



REQUEST FOR PROPOSALS: APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR LEASE , SUPPLY, DELIVER AND MAINTENANCE INCLUDING WARRANTY OF RUGGED TABLETS FOR A PERIOD OF THREE (03) YEARS.

RFP NO.: **NHBRC 05/2025**

CLOSING DATE: **17 SEPTEMBER 2025**

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

TIME: **11:00AM**

BRIEFING SESSION

NON-COMPULSORY BRIEFING SESSION

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

DATE **02 SEPTEMBER 2025**

TIME **11:00AM**

1 INTRODUCTION

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 herein 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. If the bidder’s tax is non-compliant, the bidder will be given 7 days to respond to their tax status. Failure to submit within seven (7) days will result in the bidder’s disqualification.
- 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 may be. 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 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 the 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. The Bid submitted by the bidder shall be considered irregular if it shows any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind.
- 1.17 ***The NHBRC reserves the right to accept or reject in part or completely any bid submitted, and to waive any technicalities for the best interest of the company. The NHBRC reserves the right to verify the validity of any document submitted*** as part of due diligence prior to the appointment.
- 1.18 RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.

- 1.19 Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
- 1.20 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
 - 1.21 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 are 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 In this RFP, the words “service provider”, and “bidders” will be used interchangeably to refer to the bidder.
- 1.26 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 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 maintain satisfactory technical standards of home building;
 - (i) regulate insurers contemplated in section 23 (9) (a); and
 - (j) in particular, achieve the stated objectives of this section in the subsidy-housing sector.

2.2 NHBRC OFFICES

2.1.2 The NHBRC is a medium-sized organization with a staff complement of approximately 620 employees. The NHBRC's Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying sizes and 12 Satellite Offices, which are located in the following areas:

LIST OF NHBRC OFFICES

#	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 (Modimolle) - 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 home building 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.

3.1 VISION

3.1.1 To be the Champion of the Housing Consumers.

3.2 MISSION

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

3.3 MOTTO

Assuring Quality Homes.

3.4 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 BUSINESS OVERVIEW

4.1 Purpose

4.1.1 The NHBRC seeks to lease (supply, delivery, and maintenance) rugged tablets for the NHBRC Inspectors responsible for the onsite inspection of houses under construction within the national borders of South Africa.

4.1.2 The NHBRC inspectors are stationed across the twenty-three (23) Regional and Satellite offices are mostly mobile. This implies that the inspectors are frequently onsite performing inspections at the building site and less frequently at the offices to perform administrative responsibilities.

4.1.3 The rugged tablet must be able to operate the NHBRC applications and accurately capture the details of an inspection. The rugged tablet must be capable to function without failure during the daily operation of their inspections, e.g. lengthy battery life sufficient to perform their work.

4.1.4 The minimum technical specification that bidders are sought to offer are contained in Annexure A.

4.1.5 Bidders to take note that the preliminary successful bidder will be required to participate in a Proof of Concept (POC) to fully test the rugged tablet to be suitable as per the specification. Details of the required test are listed in Annexure A.

4.1.6 In order to complete the above Proof of Concept (POC), bidders will be required to provide the NHBRC technical team. The technical team will prepare the device with the correct configuration and software and test the device against the criteria set out in Annexure A.

5 OBJECTIVE

- 5.1 The NHBRC Inspectorate is required to supply the Inspectors' workforce with the required tools of trade to perform their inspections. For this primary reason, the inspectors require rugged tablets that are reliable and can perform as per Annexure A, execute NHBRC applications, and be able to provide connectivity to the NHBRC network using Wi-Fi and mobile communication.
- 5.2 This will assist the business to meet the statutory obligations of inspecting homes that fall within the mandate of the NHBRC.

6 SCOPE OF WORK

- 6.1 The successful bidder will be required to have a national footprint to supply, deliver and maintain rugged tablet devices for the inspectorate use at the twenty-three (23) NHBRC offices.
- 6.2 The NHBRC expects to acquire rugged tablets as and when required. For this reason, the bidder is required to provide the cost per unit in Annexure B.
- 6.3 Currently, the number of inspectors is 200.
- 6.4 The successful service provider will be required to provide ordered tablet devices. The successful bidder will be provided with the quantities that are to be delivered at specific offices and the bidder is expected to perform repairs of the devices at the inspectors reporting office, e.g. George.
- 6.5 The service provider must provide a tablet to Head Office where an image will be prepared. The service provider is required to pre-load the image on all the devices.
- 6.6 The service provider is expected to deliver the tablet 7 days after the signing of the SLA
- 6.7 The service provider is expected to provide their own fully comprehensive insurance towards the tablet devices.
- 6.8 The service provider will be required to provide NHBRC with proof of insurance on delivery of the devices.
- 6.9 Maintenance must at a minimum include the following:
 - 6.9.1 Breakage replacement
 - 6.9.2 Power and battery replacement
 - 6.9.3 Accessory replacement
- 6.10 The rugged device must be repaired within two (2) working days after the call has been logged and acknowledged.
- 6.11 Provide the NHBRC with a monthly report listing the calls logged date, repair date, device, detail on the repair and the occurrence of a repair logged for the device.
- 6.12 The tablets must be able to or have:
 - 6.12.1 Work seamlessly with the inspector mobile SAP application
 - 6.12.2 Capable to run MS Windows 11 Enterprise and MS Office 365

7 KEY ROLE PLAYERS NHBRC

7.1 The primary users will be the NHBRC inspectors.

7.2 The secondary interested party is the NHBRC BMS department

8 DURATION

8.1 The lease contract period for the rugged tablets will be for a period of three (03) years.

9 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

9.1 General Information:

9.1.1 The NHBRC requires the Goods or Services of interested and competent organisations or companies that are experienced in the supply, support and maintenance of rugged tablets and the Service Provider is expected to provide proof of expertise.

9.2 Requisites of the Service Provider:

9.2.1 **A detailed proposal:**

- Understanding of terms of reference.
- Quality Assurance measures (process and control).
- Summary of projects executed and completed in the last five (05) years.
- Detailed Pricing Schedule per Device (Refer to Annexure B for cost breakdown as attached to this document)
- Reference letters from previous and or current clients confirming that they have been involved in Rugged Tablets projects.
- Capacity (both human resources and Rugged tablet tools) to provide the required service.
- NB: In addition to the above, you are requested to attach a concise CV with relevant experience for each resource

9.3 **Summary of projects executed and completed**

Documents to be submitted

9.3.1 The bidder must have completed Rugged Tablet services projects. The bidder must submit a summary of the projects in the format presented below: **(Input below MUST correspond with reference letters submitted from their clients.)**

Company Name	Project Description	Project Period (Start date – End date)	Client Name	Client Contact Tel

9.4 Provide details of projects that were successfully completed in the last five (05) years in the format above. For each of these projects, a reference letter of successful completion of the project must be provided by the client, on the client's letterhead, and signed off by an authorized delegated employee of the client

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

PROJECT TEAM			
Full Name	Current Academic Qualifications*	Key Area of Specialization	Years of Experience in the industry

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.
- Expertise and experience of key personnel
- The successful service provider will be required to provide the expertise, qualifications, and experience to successfully deliver the Rugged Tablet 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:
- Key personnel may only be replaced by personnel with similar expertise over the life of the contract and written permission must be obtained from the NHBRC

10 TECHNICAL AND PRICE EVALUATION CRITERIA

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

- 10.1.1 Stage 1: Compliance check of Mandatory Requirements
- 10.1.2 Stage 2: Functional Evaluation Criteria
- 10.1.3 Stage 3: Price and Preference Points Evaluation

Stage 1: Compliance check of Bid Requirements

The service provider(s) must indicate compliance with mandatory requirements by ticking under “Comply” or “Not comply” and submit a datasheet to confirm compliance. Failure to attach the datasheet that complies with the mandatory requirements listed in the table below will invalidate the bid.

Annexure-A Rugged Tablet – Specification Requirements

	<u>Minimum Required Items</u>	<u>Comply</u> <u>Yes/No</u>
A 1	Minimum 8" to maximum 10.1"	
A 2	Windows 11 Enterprise	
A 3	IP65 Rated	
A 4	Vibration and Military Grade Drop Test Standard (MIL-STD-810G)	
A 5	Ergonomically Design or Lightweight	
A 6	Hot-Swap Battery +1 with Dual battery option and AC power adaptor	
A 7	Display clarity indoors and outside in direct sunlight	
A 8	Rain and glove touch sensitive screen	
A 9	Audio Speaker	
A 10	Wi-Fi 802.11 ac, a/b/g/n 2.4 GHz and 5 GHz	
A 11	3G/4G (LTE) capability (5G optional)	

A 12	Highly accurate GPS recording. Capability to add the GPS coordinates to the photo metadata. Minimum GPS (GPS, Glonass, Beidou)	
A 14	Memory - 16 GB RAM/512 GB Storage (Expandable Memory up to 1TB)	
A 15	1 slot for SIM card	
A 16	Three (3) Year NHBRC onsite warranty and support	
A 17	HD webcam	
A 18	Headphone out / mic-in Combo x 1 DC in Jack x 1	
A 19	USB 3.0 (9-pin) x 1 , USB 2.0 (4-pin) x 1	
A 20	8M pixels auto focus rear camera	
A 21	5M pixel front camera	
A 22	Stylus	
A 23	Hand Strap	
A24	Shoulder Strap	
A 25	Vehicle Charger	
A 26	Pen Holder	

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid requirements and documents to be submitted	Yes/No
1.	Bidder must fully comply with Annexure A (Mandatory)	
2.	Bidder must provide accreditation of ICASA Certificate for the Hardware proposed (Mandatory)	
3.	<p>Bidder must provide evidence if they are not a manufacturer; a signed agreement between the bidder and the manufacturer must be attached (The bidder must provide an MOU (Memorandum of understanding) between the manufacturer and themselves. (Mandatory)</p> <p style="text-align: center;">OR</p> <p>Where the bidder is the manufacturer of the hardware proposed, A valid SABS Certificate of Registration must be attached (Mandatory).</p>	
4.	Annexure B – Cost breakdown (including a detailed costing breakdown of all costs and escalations per annum). The Cost breakdown must be duly signed by the bidder/ and or a duly authorized individual by way of resolution (Bidder signature, not initials), which must be attached to the bid, if there is no signature on the Cost breakdown down the bidder will be disqualified (Mandatory)	
5.	SBD1 Invitation to bid, make sure it is completed and signed.	
6.	SBD 3.1 - Pricing Schedule. (Firm Price)	
7.	SBD 4 Declaration of interest make sure it is completed and signed.	
8.	SBD 6.1 Preference Claim Form should be completed and signed, regardless if points are claimed or not.	
9.	Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number	

Note: NHBRC will be using General Conditions of Contract (GCC) as issued by the National Treasury and SLA for the management of the contract

10.3 STAGE 2: FUNCTIONALITY IN TERMS OF THE SET TECHNICAL EVALUATION CRITERIA

Bids must fully comply with all the Mandatory Requirements for **Stage 1: Compliance check of Mandatory Requirements** 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.

Functionality Evaluation (Combination of Paper-Based and Demo Presentation Evaluation) = 80 points out of 100 points.

- i. Paper-Based Evaluation – **Bidders will be evaluated out of 70 points, and bidders are required to achieve a minimum threshold of 50 points or more out of 70 points. Only bidders who achieve a minimum of 50 points or more, Demo Presentation Evaluation will be conducted on the date specified by the Bid Evaluation Committee.**
- ii. Demo Presentation Evaluation – **Bidders will be evaluated out of 30 points and are required to achieve 30 points**
- iii. **The overall combined score for paper-based evaluation and demo presentation evaluation must be equal to or above 80 points to proceed to Stage 3 for Price and Preference Points Evaluation**

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

Paper-based evaluation:

- Details as per the proposal Stage 2: Part 1 - Functionality score 70 Points

Demo Presentation evaluation

- Details as per the proposal Stage 2: Part 2 - Demo Presentation Evaluation score 30 Points
- **COMBINED TOTAL SCORE FOR PART 1 & 2: 100 Points**

PART 1 Paper-Based Evaluation

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 criteria = Total Score per criteria

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	Bidder Experience Provider supplying, supporting, and maintaining rugged tablets.	<p>The Service Provider MUST demonstrate experience in supplying, supporting, and maintaining rugged tablets. A company profile must be provided, highlighting relevant projects illustrating the service provider's expertise in these areas. The profile must indicate that the company has experience in supplying, supporting, and maintaining rugged tablets.</p> <p><u>Bidder Experience</u></p> <ul style="list-style-type: none"> • 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 and more = 5 Points 	20 Points
2	Client References	<p>The Service Provider MUST provide verifiable written reference letters from clients, confirming the successful delivery of supplying, supporting and maintaining rugged tablets. These references MUST specifically relate to projects where such services were fully implemented and completed.</p> <p>The reference letters provided by the Service Provider's clients must include the following details:</p>	50 Points

		<ul style="list-style-type: none"> • Company Name • Company Letterhead • Project Description • Contact Person and contact telephone numbers • Project Start Date • Project Completion Date • The reference letter must be dated from 2019 to date • The letter must be signed by a duly authorised person. <p>NB:• NHBRC reference letters, projects that are still in progress, and appointment letters will not be considered.</p> <p><u>Bidders Reference Letters</u></p> <ul style="list-style-type: none"> • 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 or more = 5 Points <p>NB: Reference letters will be inextricably linked to the bidders' experience</p>	
TOTAL			70 Points

NB: Only bidders who score 50 points or more out of 70 points (part 1) will qualify for Demo Presentation Evaluation (part 2)

PART 2 Demo Presentation Evaluation

Item No	Criteria	Description	Weight (%)
3.	Demo Presentation	<p>A bidder must present a proposed rugged tablet Datasheet in response to the Rugged Tablet specification and showcase the proposed rugged tablet capabilities. The following will be assessed;</p> <ul style="list-style-type: none"> • Rugged tablet specification • Performance of the device i.e. (Processor/RAM) • GPS Location accuracy • Image quality • Storage • Battery Life <p>Demo Presentation Scoring allocation</p> <ul style="list-style-type: none"> • Bidder did not meet all requirements listed above = 0 Points • Bidder meet all the requirements listed above and more = 5 Points 	30 Points
SUBTOTAL			30 Points
TOTAL FOR PART 1 AND 2			100 Points

Bidders who score a total of 80 Points or more on two stages (Paper-Based Evaluation and Demo Presentation Evaluation) will qualify for further evaluation, which is Price and Preference points system.

The minimum threshold for functionality is 80 or greater out of 100 points. Bidders who fail to meet the 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 **(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 about the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2022 and bids will be adjudicated in terms of the (80/20) preference points system. Points are awarded to service providers based on the below:

80/20 Preference point system (for the 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 the comparative price of the bid or offer under consideration.

P_t = Comparative price of the 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 in accordance with the table below:

A maximum of 20 points may be awarded to a bidder for Preference Points specified in the tender.

Preference Points	Points Allocated
Women owned companies	12
Youth owned companies	6
People living with disabilities owned companies	2
TOTAL	20 Points

The following formula must be applied to calculate the number of points for preference points.

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership Preference Points

NOP= The maximum number of points awarded for Preference Points

EP = The percentage of equity ownership

The points scored for price will be added to the points scored for preference points to obtain the Bidder's total points scored out of 100 points.

11 RFP SUBMISSION INSTRUCTIONS

- 11.1 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.**

12 AVAILABILITY OF THE RFP DOCUMENT

- 12.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from **26 August 2025**
- 12.2 There will be a non-compulsory briefing session that will be held on the **02 September 2025 at 11h00 am**
- 12.3 Venue for non-compulsory briefing session: **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

13 RFP CLOSING DATE

- 13.1 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 **17 September 2025 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).
- 13.2 **No late submissions will be accepted.**

14 VALIDITY PERIOD OF BIDS

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

15 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

- 15.1 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

- 15.2 Clarifications and enquiries by bidders should be sent to tenders@nhbrc.org.za. Responses will be communicated during weekdays, between Monday to Friday from 8:30 am to 16:30 pm.

16 SUBMISSIONS OF PROPOSALS

- 16.1 Submission of bid in an envelope **should 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) and deposited into the tender box. NB: The Original hard copy submission in the envelope should be the same as the electronic copy**
- 16.2 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.

17 POPIA

- 17.1 The NHBRC is committed to adhering to the Protection of Personal Information Act 4 of 2013 and the Promotion of Access to Information Act 2 of 2000. To this end, the NHBRC has published its Information Manual on its website, which regulates the manner in which NHBRC processes information.
- 17.2 The NHBRC requires the information requested in bids for the purpose set out in paragraph 2.5 of the Manual. Further, the Manual confirms that NHBRC processes the information requested in bids from prospective service providers and third parties in paragraph 3.4.
- 17.3 Bidders should note that the NHBRC is committed to securing all the information submitted from bidders, in terms of paragraph 6 of the Manual. (included on the NHBRC website)
- 17.4 Bidders are in turn required to comply with the tender requirements and when the information of third parties is required by NHBRC, bidders are by law required to obtain the consent of such third parties for the sharing of such third parties' information with the NHBRC. "

ANNEXURE-B (COST BREAKDOWN PER DEVICE AS LISTED IN 6.3)

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

SERVICE DESCRIPTION	YEAR 1	YEAR 2 (INCLUDING) ANNUAL ESCALATION	YEAR 3 (INCLUDING) ANNUAL ESCALATION	TOTAL COST PER YEAR
Supply (Once Off) Refer to (Scope of Service 6.3)	R			R
Maintenance and Support	R	R	R	R
Insurance	R	R	R	R
Total cost for 3 years (Excl VAT)				R
Total cost for 3 years (Incl VAT)				R
Bidder signature (Not Bidder Initials)				

The bidder MUST take note of the following:

- The Cost Breakdown must be duly signed by the bidder/ and or a duly authorized individual by way of resolution, which must be attached to the bid, if there is no signature (Not Initials) on the Cost Breakdown down the bidder will be disqualified.
- An incomplete Cost Breakdown will result in the bidder being disqualified; no alterations can be made subsequent to submission of the bid.

RICE ADJUSTMENTS: Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter a once-off price adjustment on the 13th month will be accepted based on the average CPI % as issued by STATS SA.

- All prices must be VAT Inclusive and must be quoted in South African Rand (ZAR).

NB: The Service Provider should carry their own travel and accommodation costs (if any)