



**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE  
SERVICE PROVIDER FOR SUPPLY, DELIVERY OF 200 LAPTOPS (ONCE-  
OFF)**

<b>RFP NO.:</b>	<b>NHBRC 11/2025</b>
<b>CLOSING DATE:</b>	<b>10 FEBRUARY 2026</b>
<b>VENUE:</b>	<b>NHBRC HEAD OFFICE 27 LEEUWKOP ROAD SUNNINGHILL JOHANNESBURG</b>
<b>TIME:</b>	<b>11:00am</b>

**BRIEFING SESSION**

**NON-COMPULSORY BRIEFING SESSION**

<b>VENUE:</b>	<b>NHBRC HEAD OFFICE 27 LEEUWKOP ROAD SUNNINGHILL JOHANNESBURG</b>
<b>DATE</b>	<b>22 JANUARY 2026</b>
<b>TIME:</b>	<b>11:00am</b>

## 1. TERMS AND CONDITIONS

- 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 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 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 the 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 **There will be a non-compulsory briefing session.**
- 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 the document submitted.***
- 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:
- 1.19.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP, and/or
- 1.19.2 The Bid contains irregularities.
- 1.20 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.
- 1.21 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 a successful or unsuccessful Bidder.
- 1.22 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.
- 1.23 In this RFP, the words “service provider”, “bidders” will be used interchangeably to refer to the bidder.
- 1.24 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

## 2. BACKGROUND

### 1.1. ABOUT THE NHBRC

1.1.1. 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 provide housing consumer information;
- (g) (g) communicate with and assist home builders in registering under 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.

### 1.2. NHBRC OFFICES

1.2.1. The NHBRC is a medium-sized organization with a staff complement of approximately 600 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:

	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.

#### **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 homebuilders 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. BACKGROUND**

- 4.1 The National Home Builders Registration Council (NHBRC) has identified a need to procure 200 laptops for administrative and core business functions.
- 4.2 Consequently, the NHBRC hereby issues this Request for Proposal (RFP) to solicit bids from suitably qualified, experienced, and reputable service providers for the supply, delivery, and during warranty of laptops in accordance with the specifications contained herein.
- 4.3 The purpose of the RFP is to contract with a suitably qualified service provider with the requisite capacity to execute this project within scope, time, and cost for the NHBRC.

#### **5. OBJECTIVES**

- 5.1 The primary objectives of this RFP assignment are:
  - 5.2.1 To procure two hundred (200) brand new, high-performance, and reliable laptops from a reputable manufacturer or distributor.
  - 5.2.2 To ensure the timely delivery of all units to the specified location.
  - 5.2.3 To guarantee that all laptops are configured according to the NHBRC's standard software and security requirements.
  - 5.2.4 To provide the necessary after-sales support and warranty services.

#### **6. SCOPE OF WORK**

- 6.1 The service provider is/are required to supply and deliver laptops (including accessories, i.e, bags, mouse, and cable locks)
- 6.2 The extended warranty: On-site warranty extended to 5 years for all laptops. The warranty must cover on-site support, labor, parts, and repairs for the full 5-year period.
- 6.3 Genuine Windows 11 Pro OEM license to be provided.
- 6.4 Original power adapter & all standard accessories.
- 6.5 All devices must be brand-new, sealed, and not grey imports.
- 6.6 The appointed service provider must provide one tangible sample of each accessory (laptop trolley bag, laptop backpack, and wireless mouse) for NHBRC approval before full-scale delivery.
- 6.7 The service provider must quote on the exact models and specifications under the scope of work.
- 6.8 The successful service provider will be required to supply and deliver 200 laptops and configure the items listed below.
- 6.9 The service provider must provide a commitment letter stating that all devices have a three-year warranty with the extension of five years
- 6.10 The service provider must take note of the categories listed below, the model, technical specification and quantity of the procurement of laptops

## 7. LAPTOP SPECIFICATIONS

### 7.1 Laptop Specifications per Category

Category	Model & Quantity	Minimum Technical Specifications
1. Executive Devices	<p>HP or equivalent to Elite x360 1040 G11</p> <p><b>Quantity: 15</b></p>	<p><b>Processor:</b> Intel® Core™ Ultra 7 (155H)</p> <p><b>Memory:</b> 32GB LPDDR5x</p> <p><b>Storage:</b> 1TB NVMe SSD</p> <p><b>Mobile broadband:</b> Intel XMM 7560 LTE Advanced Pro Cat 16</p> <p><b>Ports:</b> 2x Thunderbolt 4 with USB Type-C 40Gbps signaling rate (USB Power Delivery, DisplayPort 1.4); 2x USB Type-A 5Gbps signaling rate (1x charging); 1x HDMI 2.1; 1x stereo headphone/microphone combo jack.</p> <p><b>Display:</b> 14" WUXGA (1920×1200) pixels, Touch, IPS, 400 nits, Low Blue Light</p> <p><b>Graphics:</b> Intel® Integrated Graphics</p> <p><b>Camera:</b> 1080p FHD + Privacy Shutter</p> <p><b>Connectivity:</b> Wi-Fi 6E &amp; Bluetooth 5.3</p> <p><b>Weight:</b> ≤ 1.5 kg</p> <p><b>OS:</b> Windows 11 Pro 64-bit</p> <p><b>Form Factor:</b> Convertible 2-in-1 (touch + 360° hinge)</p> <p><b>Colour:</b> Silver</p> <p><b>Warranty:</b> 3-Year On-Site / Next Business Day, extended to 5 years.</p> <p>Next business day accidental damage protection warranty Travel Bundle Warranty Extension-615H1AV</p>
2. Power User Devices	<p>HP or equivalent to EliteBook 650 G10</p> <p><b>Quantity: 25</b></p>	<p><b>Processor:</b> Intel® Core™ i7 (13th Gen)</p> <p><b>Memory:</b> 16GB DDR4 RAM (expandable)</p> <p><b>Mobile broadband:</b> Intel XMM 7560 LTE Advanced Pro Cat 16</p> <p><b>Ports:</b> 2x Thunderbolt 4 with USB Type-C 40Gbps signaling rate (USB Power Delivery, DisplayPort 1.4); 2x USB Type-A 5Gbps signaling rate (1x charging); 1x HDMI 2.1; 1x stereo headphone/microphone combo jack.</p> <p><b>Storage:</b> 512GB NVMe SSD</p> <p><b>Display:</b> 15.6" FHD (1920x1080) Pixel;IPS, Anti-Glare, 250 nits</p> <p><b>Graphics:</b> Integrated Intel® Iris® Xe Graphics</p> <p><b>Ports:</b> Rich port selection, including RJ-45 LAN</p> <p><b>Connectivity:</b> Wi-Fi 6E &amp; Bluetooth 5.3</p>

		<b>Camera:</b> HD/FHD with Privacy Shutter <b>OS:</b> Windows 11 Pro 64-bit <b>Warranty:</b> 3-Year On-Site / Next Business Day extended to 5 years.  Next business day accidental damage protection warranty Travel Bundle Warranty Extension-615H1AV
<b>3. Standard User Devices</b>	HP or equivalent to ProBook 455 G10  <b>Quantity: 160</b>	<b>Processor:</b> AMD Ryzen™ 5 (7000 series) <b>Memory:</b> 16GB DDR4 <b>Mobile broadband:</b> Intel XMM 7560 LTE Advanced Pro Cat 16 <b>Ports:</b> 2x Thunderbolt 4 with USB Type-C 40Gbps signaling rate (USB Power Delivery, DisplayPort 1.4); 2x USB Type-A 5Gbps signaling rate (1x charging); 1x HDMI 2.1; 1x stereo headphone/microphone combo jack. <b>Storage:</b> 512GB NVMe SSD <b>Display:</b> 15.6" FHD (1920×1080) Pixel, IPS, Anti-glare <b>Graphics:</b> AMD Radeon Integrated Graphics <b>Connectivity:</b> Wi-Fi 6E & Bluetooth 5.3 <b>Camera:</b> HD/FHD with Privacy Shutter <b>OS:</b> Windows 11 Pro 64-bit <b>Warranty:</b> 3-Year On-Site / Next Business Day extended to 5 years.  Next business day accidental damage protection warranty Travel Bundle Warranty Extension-615H1AV

## 7.2 Associated Accessories:

Item	Quantity	Specification
Laptop Trolley Bag	40	Executive-style, padded, designed to fit and protect a 16-inch laptop.
Laptop Backpack	160	Padded, durable, and designed to fit a 16-inch laptop. Colour: Black or Dark Grey
HP or Equivalent to a Wireless Mouse	200	USB / Bluetooth wireless connectivity.
Cable Lock	200	Combination Cable Locks

## 7.3 ESTIMATED TIME OF DELIVERY AND ADDRESS

7.4 The NHBRC will expect the delivery of the equipment six (6) weeks after the Acceptance of the Contract. and all items must be delivered to:

**NHBRC HEAD OFFICE**

**27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**



## 8. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

8.1 The NHBRC requires the Goods or Services of interested and competent organisations or companies that are experienced in the supply, support and of the laptop and the service provider is expected to provide proof of expertise.

8.2 Requisites of the Service Provider:

**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 cost breakdown per laptop (Refer to Annexure A for cost breakdown as attached to this document)
- Reference letters from previous and or current clients confirming that they have been involved in supplying laptops.

### 8.3 Summary of projects executed and completed

8.3.1 The bidder must have completed laptop 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**

#### 8.3.2 Project Summary Submission

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel

### 8.4 Proposed Equipment Delivery Plan

8.5 Bidders must submit the following information:

#### 8.5.1 Equipment Delivery Plan

8.5.2 The bidder should provide a comprehensive delivery plan that confirms and includes full technical datasheets for all proposed laptop models and accessories (with pictures);

8.5.3 Clearly outlines delivery timelines from order confirmation to final delivery;

8.5.4 Demonstrates the Bidder's ability to meet the required delivery obligations.

## 6. TECHNICAL AND PRICE EVALUATION CRITERIA

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

- 6.1. Stage 1: Compliance check of bid requirements.
- 6.2. Stage 2: Functional Evaluation Criteria
- 6.3. Stage 3: Price and Preference Points Evaluation

### Stage 1: Compliance check of bid requirements

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid requirements	Yes/No
1.	<b>Annexure A – Cost breakdown</b> (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 <b>(Mandatory)</b>	
2.	<p>Bidders must submit proof that they are approved laptop resellers.</p> <p>The bidder must be certified as a preferred partner or accredited agent by the manufacturer If the bidder is not the manufacturer of the laptop they propose in the bid. The evidence of certification/accreditation (Valid at the time of the bid closure and appointment) must be submitted with the bid proposal.</p> <p>If you are a supplier, and not a manufacturer or agent, a letter from the company indicating that you are purchasing from the accredited company with the manufacturer must be submitted.</p> <p><b>The bidder must take note that failure to submit the certification/letter/proof that they are approved laptop resellers will result in disqualification.( Mandatory)</b></p>	
<b>THE BELOW ARE ADDITIONAL DOCUMENTS, BUT NOT FOR DISQUALIFICATION</b>		
3.	SBD1 Invitation to bid should be completed and signed.	
4.	SBD 3.1 - Pricing Schedule Firm Price make sure it is completed	
5.	SBD 4 Bidders Disclosure Form, should be completed and signed	
6.	SBD 6.1 Preference claim form should be completed and signed, regardless of if points are claimed or not.	
7.	Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number	
8.	General Conditions of the contract (GCC).	

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

The Bidders' information will be scored according to the following point 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**

No.	Evaluation Criteria	Description	Weight
1	<b>Bidders Experience</b>	<p>The bidder must have experience in supplying and delivering laptops. A company profile must be provided, highlighting relevant projects illustrating the bidders expertise in these areas. The profile must indicate that the company has experience in supplying and delivering laptops.</p> <p><b>Scoring Allocation</b></p> <ul style="list-style-type: none"> <li>No experience = <b>0 Points</b></li> <li>One year of experience = <b>1 point</b></li> <li>Two years of experience = <b>2 Points</b></li> <li>Three years of experience = <b>3 Points</b></li> <li>Four years of experience = <b>4Points</b></li> <li>Five years and more of experience <b>5 Points</b></li> </ul>	<b>10</b>
2.	<b>Quantities of Laptops supplied</b>	<p>Quantities of laptops supplied and delivered per project in the last five years.</p> <p>Please provide evidence in the form of a document ranking projects from highest to lowest quantities and supported by the client's details (Name, contact details, and delivery note), delivery date</p> <p><b>Scoring Allocation</b></p> <ul style="list-style-type: none"> <li>No evidence of quantities of laptops provided <b>0 Points</b></li> <li>Less 25 evidence of quantities of Laptops provided = <b>1 Point</b></li> <li>26 – 50 evidence of quantities of Laptops provided = <b>2 points</b></li> <li>51 – 100 evidence of quantities of Laptops provided = <b>3 points</b></li> <li>101 – 150 evidence of quantities of Laptops provided = <b>4 points</b></li> <li>151 and more evidence of quantities of Laptops provided = <b>5 points</b></li> </ul>	<b>20</b>
3.	<b>Client Reference Letters</b>	<p>The Service Provider <b>MUST</b> provide verifiable written reference letters from clients, confirming the successful supplying and delivering of laptops. These references <b>MUST</b> specifically relate to projects where such services were fully implemented and completed.</p>	<b>30</b>

		<p><b>The reference letters provided by the Service Provider's clients must include the following details:</b></p> <ul style="list-style-type: none"> <li>• Company Name</li> <li>• Company Letterhead</li> <li>• Project Description</li> <li>• Contact Person and contact telephone numbers</li> <li>• Project Start Date</li> <li>• Project Completion Date</li> <li>• The reference letter must be dated from 2019 to date</li> <li>• The letter must be signed by a duly authorised person.</li> </ul> <p><b>NB:• Bidders must take note that the NHBRC reference letter will not be considered, reference letter must be from different companies, and appointment letters that are in progress will not be considered .</b></p> <p><b><u>Bidders Reference Letters</u></b></p> <ul style="list-style-type: none"> <li>• 0 reference letter= <b>0 Points</b></li> <li>• 1 reference letter = <b>1 Point</b></li> <li>• 2 reference letters = <b>2 Points</b></li> <li>• 3 reference letters = <b>3 Points</b></li> <li>• 4 reference letters = <b>4 Points</b></li> <li>• 5 reference letters and more = <b>5 Points</b></li> </ul> <p><b>NB: Reference letters will be inextricably linked to the bidders' experience</b></p>	
<b>4</b>	<b>Warranty Requirements</b>	<p>The bidder must provide an extended 5-year warranty issued by the manufacturer/supplier for all laptops.</p> <p><b><u>Scoring Allocation</u></b></p> <ul style="list-style-type: none"> <li>• No Extended 5-years warranty provided = <b>0 Points</b></li> <li>• Extended 5-years warranty provided = <b>5 Points</b></li> </ul>	<b>40</b>
<b>SUBTOTAL</b>			<b>100 Points</b>
<b>MINIMUM QUALIFYING REQUIREMENT</b>			<b>80 Points</b>

The minimum threshold for functionality is 80 points 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
<b>TOTAL</b>	<b>20 Points</b>

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.*

## 7. RFP SUBMISSION INSTRUCTIONS

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

## 8. AVAILABILITY OF THE RFP DOCUMENT

- 8.1. Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)) from **15 December 2025**
- 8.2. There will be a **Non-Compulsory Briefing Session**
- 8.3. Venue: **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG.**
- 8.4. Date and Time: **22 January 2026 11:00am**

## 9. RFP CLOSING DATE

- 9.1. Bid documents should be marked for Attention: Supply Chain Manager and deposited into the **Bid boxes at the NHBRC Head Office, 27 Leeuwkop Road, Sunninghill, on or before 10 February 2026** 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).
- 9.2. **No late submissions will be accepted.**

## 10. VALIDITY PERIOD OF BIDS

- 10.1. All bids submitted by the service providers must be valid for 90 days from the closing date specified above.

## 11. ENQUIRIES SHOULD BE DIRECTED TO BOTH

- 11.1. 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](mailto:Tenders@nhbrc.org.za)
- 11.2. All bidder clarifications and enquiries must be directed to [tenders@nhbrc.org.za](mailto:tenders@nhbrc.org.za). Responses to these queries will be issued during weekday business hours, specifically Monday to Friday, 8:30 AM to 4:30 PM.

## 12. SUBMISSIONS OF PROPOSALS

- 12.1. 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**
- 12.2. All costs and expenses incurred by the Service provider relating to the participation in and preparation of this proposal process shall be borne by the Service provider exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.

## 13. POPIA

- 13.1. 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 the NHBRC processes information.
- 13.2. 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 at paragraph 3.4.
- 13.3. 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)
- 13.4. 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. "

#### 14. ANNEXURE-A (COST BREAKDOWN)

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

The bidder must refer to ( Scope of Service mentioned in section 7)

ITEM DESCRIPTION AS PER SECTION 7	QUANTITY	TOTAL COST (EXCLUDING VAT)	TOTAL COST (INCLUDING VAT)
Business Executive Devices • Model: HP or equivalent to Elite x360 1040 G11	15		
Power User Devices • Model: HP or equivalent to EliteBook 650 G10	25		
Standard User Devices • Model: HP or equivalent to ProBook 455 G10	160		
Laptop Trolley Bag	40		
Laptop Backpack	160		
HP or equivalent to Wireless Mouse	200		
Cable Lock	200		
Cost of delivery (Once off)			
TOTAL COST (Excl VAT)			
TOTAL COST (Incl VAT)			
Bidder signature (not bidder's initials )			
DATE:			

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 on the cost breakdown, the bidder will be disqualified.
- An incomplete cost breakdown will result in the bidder being disqualified; no alterations can be made after submission of the bid.
- 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).**