



REQUEST FOR PROPOSALS: APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE DEVELOPMENT, SUPPORT AND TRAINING ON AN AUTOMATED TECHNICAL ASSESSMENT SOLUTION FOR A PERIOD OF THREE (03) YEARS

RFP NO.: NHBRC 09/2020

CLOSING DATE: 12 FEBRUARY 2021

TIME: 11:00AM

NO BRIEFING SESSION

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 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 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 Bids must only be submitted on documentation provided by the NHBRC. Late, emailed, faxed and telegraphic bids will not be considered.
- 1.19 The NHBRC reserves the right to accept or reject the Proposal.
- 1.20 RFP’s shall be rejected, among other reasons, where Bids are received after the closing date and time as specified in the RFP.
- 1.21 Potential service provider(s) shall be disqualified and their Bids not considered among other reasons, for any of the following specific reasons:
- 1.21.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
 - 1.21.2 The Bid contains irregularities.
- 1.22 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.
- 1.23 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.

1.24 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.

1.25 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2 BACKGROUND

2.1 ABOUT THE NHBRC

2.1.1 The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 (“the Act”). Section 3 of the Act provides that the objects of the NHBRC are to:

- (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;
- (b) regulate the home building industry;
- (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- (d) establish and to promote ethical and technical standards in the home building industry;
- (e) improve structural quality in the interests of housing consumers and the home building industry;
- (f) promote housing consumer rights and to provide housing consumer information;
- (g) communicate with and to assist home builders to register in terms of this Act;
- (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
- (i) regulate insurers contemplated in section 23 (9) (a); and
- (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

2.2 NHBRC OFFICES

2.2.1 The NHBRC is a medium sized organization with a staff compliment of approximately 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) – Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

3 INTRODUCTION

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

VISION

To be the Champion of the Housing Consumers.

MISSION

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

MOTTO

Assuring Quality Homes.

STRATEGY OF NHBRC

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

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

4 OBJECTIVE

4.1 To develop, maintain, support and train on the Automated Technical Assessment Solution (ATAS) for a period of three (3) years.

5 SCOPE OF WORK

5.1 To develop, support and train on a new system, including system health, database management and back-up monitoring;

5.2 Roles:

5.2.1 NHBRC will take responsibility for hosting and backup on the application; and

5.2.2 All other related functionalities, i.e. maintenance, support and training should be done by the service provider.

5.3 Ongoing maintenance and support for a three (3) year period including helpdesk and call-out as and when required.

5.4 Back-End administrative user training to enhance skills and competencies to take over the support and maintenance function after this three (3) year period.

- 5.5 The application must be developed with hosting in Azure. With this, the supplier must be a certified Azure developer and must meet all the Azure best practices and recommendations in terms of security. Backups will be implemented to the Azure recovery vault.
- 5.6 The application must be hosted on a MS Server 2019 platform and therefore compatible and support virtual machines.
- 5.7 The application should be flexible to be configured to an online system at a later stage and all development should be done in accordance with this requirement.
- 5.8 The application should utilise an industry best practise database, e.g. MS-SQL and be certified as a MS-SQL developer.
- 5.9 Application administrative and management access must be integrated using MS Active directory of M365 credentials, i.e. role-based access.
- 5.10 Audit logging must be implemented for admin and management or other internal user access.
- 5.11 Naming standards must follow the Azure naming standards as recommended by the CAF (Cloud Adoption Framework)
- 5.12 The system should allow for a development and production version.
- 5.13 Release to the production environment will follow the ICT Architecture and NHBRC Change Advisory Board (CAB) process.
- 5.14 Provide an Operational manual for the daily infrastructure support as well as backup and recovery.
- 5.15 All source code and other intellectual property will remain the property of the NHBRC.
- 5.16 Report downloadable on MS Excel (Integrate with Power BI).
- 5.17 All current functionalities of the ATAS system should be retained, namely:
 - 5.17.1 The ATAS system is a web-based solution with capabilities to capture pre-determined assessment questions, pre-determined answers linked to questions, mark and produce assessment results.
 - 5.17.2 User login (Username and Password).
 - 5.17.3 Provide for the following categories to undertake assessments: Technical Manager (Home Builder), Home Inspectors, Quality Assessors and Engineers.
 - 5.17.4 Sort questions by stage type (Sub-Structure, Super-Structure, Storm Water, Practical Completion, Roof, Plumbing, Electrical, Waterproofing, Administration, Financial and Regulation).
 - 5.17.5 Random selection of limited number of questions per required stage.
 - 5.17.6 Unique set of assessment for same individual (based on ID number and Passport number).
 - 5.17.7 Capture Builder registration number, technical manager personal details (ID number, title, name, surname, qualifications, email address, cellphone number, province, company name etc.
 - 5.17.8 Print selected set of questions on an A4 paper with all captured details if required.
 - 5.17.9 Provide a unique number for each and every assessment.
 - 5.17.10 Ability to activate or de-activate parts of the questionnaire and to allocate different values to specific stages of the building process.
 - 5.17.11 Keep audit trail of all user actions (i.e. printing of questionnaire, loading of results etc.).
 - 5.17.12 Functionality for capturing notes and adding attachments linked to the assessment.
 - 5.17.13 Provide platform that give the NHBRC the ability to add, delete, and modify questions and solutions.
 - 5.17.14 Keep record of the number of times an individual has undertaken the assessment.

- 5.17.15 Date of assessment conducted, result date and captured date.
 - 5.17.16 Provide different status for assessment ranging from “Open”, “In-progress”, “Failed” and “Passed”.
 - 5.17.17 Sort the result capturing in stages and save per each completed stage.
 - 5.17.18 Summary of assessment results must printable.
 - 5.17.19 SMS functionality to inform the applicant of the results once captured and saved.
 - 5.17.20 Dashboard reports on “Individual Level”, “Provincial Level” and “Company Level” and per assessment stages.
 - 5.17.21 Provide management reports in Real-Time.
 - 5.17.22 Provide management reports (range of days, weekly, monthly, quarterly and yearly).
 - 5.17.23 Report downloadable on MS Excel.
- 5.18 All enhancements must meet the requirements for security, performance, ease of use for operations, administration and management.
- 5.19 Functional and technical training to business & IT staff in operating and using the solution, including database and application software.
- 5.20 The service provider should provide training on application software and other areas to the project team from the NHBRC.
- 5.21 The training duration will be suggested by the service provider. The test environment required for the training has to be set up by the service provider before the training commences.
- 5.22 The service provider should provide detailed training on the solution to officials of the NHBRC as and when the need arises.

6 PURPOSE OF THE TENDER

- 6.1 To develop, maintain, support and train on the Automated Technical Assessment Solution (ATAS) for a period of three (3) years.
- 6.2 This tool shall remain the property of the NHBRC.

7 IMPLEMENTATION PLAN

- 7.1 The service provider will be responsible for the implementation of the ATAS tool.
- 7.2 The service provider will provide a detailed project management plan.

8 KEY ROLE PLAYERS NHBRC

- 8.1 Business Services (BS)
- 8.2 Information Communication Technology (ICT)
- 8.3 Centre for Research and Housing Innovation (CRHI)
- 8.4 Service Provider

9 DURATION

- 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.
- 9.2 The service provider will hand over the tool after the three (3) year contract.

10 SERVICE PROVIDER RESPONSIBILITIES

- 10.1 As part of the service expectation the following key elements will be required to be addressed:
 - 10.1.1 NHBRC working hours are from 8h30 to 16h30, the service provider will be required to render service during these hours unless in case of emergency.
 - 10.1.1 Service provider may be required to travel to other NHBRC regional offices if required.
 - 10.1.2 Service provider will be expected to provide high quality work.
 - 10.1.3 Service provider will be expected to deliver assigned tasks and daily duties as per the project plan.
 - 10.1.4 Propose other cost-effective methods of enhancing ATAS tool for the NHBRC.

11 FUNCTIONAL EVALUATION CRITERIA

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

Functional Factors	Criteria Description
1. Number of years rendering assessment/software services and support	At least five (5) years' experience the company has been providing assessment/software services and support. Company profile must clearly indicate the number of years in business providing assessment/software services and support.
2. Client references	At least five (5) contactable references for related projects where assessment/software services and support was successfully implemented and maintained
3. Qualification	Bidder must provide all qualification of the team in designing of software as well as user training and support. Certification in MS-SQL development and Azure development is essential. These certifications must be accredited by a Microsoft Certified institution.
4. Detailed Project Plan	The Bidder must provide a detailed project plan that demonstrates an understanding of the project and is within the NHBRC time frame.

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

12 ELIMINATION CRITERIA

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

13 REPORTING

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

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

14 TRACK RECORD

14.1 A complete list of the five (5) most recent projects that were successfully completed within assessment/software services, design, implementation, support, and training signed off by the accounting officer or his/her delegated is required.

15 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

15.1 General Information

15.1.1 The NHBRC requires the Goods or Services of interested and competent organisations or companies that are experienced in assessment/software services and the Service Provider is expected to provide proof of expertise.

15.2 Requisites of the Service Provider:

15.2.1 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).
- Detailed Pricing Schedule (Refer to Annexure A for pricing schedule as attached on this document)

Summary of projects executed and completed.

15.3 Documents to be submitted:

15.3.1 Five (5) projects the bidder has completed in the last five (5) years. 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

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).

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

15.3.2 Expertise and experience of key personnel

15.3.3 The successful service provider will be required to provide the expertise, qualifications, and experience to successfully deliver assessment/software services design, support, and training.

15.3.4 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 Academic Qualifications	Key Area of Specialization	Years of Experience in the industry
1.					
2.					
3.					
4.					
5.					

*Please attach recently (last 6 months) certified copies of academic qualifications.

Note, in addition please provide the following:

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

16 TECHNICAL AND PRICE EVALUATION CRITERIA

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

16.1.1 Stage 1: Compliance check of Mandatory Requirements;

16.1.2 Stage 2: Functional Evaluation Criteria

16.1.3 Stage 3: Price and Preference Points Evaluation

Stage 1: Compliance check of Mandatory Requirements

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

DOCUMENTS TO BE SUBMITTED			
No.		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 or 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 3.1 - Pricing Schedule. (Firm Price)	
4.	X	Annexure A Pricing schedule (including a detailed costing breakdown of all costs and escalation per annum)	
5.	X	SBD 4 Declaration of interest, Make sure it is completed and signed.	
6.	X	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
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 is completed and signed.	
8.		CSD/Central Supplier Database supplier number Report	
9.		General Conditions of the contract (GCC).	

Stage 2: Functionality in terms of the set technical evaluation criteria

Bids must fully comply with all the Mandatory Requirements for the **Stage 1: Compliance check of Mandatory Requirements** in order to qualify for **Stage 2: Functional Evaluation** and those bids which failed to comply with all the requirements of Stage 1 will be invalidated or disqualified from the process.

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

The following values will be applicable when evaluating the bid

Member score for criteria

X Weight per createria = 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 providing assessment/software services and support.	<p>At least five (5) years' experience the company has been providing assessment / software services and support. Company profile clearly indicating the number of years in business providing assessment/software services and support.</p> <p>Bidder Experience</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' Experience = 5 Points</p>	10
2.	Client References	<p>The service provider must provide five (5) positive written contactable references indicating the similar services rendered, supported by appointment letter.</p> <p>The reference letters from the clients of a bidder must include:</p> <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 <p>Bidders Reference Letters</p> <p>0 reference letter= 0 Points 1 reference letter = 1 Point 2 reference letters = 2 Points 3 reference letters = 3 Points 4 reference letters = 4 Points 5 reference letters = 5 Points</p>	30
3.	Qualification	<p>Bidders must provide all qualification of team in software design and training. Certification in MS-SQL and Azure development is essential. These qualifications should be completed through a Microsoft accredited training institution.</p> <ul style="list-style-type: none"> • No Qualification or One Qualification Submitted =0 Points • Both Qualification Submitted = 5 Points 	30

Item No	Evaluation Criteria	Description	Weight (%)
4.	Detailed Project Plan	<p>The Bidder must provide a detailed project plan that demonstrates an understanding of the project and is within the NHBRC time frame.</p> <p>A detailed Project Plan should clearly indicate the following:</p> <ul style="list-style-type: none"> • Project Management • Deliverables • Timeframes - Daily <ul style="list-style-type: none"> - Monthly - Quarterly - Annually • Training of the NHBRC personnel during the duration of the project and handover of the project upon completion • Budget as per above timeframes <p>Scoring</p> <p>0 points = Bidder failed to address all the points 1 point = Bidder addressed 1 out 5 items 2 points = Bidder addressed 2 out 5 items 3 points = Bidder addressed 3 out 5 items 4 points = Bidder addressed 4 out 5 items 5 points = Bidder addressed 5 out 5 items</p>	30

The minimum threshold for functionality is 70 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

Stage 3: Price and Preference Points Evaluation

Only bids that obtained a minimum qualifying score (**70 points**) for **Stage 2 (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.

17 RFP SUBMISSION INSTRUCTIONS

17.1 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**

18 AVAILABILITY OF THE RFP DOCUMENT

18.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **22 January 2021**

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

19 RFP CLOSING DATE

19.1 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 **12 February 2021 at 11h00**. No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope and clearly marked (**Copy or Original**) with the bid number and the full name of the service provider(s).

19.2 No late submissions will be accepted.

20 VALIDITY PERIOD OF BIDS

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

21 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

21.1 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

22 SUBMISSIONS OF PROPOSALS

- 22.1 Submission of bid MUST include **one** (1) original and **three** (3) copies of the proposals in a clearly marked (**Copy or Original**) envelope and deposited into the Bid box.
- 22.2 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.

ANNEXURE A: Pricing Schedule

NO.	PRICE	TOTAL COST (INCL. VAT) OVER THREE (03) YEARS
1.	Development	
	Total Costs	
2.	Maintenance	
	Total Costs	
3.	Support	
	Total Costs	
GRAND TOTAL		