

REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF RECORDING AND TRANSCRIBING SERVICE PROVIDERS FOR THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL (“NHBRC”) FOR A PERIOD OF FIVE (5) YEARS.

RFP NO: NHBRC 09/2025

PANEL OF SERVICE PROVIDERS FOR RECORDING AND TRANSCRIBING SERVICES CLOSING VENUE DATE AND TIME	
1. Gauteng, Sunninghill Office Business Address: 27 Leeuwkop Road Sunninghill, Johannesburg Closing date and time: 20 January 2026 at 11:00am	6. Western Cape, Century City Office Business Address Centennial Place, East Block, Century City, Century City Boulevard Milnerton 7441 Closing date and time: 30 January 2026 at 11:00am
2. KZN, Durban Office Business Address: Suite 502, 5 th Floor, The Marine 22 Dorothy Nyembe Street, Durban, 4001 Closing date and time: 27 January 2026 at 11:00am	7. Eastern Cape, Port Elizabeth Office Business Address: 40 Pickering Street Newton Park Port Elizabeth 6055 Closing date and time: 30 January 2026 at 11:00am
3. North West, Rustenburg Office Business Address: 67 Brink Street @Office Building, North Block Rustenburg, 0299 Closing date and time: 23 January 2026 at 11:00am	8. Limpopo, Polokwane Office Business Address 50 Schoeman Standard Bank suite Building Polokwane 0699 Closing date and time: 20 January 2026 at 11:00am
4. Mpumalanga, Nelspruit Office Business Address 14 Henshall Street Suite 201 Medcen Building Nelspruit, 1200 Closing date and time: 27 January 2026 at 11:00am	9. Free State, Bloemfontein Office Business Address: 62 St Andrews Street 5 th Floor Bloemfontein 9300 Closing date and time: 23 January 2026 at 11:00am
5. Northern Cape, Kimberly Office Business Address: 10 Olivier Street, Montreo Park, Block 2, Ground Floor (Right Wing) Kimberly 8301 Closing date and time: 20 January 2026 at 11:00 am	

BRIEFING SESSION

NON-COMPULSORY BRIEFING SESSION

DATE: 09 DECEMBER 2025

VENUE: NHBRC HEAD OFFICE 27 LEEUWKOP ROAD SUNNINGHILL JOHANNESBURG

TIME: 11:00

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL (NHBRC)

BID NUMBER	NHBRC 09/2025	CLOSING DATE	LISTED ABOVE	CLOSING TIME	11h00
DESCRIPTION	REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF RECORDING AND TRANSCRIBING SERVICE PROVIDERS FOR THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL ("NHBRC") FOR A PERIOD OF FIVE (05) YEARS.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT NHBRC, OFFICES LISTED ABOVE

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NO.	CODE		MOBILE NO.		
EMAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN		or	CSD No.
CENTRAL SUPPLIER DATABASE REPORT OR MAAA NUMBER (Tick applicable box)		Yes ☐ No ☐		COMPANY REGISTRATION DOCUMENTS	
				Yes ☐ No ☐	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

MAXIMUM POINTS OF TWENTY (20) MAY BE AWARDED TO A BIDDER FOR PREFERENCE POINTS SPECIFIED IN THE TENDER AND CSD REPORT WILL BE USED TO VERIFY THE OWNERSHIP AND CALCULATION OF POINTS.

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOOS / SERVICES / WORKS OFFERED?		Yes ☐ No ☐ [If Yes – enclose proof]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?		Yes ☐ No ☐ [If Yes – answer Part B.3 below]	
SIGNATURE OF BIDDER				DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (attach proof of authority to sign this BID, e.g. resolution of directors, etc.)							
TOTAL NUMBER OF ITEMS OFFERED		N/A					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL INFORMATION MAY BE DIRECTED TO			
DEPARTMENT / PUBLIC ENTITY		NHBRC		CONTACT PERSON			
CONTACT PERSON		Ms. Paballo Relela and Mr Bernard Kekana					
TELEPHONE NO.		011-317-0114 / 0144		TELEPHONE NO.			
EMAIL ADDRESS		tenders@nhbrc.org.za		EMAIL ADDRESS			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:		
1.1. Bids must be delivered by the stipulated time to the correct address. late bids will not be accepted for consideration 1.2. All bids must be submitted on the official forms provided (not to be re-typed) or online. 1.3. Bidders must register on the central supplier database (CSD) to upload mandatory information, namely, business registration / directorship / membership / identity number; tax compliance status and banking information for verification purposes. Maximum points of twenty (20) may be awarded to a bidder for preference points specified in the tender, and a CSD report will be used to verify the ownership and calculation of points. 1.4. Where a bidder is not registered on the CSD, mandatory information, namely: (business registration / directorship / membership / identity numbers; tax compliance status may not be submitted with the bid documentation. CSD report for preference points and company registration documents may be submitted to the bidding institution. 1.5. This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other Legislation or Special Conditions of Contract.		
2. TAX COMPLIANCE REQUIREMENTS		
2.1. Bidders must ensure compliance with their tax obligations. 2.2. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. 2.3. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za. 2.4. Bidders may also submit a printed TCS together with the bid. 2.5. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / PIN / CSD number. 2.6. Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.		
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1. Is the bidder a resident of the Republic of South Africa (RSA)?	Yes ☐	No ☐
3.2. Does the bidder have a branch in the RSA?	Yes ☐	No ☐
3.3. Does the bidder have a permanent establishment in the RSA?	Yes ☐	No ☐
3.4. Does the bidder have any source of income in the RSA?	Yes ☐	No ☐
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS), AND IF NOT, PLEASE REGISTER AS PER 2.3 ABOVE.		

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

BIDDERS DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1.** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2.** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1.** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise, employed by the state? Yes ☐
No ☐
- 2.1.1.** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor / directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, in table below.

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

- 2.2.** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? Yes ☐
No ☐
- 2.2.1.** If so, furnish particulars:

- 2.3.** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? Yes ☐
No ☐

- 2.3.1.** If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3. DECLARATION

I, the undersigned, (name) _____ in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1.** I have read and I understand the contents of this disclosure;
- 3.2.** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3.** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium ² will not be construed as collusive bidding.
- 3.4.** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5.** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6.** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7.** I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 AND 3 ABOVE IS CORRECT

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

POSITION

NAME OF BIDDER

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to invitations to tender:
the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. To be completed by the organ of state -
(delete whichever is not applicable for this tender).
- (a) The applicable preference point system for this tender is the 90/10 preference point system.
 - (b) The applicable preference point system for this tender is the 80/20 preference point system.
 - (c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest / highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4. To be completed by the Organ of State:

The maximum points for this tender are allocated as follows:

PRICE	
SPECIFIC GOALS	
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	

- 1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6.** The organ/ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis

$$P_S = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_S = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under construction

P_{min} = Price of the lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis

80/20

or

90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under construction

P_{min} = Price of the lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1.** In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2.** In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of-
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

TABLE 1 (82/20): Specific goals for the tender and points claimed are indicated as per the table below:

(Note to organs of State: Where either the 90/10 or 80/1 preference point system is applicable, corresponding points must also be indicated as such.)

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs	Points (20)	
Percentage (%) Ownership by Woman	Points (12)	
100	12	
0%	0	
Percentage (%) Ownership by Youth	Points (6)	
100	6	
0%	0	
Percentage (%) Ownership by Disability	Points (2)	
100	2	
0%	0	

TABLE 2 (90/10): Specific goals for the tender and point claimed are indicated per the table below.

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	The specific goals allocated points in terms of this tender	Number of points claimed (90/10 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs	Points (10)	
Percentage (%) Ownership by Woman	Points (5)	
100	5	
0%	0	
Percentage (%) Ownership by Youth	Points (1.5)	
100	1.5	
0%	0	
Percentage (%) Ownership by Disability	Points (1.5)	
100	1.5	
0%	0	

DECLARATION WITH REGARD TO COMPANY / FIRM

4.3. Name of company / firm _____

4.4. Company Registration number _____

4.5. TYPE OF COMPANY / FIRM

- ☐ Partnership / Joint Venture / Consortium
- ☐ One-person business / sole propriety
- ☐ Close Corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State-Owned Company

[Tick applicable box]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURES OF TENDERER(S)

SURNAME AND NAME _____

DATE _____

ADDRESS _____
