



REQUEST FOR PROPOSAL: APPOINTMENT OF A SERVICE PROVIDER FOR THE PHYSICAL GUARDING SECURITY SERVICES AT THREE (3) OFFICES OF THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL IN GAUTENG FOR A PERIOD OF THREE (03) YEARS

RFP NO.: NHBRC 01/2020

CLOSING DATE: 23 OCTOBER 2020

TIME: 11:00AM

COMPULSORY BRIEFING SESSION

TO BE HELD AT NHBRC HEAD OFFICE, SUNNINGHILL AND ONE SESSION WILL COVER FOR ALL THREE (03) NHBRC OFFICES REQUIRING SECURITY SERVICES IN GAUTENG

DATE: 09 OCTOBER 2020

TIME: 11:00AM

**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 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 a compulsory 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.

2.1.2 The NHBRC's goal is to ensure capital preservation to ensure it remains financially viable to meet claims as they arise and that no recourse to the Minister of Human Settlements for additional funds is necessary at any time in terms of section 17(3) - (5) of the Act.

2.1.3 The PFMA read with Treasury Regulation 31 requires that a mandate with asset managers and an investment policy and strategy is approved annually.

2.1.4 The investment strategy should be implemented with due regard to the liabilities of the NHBRC, the nature of the funds in general, Solvency Assessment and Management (SAM) and the low risk tolerance and return requirements of Council.

2.2 NHBRC OFFICES

2.2.1 The NHBRC is a medium sized organization with a staff compliment of approximately 700 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 (Kimberly) - Provincial	22	Gauteng (Pretoria-Hatfield) – 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 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. NHBRC'S MANDATE FOR SECURITY RISK MANAGEMENT

4.1 Security Risk Management

The core responsibility of the Unit is to safeguard the NHBRC's assets and resources through implementing and enforcing the desired security risk culture, processes and structures that are focused at increasing the benefits of security in favour of organisational objectives.

4.2 Adopting a risk-based approach to security management allows the NHBRC to prioritise its business activities founded on the likelihood and consequence of a security related risk being realised. This is done to enhance positive business outcomes while reducing the occurrences or events that may have a negative effect on the desired outcomes.

5. BUSINESS OVERVIEW

5.1 The National Home Builders Registration Council is a statutory body with the responsibility to provide warranty cover (protection) and regulatory services to the home-building industry. This is done in terms of the Housing Consumers Protection Measures Act (No 95 of 1998). It is the NHBRC's mandate to provide protection to housing consumers against defined defects and to regulate the home building industry. Our mandate determines our scope of business as well as the principles and area of business in which we operate. As a consequence, our business is focused on specific business models in defined geographical areas with specific business objectives for all South African Housing Consumers.

6. TECHNICAL INFORMATION TO BE SUBMITTED BY SERVICE PROVIDERS

6.1 PURPOSE

6.1.1 The purpose of the RFP is to appoint a suitable service provider to provide Physical Security Guarding Services for the NHBRC offices situated in the Gauteng Province for a period of three (03) years for the three offices as listed below.

6.1.2 The provision of the Physical Security Guarding Services must include an active Guarding Tracking System.

NHBRC GAUTENG PROVINCE OFFICE AND ADDRESS

#	OFFICE	LOCATION
1	Head Office (Sunninghill)	27 Leeuwkop Road, Sunninghill Johannesburg.
2	Tshwane/Pretoria regional office)	iParioli Office Park, Block A3, 1166 Park Street Hatfield
3	Eric Molobi Innovation Hub (Soshanguve)	224 Juventus Street, Thorntree View Soshanguve, Block XX

6.2 SCOPE OF WORK

6.2.1 The NHBRC will be expecting the preferred service provider to provide Physical Security Guarding Services which will be a combination of the following:

6.2.1.1 Security guards to be deployed at security points and to perform regular patrols as specified by the NHBRC.

6.2.1.2 Dogs to be used during night patrols at the Eric Molobi office in Soshanguve.

6.2.1.3 Provision of additional physical guarding security services on an adhoc basis in response to the NHBRC needs.

6.2.1.4 Provide 24 hours Physical Security Guarding services for the duration of the contract.

6.2.1.5 Physical Security Guarding Services to protect the buildings, equipment and materials against damage, theft, and vandalism.

6.2.1.6 The provision of the Physical Security Guarding Services must include an active Guarding Tracking System.

6.2.1.7 Physical Security Guarding Services is to protect the NHBRC staff, visitors, and customers by preventing or minimizing the risk of injury or death.

6.2.2 HOURS OF SERVICE:

The Guarding hours for security to be provided to the NHBRC Offices shall be:

6.2.2.1 Weekdays / Weekend days / Public Holiday days – 6:00am to 6:00pm.

6.2.2.2 Weeknights / Weekend nights / Public Holiday nights – 6:00pm to 6:00am

6.2.3 SERVICE PROVIDER EXPERIENCE AND KNOWLEDGE

The Service Provider must have a schedule of all security guards proposed for the contract with a valid PSIRA. The following will be the requirements:

6.2.3.1 Grade B Supervisor for the Sunninghill Office.

6.2.3.2 Operational Manager/Owner/Member with a valid grade A or B PSIRA certificate.

6.2.4 REQUIREMENTS OF SECURITY PERSONNEL.

- 6.2.4.1 Personnel must be dressed in full company security uniform when on duty.
- 6.2.4.2 Guards must be in possession of a torch and a two-way radio at all times when on duty.
- 6.2.4.3 Security personnel must wear an ID card at all times whilst on duty, in such a manner that it can be clearly seen. The ID card must contain the members’ name, surname, PSIRA number, employee number and photo of the employee.
- 6.2.4.4 Valid SAPS clearance certificate for all security proposed, two months after appointment
- 6.2.4.5 All security guards must at least have a minimum of a Grade C security grading with two (02) years’ experience.
- 6.2.4.6 Upon appointment NHBRC will request a work schedule.

GUARDING REQUIREMENTS

Office	Grade	Weekdays Monday - Friday	Weeknights Monday -Sunday	Weekend Days Saturday- Sunday and Public Holidays.
Sunninghill	B	1	0	0
Sunninghill	C	7	6	5
Tshwane	C	1	0	0
Soshanguve (Laboratory)	C	1	0	0
Soshanguve (Training Centre)	C	3	2	2
Soshanguve	Dogs	0	2	0
Total number of Grade B management supervisor is one (1)				
Total number of Grade C security guards is twenty-seven (27) with relievers				

7 TECHNICAL AND PRICE EVALUATION CRITERIA

- 7.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in four (04) stages namely:
 - 7.1.1 Stage 1: Pre-qualifying Criteria;
 - 7.1.2 Stage 2: Compliance check of Mandatory Requirements;
 - 7.1.3 Stage 3: Functional Evaluation Criteria and
 - 7.1.4 Stage 4: Price and Preference Points Evaluation.

7.2 Stage 1: Pre-qualifying Criteria

- 7.2.1 B-BBEE Status Level Contributor of between Level One to Three.
- 7.2.2 Bidders must have a B-BBEE Status Level Contributor of between one (1) to three (3) as pre-qualifying criteria, in order to be considered for further evaluation.
- 7.2.3 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 pre-qualify for the bid.

7.3 Stage 2: Compliance check of Mandatory Requirements

7.3.1 The service provider(s) must indicate compliance with mandatory requirements by **ticking under** “Comply” or “Not comply”. Failure to comply with the mandatory requirements on the table listed below will invalidate your bid.

Technical Mandatory Requirements	Comply	Not Comply
Original/Certified copy of A Valid PSIRA Certificate with a grade A/B for Directors		
Original/Certified copy of A Valid Letter of good standing issued by PSIRA for the company		
Original/Certified copy A Valid Provident fund letter issued by an accredited Institution.		
Original/Certified copy of A Valid SAPS Clearance Certificate (For all Directors)		
A valid COIDA – Letter of good standing as issued by Department of Labour		
A valid UIF – Letter of good standing as issued by Department of Labour		
Original/Certified copy of A copy of Valid Company registration certificate and Certified copies of owners, directors, and partners.		
Letter of intent Liability cover of R 10 000 000.00 or Liability cover of R 10 00 000 000.00		
Original/Valid certified copy of ICASA license or MOU from service provider with valid ICASA license		

7.4 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 documents and failure to meet the requirements will result in your bid being disqualified.		Yes/No
1.	X	Valid B-BBEE Status Level or Copy/Sworn affidavit signed by the Commissioner of Oaths	
2.	X	SBD1 (Invitation to bid, Make sure it is completed and 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)	
4.	X	SBD 4 (Declaration of interest, Make sure it is completed and signed)	
5.	X	SBD 6.1 (Preference claim form should be completed and signed, regardless if points are claimed or not)	
6.	X	SBD 8 (Declaration of Bidder's past supply chain management practices, Make sure it is completed and signed)	
7.	X	SBD 9 (Certificate of independent bid determination, Make sure it completed and signed)	
8.	X	The document mentioned on the technical mandatory requirements (on point 7.3)	
9.		CSD/Central Supplier Database report	
10.		General Conditions of the contract (GCC).	

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

Functional Evaluation and those bids which failed to comply with all the requirements of Stage 2 will be invalidated or disqualified from the process.

Functionality Evaluation (Combination of Paper Based and site inspection Criteria) = 70 points out of 100 points.

- i. Paper Based Evaluation – Bidders will be evaluated out of 80 points and bidders are required to achieve minimum threshold of 56 points out of 80 points. Only bidders who achieve a minimum of 56 points, a site inspection will be conducted by the Bid Evaluation Committee.
- ii. Site Inspection – Bidders will be evaluated out of 20 points and are required to achieve minimum threshold of 14 points out of 20 points.
- iii. **The overall combined score for paper base and site inspection must be equal or above 70 points in order to proceed to Stage 4 for Price and BBEE evaluations.**

The bidder's information will be scored according to the following points system:

Paper based evaluation:

- Details as per the proposal Stage 3: Part 1 - Functionality score 80: 56 out of 80 points.

Site inspection evaluation

- Details as per the proposal Stage 3: Part 2 - Site inspection score 20 14 out of 20 points.
- **OVERALL COMBINED POINTS: 100**

PART 1

The following values will be applicable when evaluating the bid

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

EVALUATION CRITERIA	WEIGHT
<p>BIDDER'S COMPANY EXPERIENCE</p> <p>The bidder must demonstrate at least 5 years' experience and expertise in the field of guarding services. Kindly provide a table of current and previous contracts indicating the client, contract duration and value of contract.</p> <p>Scoring Guide:</p> <p>0 years' experience = 0 Points 1-year experience = 1 Point 2 years' experience = 2 Points 3 years' experience = 3 Points 4 years' experience = 4 Points 5 years' or more experience = 5 Points</p>	<p>50</p>
<p>Reference Letters</p> <p>Reference letters that relates to the Physical security services.</p> <p>Reference letters must be signed by the client</p> <p>0 reference letters = 0 Points</p> <p>1 reference letters = 1 Point</p> <p>2 reference letters = 2 Points</p> <p>3 reference letters = 3 Points</p> <p>4 reference letters = 4 Points</p> <p>5 reference letters = 5 Points</p>	<p>30</p>
<p>SUB-TOTAL</p>	<p>80 Points</p>
<p>MINIMUM QUALIFYING REQUIREMENT</p>	<p>56 Points</p>

NB: Only bidders who score 56 Points or more points will qualify for a site visit.

PART 2

The site visit will consist of the following:

Site Visit	<p>Site Infrastructure Control</p> <p>NHBRC will conduct a site presentation and the following will be assessed:</p> <ul style="list-style-type: none"> • The bidder has an office and is operating as a security service provider; provide copy of latest lease agreement or utility bill. • The bidder does in fact have all the security infrastructure, functional control room with: <ul style="list-style-type: none"> • Telephones • Fax / Email • Base Radios • Vehicles • Uniforms • Emergency Procedures <p>Original/Valid certified copy of ICASA license or MOU from service provider with valid ICASA license</p> <p>Bidder meet all the requirement on-site inspection = 5 points</p> <p>Bidder did not meet all the requirement on-site inspection = 0 points</p>	<p style="text-align: center;">20 Points</p> <p style="text-align: center;">5</p>
SUB- TOTAL		20 Points
BIDDER who scores total of 70 Points on two stages (Paper and site visit) will qualify for further evaluation which is Price and Preference points system.		

NB: Technical Assessments' minimal acceptable requirements on Functionality

GRAND 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

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.

8 RFP SUBMISSION INSTRUCTIONS

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

9 AVAILABILITY OF THE RFP DOCUMENT

- 9.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **02 October 2020**.
- 9.2 There will be a compulsory briefing session that will be held on the **09 October 2020** at 11h00 at the NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG.

10 RFP CLOSING DATE

- 10.1 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 **23 October 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.
- 10.2 No late submissions will be accepted.

11 VALIDITY PERIOD OF BIDS

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

12 ADMINISTRATIVE ENQUIRIES

- 12.1 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

13 SUBMISSIONS OF PROPOSALS

- 13.1 Submission of bid should 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.
- 13.2 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.