



REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE ACTUARIAL SERVICES TO THE WARRANTY FUND OF THE NHBRC FOR A PERIOD OF THREE (03) YEARS

RFP NO.: NHBRC 15/2021

CLOSING DATE: 04 NOVEMBER 2021

TIME: 11:00am

NON-COMPULSORY BRIEFING SESSION
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DATE: 22 OCTOBER 2021

TIME: 11:00am

LINK FOR VIRTUAL NON-COMPULSORY BRIEFING SESSION:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzQ2NmJjYzMtNTRhMi00NmE3LWJmODktYzZlNGJmZTQ4OWRh%40thread.v2/0?context=%7b%22Tid%22%3a%223fa2c7f2-3ceb-4b67-aec9-08d186f26abc%22%2c%22Oid%22%3a%2293ef1ab6-b088-4810-becf-7c6460872237%22%7d

LINK CAN ALSO BE ACCESSED ON THE NHBRC website: www.nhbrc.org.za/current-tenders

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 non-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

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 The Council is furthermore empowered by the Act:

- "to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
- "to engage in undertakings to improve ethical and technical standards in the home building industry;
- "to keep a record of competent persons"; and
- "to generally do all things necessary or expedient to achieve its objects and the objectives of this Act."

2.3 The NHBRC's primary mandate is to manage the risk of structural defects in the home building industry and in so doing, protect the consumer. A prime activity of the NHBRC is to manage its risk exposure in terms of the warranty scheme, in order to ensure that it is not unduly exposed to claims. The current risk management tools being used by the Council include the Registration of Home Builders, enrolment and inspection of homes, the Home Building Manual which incorporates designs and construction rules, and the appointment of competent persons by the Home Builder to perform certain tasks.

2.4 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.

2.5 The annual actuarial report is required in terms of the Housing Consumers Protection Measures Act, to value the actuarial liabilities of the NHBRC's warranty fund.

2.6 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

2.7 NHBRC OFFICES

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 SERVICES PROVIDED BY THE NHBRC AND OTHER SIMILAR ORGANISATIONS

4.1 At present, the NHBRC is offering the following as part of the warranty cover for new homes:

4.1.1 Three (3) -month workmanship;

4.1.2 One (1) year roof leakage; and

4.1.3 Five (5) years structural warranty.

5 BUSINESS OVERVIEW

5.1 Purpose

5.1.1 To appoint a suitable service provider for the provision of actuarial services to the NHBRC on the solvency management of its Warranty Fund and/or Investments.

5.2 Scope of Works

5.2.2 The scope of work for this consulting service is as follows:

5.2.2.1 Actuarial Services

- Perform annual solvency valuations and an assessment of the NHBRC Warranty Fund as required, taking into account the regulatory regime applicable to the NHBRC.
- Perform annual actuarial assessment of the adequacy of the enrolment fees of the NHBRC.
- Assist the NHBRC and its investment consultants, as requested, from time to time in respect of matters relating to modelling the liabilities of the NHBRC for purposes of the investment strategy of the NHBRC.
- Assist the NHBRC in statistical analysis of its business drivers, including but not limited to development and maintenance of its indices and development and maintenance of a revenue projection model.
- The service provider may be required to assist the NHBRC with the formulation of its investment policy and investment strategy.
- Conduct additional research into sources of external data that could be used to increase the credibility of the average remedial claim cost assumptions.
- Assist the NHBRC in ensuring that there is a reserving policy document for the NHBRC to ensure that reserves are done consistently and transparently.
- Demonstrate the sensitivity of the liability and disclosure on the concentration of insurance risk.
- Project complaints and claims for future years.
- Assist the NHBRC with reviewing policies related to Solvency Assessment Management.
- Perform asset-liability modelling in view of the changes in the technical liabilities of the warranty fund and changes in the underlying assets of the warranty fund.
- Assist with the annual audit of technical liabilities of the NHBRC's warranty fund.
- Assist the NHBRC to align to best practice as a short-term insurance provider.
- Perform economic capital modelling annually, the result of which will be included in the NHBRC's annual report.
- Advise the NHBRC on the impact of the new bill on warranty fund.

5.3 Project Reporting

- Prepare annual solvency report which includes but is not limited to the following:

5.3.1 Council: Level 1 Reporting

1. Report annually on the solvency of the NHBRC's warranty fund.
2. Determine and report on the adequacy of the enrolment fees charged by the NHBRC.
3. Determine the actuarial provisions of the NHBRC in terms of IFRS 17, split into;
 - Unearned Premium Provision ("UPP");
 - Outstanding claims provision ("OCP");
 - Additional Unexpired Risk Provision ("AURP").

5.4 Duration of Contract

- The duration of the contract shall be performance based for a period of three (03) years.
- The contract will be reviewed on an annual basis based on performance.

6 SERVICE PROVIDER RESPONSIBILITIES

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

- NHBRC working hours are from 8h30 to 16h30
- The service provider must avail themselves as and when required by the NHBRC.
- The service provider will be expected to provide high quality work.
- The service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
- Propose other cost-effective methods of Actuarial Services to the NHBRC, including response to queries within a 24hour turnaround time.

7 ELIMINATION CRITERIA

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

8 REPORTING

8.1 The report format will be agreed upon between the service provider and NHBRC Finance Management.

8.2 The service provider shall provide adhoc and annual reports to management.

9 TRACK RECORD

9.1 A complete list of the five (05) most recent projects that were successfully completed Actuarial Services signed off by the accounting officer or his/her delegated is required.

10 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

10.1 General Information

- 10.1.1 The NHBRC requires the services of interested and competent organisations or companies that are experienced in the provision of actuarial services. The service provider is expected to provide proof of expertise as required in 10.2 below.
- 10.1.2 The NHBRC has an approved investment strategy, which forms the basis of investment decisions. The investment decisions are taken after having considered the liabilities of the NHBRC's warranty fund and its solvency.
- 10.1.3 The appointed service provider with the necessary experience, will be required to guide Council on the management of the solvency of the NHBRC's warranty fund.
- 10.1.4 The Actuarial Service provider will be responsible for reporting on the solvency of the NHBRC's warranty fund annually and as when required.

10.2 Requisites of the Service Provider:

- 10.2.1 Valid registration with the Actuarial Society of South Africa.
- 10.2.2 Demonstration of the firm's substantial experience on short term insurance and actuarial valuation, with emphasis on best practice methodology, this section must include Asset Liability Modelling techniques at a high level, IFRS 17 Qualitative disclosures, run off valuation.
- 10.2.3 The track record of the Actuarial service company, with emphasis on services provided to short term insurance clients.
- 10.2.4 Qualifications of the team (Bachelor degree or equivalent, membership of a professional body), skills, relevant expertise and experience of the proposed actuarial services team.
- 10.2.6 The structure and composition of the proposed team, clearly outlining the main role for each individual member of the team. Include CV of the team member which highlight qualifications, areas of experience relevant to the tasks and objectives of the assignment, and the years of experience.
- 10.2.7 The proposed team shall not be changed without prior notification of the NHBRC's Management.
- 10.2.8 Shareholding and Management structure of the Actuarial Services Company.

10.3 Documents to be submitted

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

- 10.3.1 During the last five (5) financial years, the service provider must have consulted on short term insures. The bidder must submit a summary of the clients in the format presented below:

Name of Project	Project Description	Project Period: Year Consulting (Start date – End date)	Value of the Assets (incl. VAT)	Client Name and Contact Person	Client Contact Tel No.
Total					

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)

- Expertise and experience of key personnel
- The successful service provider will be required to provide the expertise, qualifications and experience to successfully deliver the Actuarial Services.
- 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:

Please complete a summary detail of the main Actuarial Team in the format shown below.

Summary of Project Team

NO	PROJECTS COMPLETED IN THE LAST FIVE (05) YEARS				
	Full Name	Role in Project	Current Academic Qualifications	Key Area of Specialization	Years of Experience as an Actuary
1.					
2.					
3.					
4.					
5.					

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

Note, in addition please provide the following:

- A CV for each of the Actuarial 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.

11 TECHNICAL AND PRICE EVALUATION CRITERIA

11.1 In accordance with the NHBC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (03) stages namely:

- Stage 1: Compliance check of Mandatory Requirements;
- Stage 2: Functional Evaluation Criteria
- 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 NHBC 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 3.3 Pricing Schedule (Professional Service) Make sure it is completed	
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, Must be fully 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, Must be fully completed and signed.	
8.	X	SBD 9 Certificate of independent bid determination, Must be fully completed and signed.	
9.	X	Valid registration certificate with the Actuarial Society of South Africa. Attach certified copy	
10.		CSD/Central Supplier Database Report	
11.		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 and formulae will be applicable when evaluating the bid

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

Member score for criteria

X Weight per criteria = Total Score per criteria

Highest points for criteria

Item No	Evaluation Criteria	Description	Weight (%)
1.	Qualification and Experience of Team leader	<p>Provide qualification and experience of team leader that will be involved in the NHBRC assignment (Please attach CV and certified copy of qualification)</p> <p><u>Team Leader Must have the following qualification:</u></p> <p>1. Qualified Actuary with the valid registration with Actuarial Society of South Africa.</p> <p><u>Scoring for Team Leader experience and qualification</u></p> <p>10 years relevant experience and qualification and more = 5 Points 8 to 10 years relevant experience and qualification = 4 Points 6 to 7 years relevant experience and qualification = 3 Points 3 to 5 years relevant experience and qualification = 2 Points 1 to 2 years relevant experience and qualification = 1 Point No experience and qualification = 0 Points</p>	20
2.	Qualification and Experience of Team member	<p>Provide qualification and experience of team member that will be involved in the NHBRC assignment (Please attach CV and certified copy of qualification)</p> <p><u>Team Member Must have the following qualification:</u></p> <p>1. Bachelor's degree in Actuarial Science or Actuarial Mathematics 2. Bachelor's degree in Economics and Statistics 3. Bachelor's degree in Business or finance. 4. Bachelor's degree in Risk Management</p> <p><u>Scoring for Team Member experience and qualification</u></p> <p>7 years relevant experience and qualification and more = 5 Points 5 to 6 years relevant experience and qualification = 4 Points 3 to 4 years relevant experience and qualification = 3 Points 2 years relevant experience and qualification = 2 Points 1 year relevant experience and qualification = 1 Point No experience and qualification = 0 Points</p>	10

Item No	Evaluation Criteria	Description	Weight (%)
3.	Liability Valuation and Methodology	<p>Liability Valuation and Methodology</p> <ol style="list-style-type: none"> 1. Solvency 2. Key assumptions 3. Simulation Models for technical provisions 4. Major drivers/projectors <p>Scoring</p> <p>Service Provider failed to meet all requirements = 0 Points</p> <p>Service Provider meets all four (4) requirements and more = 5 Points</p>	15
3.	Company experience in provision of Actuarial Services and Support	<p>Number of years' experience the company has been providing Actuarial Services and support. Company profile must clearly indicate the number of years in business providing Actuarial Services and support.</p> <p>Company Experience</p> <p>7 years' experience and more = 5 Points</p> <p>5 to 7 years' experience = 4 Points</p> <p>3 to 4 years' experience = 3 Points</p> <p>1 to 3 years' experience = 2 Points</p> <p>No experience = 0 Points</p>	25
4.	Client References (Track record)	<p>The service provider must provide positive written contactable references indicating track record with short term insures within the 5 years period.</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 authorized person <p>0 reference letter= 0 Points</p> <p>1 positive reference letter = 1 Point</p> <p>2 positive reference letters = 2 Points</p> <p>3 positive reference letters = 3 Points</p> <p>4 positive reference letters = 4 Points</p> <p>5 positive reference letters and more = 5 Points</p> <p>The NHBRC reserves the right to verify the validity of the document submitted.</p>	30
TOTAL			100

NB: Technical assessments' minimal acceptable requirements on functionality is 80 points or greater.

TOTAL SCORE = 100

After considering the functional criteria, a bidder is considered to have passed Stage 2 (Functional Requirements) if the TOTAL score is equal to, or greater than 80 points

Stage 3: Price and Preference Points Evaluation

Only bids that obtained a minimum qualifying score (**80 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.

12 RFP SUBMISSION INSTRUCTIONS

12.1 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**

13 AVAILABILITY OF THE RFP DOCUMENT

13.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **14 October 2021**.

13.2 There will be a **non- compulsory briefing session** that will be held on the **22 October 2021 at 11h00am**

13.3 Link for virtual non-compulsory briefing session: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzQ2NmJjYzMtNTRhMi00NmE3LWJmODktYzZlNGJmZTQ4OWRh%40thread.v2/0?context=%7b%22Tid%22%3a%223fa2c7f2-3ceb-4b67-aec9-08d186f26abc%22%2c%22Oid%22%3a%2293ef1ab6-b088-4810-becf-7c6460872237%22%7d

13.4 **Link can also be accessed on the NHBRC website: www.nhbrc.org.za/current-tenders**

14 RFP CLOSING DATE

14.1 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 **04 November 2021 at 11h00**. No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope clearly **marked (one (1) Original hard copy and one (1) Memory Stick/USB with scanned original documents)** with the bid number and the full name of the service provider(s).

14.2 Failure to submit a scanned document in a memory stick will lead to disqualification.

14.3 No late submissions will be accepted.

15 VALIDITY PERIOD OF BIDS

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

16 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

16.1 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

17 SUBMISSIONS OF PROPOSALS

- 17.1 Submission of bid **MUST** include one (1) Original hard copy and one (1) memory stick/USB with scanned original documents of the proposal marked (Original hard copy and memory stick/USB) envelope and deposited into the tender box. NB: The Original hard copy submission in the envelope **MUST** be the same as the electronic copy. Failure to comply will result in the bid being regarded as unacceptable.
- 17.2 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)

Pricing Table: Bidders must comply with the following requirement when calculating their price. **Note: All prices must be inclusive of VAT.**

The Pricing should be based on the actuarial service 5.2.2.1 and project reporting 5.3 and 5.3.1

SERVICE DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	TOTAL COST EXCLUDING VAT	TOTAL COST INCLUDING VAT
Actuarial Service as per section 5.2.2.1					
Project Reporting per section 5.3 and 5.3.1					
TOTAL					
GRAND TOTAL					