-for-money from all training undertaken by employees of the service provider engaged in relation to this contract.
- 12.7 The service provider shall ensure that the absence from operational duty of staff attending a training course does not affect the satisfactory provision of the specified services and shall provide relief staff All service provider staff is to wear protective clothing, (including hand gloves, fully covered shoes and/or boots (appropriate to their tasks and functions) whilst on duty.
- 12.8 The service provider must supply all uniforms. All uniforms must bear the name and logo of the service provider, uniforms are to be worn at all times, without any exception.
- 12.9 The service provider shall ensure that all its personnel employed to render the service are neatly dressed, presentable and hygienic.

Staff Allocation and Management:

The Service Provider shall: -

- a. Provide services of high quality and standard to the satisfaction of the NHBRC.
- b. Ensure fair labour practice by complying with the Labour Relations Act of South Africa.
- c. Provide relief-staff, in the event of labour unrest, seasonal workload peaks, leave or sick leave provided that NHBRC's representative is given reasonable notice and details of this.
- d. The service provider will bear all costs related to the provision of relief staff.

13. OPERATING HOURS

- 13.1 The service provider will be required to provide services 24/7 and 365 days a year (this includes public holidays and weekends) over a three years contract period.

14. FUNCTIONAL EVALAUTION CRITERIA

14.1 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 rendering Heating, Ventilation and Air Conditioning services	Minimum of five (5) years in which the company has been rendering Heating, Ventilation and Air Conditioning services. (Company profile clearly indicate the number of years providing HVAC services)
2. Client References	Five (5) Contactable reference letters on the client letter head.
3. Capacity	The service provider must provide qualified team of HVAC Technicians and Supervisor.

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

15. ELIMINATION CRITERIA

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

16. REPORTING

16.1 The report format will be agreed upon between the service provider and NHBRC Facilities Management Unit.

16.2 The service provider shall provide monthly and quarterly, reports to Facilities Management.

16.3 Reports must contain amongst other the following:

- (a) Any problem that need to be brought to the attention of the organisation (NHBRC)
- (b) Ways of improving the services.
- (c) Report and advise on all Heating, Ventilation and Air Conditioning services repairs, material, and equipment.

17. TRACK RECORD

17.1 A complete list of previous clients where the service provider was rendering Heating, Ventilation and Air Conditioning services in the past five (5) years, and five (5) references as indicated in 14.1. Reference letter must be signed off by the accounting officer or his/her delegated is required.

18. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

18.1 General Information

18.2 The NHBRC requires the services of interested and competent organisations or companies that are experienced in Heating, Ventilation and Air Conditioning services and the service provider is expected to provide proof of expertise.

18.3 Requisites of the service provider:

18.4 A detailed proposal:

18.4.1 Understanding of terms of reference.

18.4.2 Team composition competencies (please attach CVs and indicate roles of individuals).

18.4.3 Quality Assurance measures (process and control).

18.4.4 Summary of projects executed and completed in the last five (05) years.

18.5 Documents to be submitted by the bidders

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

The most recent five (5) projects, similar projects the bidder has completed. 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

18.6 Provide projects details of five (5) of your projects that were successfully completed in the last five (5) years in the format below. five (5) reference letters to 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:

<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>
--

Contact Cell:

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project (maximum 200 words).

Note: Please attach a reference letter from the client indicating successful completion of the project as per the client's brief. (Excluding the NHBRC)

18.7 Expertise and experience of key personnel

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

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

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

19. TECHNICAL AND PRICE EVALUATION CRITERIA

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

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

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

19.1.3 **Stage 3:** Functional Evaluation Criteria

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

19.2 Stage 1: Pre-qualifying Criteria

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

19.2.2 Bidders must have a B-BB-EE Status Level Contributor of between One (1) to three (3) as pre-qualifying criteria, in order to be considered for further evaluation.

19.2.3 Bidder must submit a certified copy of B-BBEE certificate/ original B-BBEE or Sworn Affidavit signed by the Commissioner of Oaths in order to prequalify for the bid.

19.3 Stage 2: Compliance check of Mandatory Requirements

19.4 In order to be considered each service provider is required to submit the following mandatory documentation:

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.	Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.		Yes/No
1.	X	Valid B-BBEE Status Level or Certified Copy/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 3.1 - Pricing Schedule (Firm Price)	
4.	X	Pricing schedule (including a detailed costing breakdown of all costs and escalation per annum as per item 9 and 10 of this document	
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 8 Declaration of Bidder’s past supply chain management practices, Make sure it is completed and signed.	
8.	X	SBD 9 Certificate of independent bid determination, Make sure it is completed and signed.	
9.	X	Qualified/Certified Air conditioner/Refrigeration Certificate and or trade test (certified copy).	
10.	X	Bidder must provide proof of registration with South Africa Refrigeration and Air-Conditioning Contractors (SARACCA) (certified copy of registration)	
11.	X	Company Public Liability Insurance (more than 10million in cover at any insurance company of your choice)	
12	X	Bidder must provide proof of COIDA (Heating, Ventilation and Air Conditioning Certificate)	
13	X	Proof of CIDB Registration – Grade 3ME	
14.		Central Supplier Database (CSD) or supplier number report.	
15.		General Conditions of the contract (GCC).	

19.4 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 will be invalidated or disqualified from the process.

The Bidders information will be scored according to the following points systems:

The following values and formulae will be applicable when evaluating the bid

Member score for criteria

$$\text{Member score for criteria} \times \text{Weight per createria} = \text{Total Score per createria}$$

Highest points for criteria

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

Item No	Evaluation Criteria	Description	Weight (%)
1.	Number of years rendering Heating, Ventilation and Air Conditioning services	Minimum of five (5) years in which the company has been rendering Heating, Ventilation and Air Conditioning services. (Company profile clearly indicate the number of years providing HVAC services) Bidders Experience 0 Years' Experience = 0 Points 1 Years' Experience = 1 Point 2 Years' Experience = 2 Points 3 Years' Experience = 3 Points 4 Years' Experience = 4 Points 5 Years' Experience and above= 5 Points	10
2.	Client References.	The service provider must provide five (5) positive written contactable references indicating the similar services rendered. The reference letters from the clients of a bidder must include: <ul style="list-style-type: none"> • Company name • Company letterhead • Contact person and contact telephone numbers • The letter must be signed by a duly authorised person Bidders Reference Letters 0 Reference Letters = 0 Points 1 Reference Letters = 1 Point 2 Reference Letters = 2 Points 3 Reference Letters = 3 Points 4 Reference Letters = 4 Points 5 Reference Letters = 5 Points	35

3.	Capacity of the staff	<p>The service provider must provide qualified team of Technicians and Supervisor that will be assigned to the project</p> <p>(a) Two qualified technicians registered South African Qualification and Certification and Committee Gas (SAQCCgas)</p> <p>(b) One Supervisor on site with Wireman's license from Department Labour</p> <ul style="list-style-type: none"> • None of the above provided =0 Points • Two of the above provided =3 Points • More than required provided = 5 Points 	55
TOTAL			100

NB: Technical assessments' minimal acceptable requirements on functionality is 70 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 70 points.

19.5 Stage 4: Price and Preference Points Evaluation

Only bids that obtained a minimum qualifying score **(70 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.

20. RFP SUBMISSION INSTRUCTIONS

20.1 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.**

21. AVAILABILITY OF THE RFP DOCUMENT

21.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **30 October 2020.**

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

22. RFP CLOSING DATE

22.1 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 **27 November 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.

22.1 No late submissions will be accepted.

23. VALIDITY PERIOD OF BIDS

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

24. ADMINISTRATIVE ENQUIRIES

24.1 The administrative enquiries may be directed to:

Department: Supply Chain Management

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

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

25. SUBMISSION OF PROPOSALS

25.1 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.

25.2 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.