

GAUTENG

Tel: +27 11 317 0000
Fax: +27 11 317 0105
Toll Free No: 0800 200 824
Fraud Hotline: 0800 203 698

PHYSICAL ADDRESS

27 Leeuwkop Road,
Sunninghill,
Johannesburg 2191

POSTAL ADDRESS

P. O. Box 461
Randburg, 2125
Docex 96 Randburg



ASSURING QUALITY HOMES

NATIONAL HOME BUILDERS' REGISTRATION COUNCIL (NHBRC) AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES THE NOTION OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (Act No. 5 of 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF CIVIL ENGINEERS FOR A FIVE (05) YEAR PERIOD.

RFP NO.: NHBRC 03/2026

CLOSING DATE: 14 September 2026

TIME: 11:00

NON COMPULSORY BRIEFING SESSION DATE, TIME AND VENUE

HEAD OFFICE(SUNNINGHILL)

DATE	27 August 2026
TIME:	11:00am
VENUE	NHBRC HEAD OFFICE 27 LEEUWKOP ROAD SUNNINGHILL JOHANNESBURG

Prospective Bidders who wish to attend the briefing session virtually should send an email to tenders@nhbrc.org.za to request an invite at least two days before the briefing session date. An MS Teams meeting invite will be sent to the provided email address a day before the briefing.

Note to bidders: The bidders must indicate which province they are bidding for.and tick tender number below

NB: PLEASE INDICATE WHICH PROVINCE/S AND TICKTENDER NUMBER YOU ARE BIDDING FOR:

PROVINCE:BIDDER:

TENDER NO:

NHBRC 03/ 2026_KZN	
NHBRC 03/ 2026_LP	
NHBRC 03/ 2026_MP	
NHBRC 03/ 2026_NC	
NHBRC 03/ 2026_NW	
NHBRC 03/ 2026_WC	
NHBRC 03/ 2026_EC	
NHBRC 03/ 2026_FS	
NHBRC03/ 2026_GP	

THE TENDER

PART T1: TENDERING PROCEDURES

T1.1 TENDER NOTICE AND INVITATION TO TENDER

The National Home Builders Registration Council invites bidder for the request for proposals: appointment of a panel of Civil engineers for a five (05) year period. (national).

The Tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her tender as to the form and nature of the Site, the quantities and nature of the work and materials necessary for the completion of the Works and the means of access of the Site, the accommodation he/she may require and in general shall him/her/herself obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect his/her tender. The tenderer must be represented at the site inspection by a person who is suitably qualified and experienced to comprehend the implications of the work involved. Attendance of the site inspection is compulsory and a tender will be disqualified if the site inspection is not attended by a representative of the tenderer.

IMPORTANT NOTICE

In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in two (02) stages namely:

Stage 1: Compliance check of Mandatory Requirements;

Stage 2: Functional Evaluation Criteria

RFP SUBMISSION INSTRUCTIONS

ONLINE SUBMISSION INSTRUCTIONS

1. Bidders must submit their bids online in a PDF format through the e-Tender Publication portal.
2. The online e-Tender publication portal can be accessed at the following link : <https://www.etenders.gov.za/>
3. The guide for online bid submission is attached. <https://youtu.be/B7pNseNJYHM> Bidders are to adhere to all the rules for the online bid submission, as the submission must contain the returnable SCM documentation and relevant supporting documents.
4. For identification purposes are requested to ensure that proposals contain the company's details and are easily identifiable by company logo or name.
5. Non-compliance with online bid submission WILL invalidate the bidder's response.
6. Bidders must take note of and carefully comply with the submission requirements outlined under Stage 1, and Stage 2 and ensure all required documents are submitted accordingly..

AVAILABILITY OF THE RFP DOCUMENT

Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **20 August 2026**

There will be a non-compulsory briefing session with representatives of the Employer held on the **27 of August 2026 at 11h00**

RFP DOCUMENT CLOSING DATE

RFP Proposal should be marked for Attention: Supply Chain Manager and submitted online via National Treasury eTender Portal (<https://www.etenders.gov.za/>) on or before **14 September 2026 at 11h00**.

No physical or emailed RFP proposals will be accepted.

No late submissions will be accepted

VALIDITY PERIOD OF BIDS

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

ENQUIRIES SHOULD BE DIRECTED TO BOTH:

The administrative enquiries may be directed to:

Department: Supply Chain Management

Contact Person: Mr. Bernard Kekana and Mr. Pheaha Motsoko

E-mail address: Tenders@nhbrc.org.za

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

TECHNICAL ENQUIRIES

Should you require any further information in this regard, please do not hesitate to contact:

Name: Kabelo Modise

E-mail: Tenders@nhbrc.org.za

Only bids complying with the following requirements will be considered:

- i) Registration with the National Home Builders Registration Council (NHBRC) as competent person**
- ii) Tender Bid No: NHBRC 03/2026**

INVITATION TO BID

PART A
INVITATION TO BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *National Home Builders Registration Council(NHBRC)*

BID NUMBER:	NHBRC :03/2026	CLOSING DATE:	14 September 2026	CLOSING TIME:	11:00
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DESCRIPTION	REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF CIVIL ENGINEERS FOR A FIVE (05) YEAR PERIOD. (NATIONAL).
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7.1) OR AGREEMENT OF FORM OF OFFER AND ACCEPTANCE.

BID RESPONSE DOCUMENTS MAY BE SUBMITTED ONLINE VIA ETENDER PORTAL

<https://www.etenders.gov.za/>

<https://youtu.be/B7pNseNJYHM>

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER	☐			☐	
	☐			☐	
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
CENTRAL SUPPLIER DATABASE REPORT OR MAAA NUMBER [TICK APPLICABLE BOX]	Yes No	COMPANY REGISTRATION DOCUMENTS		Yes No	

A MAXIMUM POINTS OF 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.

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /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]
2. TOTAL NUMBER OF ITEMS OFFERED		3. N/A	R
4. SIGNATURE OF BIDDER		5. DATE	
6. CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT PUBLIC ENTITY	National Home Builders Registration Council	CONTACT PERSON	
CONTACT PERSON	Mr. Bernard Kekana and Mr Pheaha Motsoko	TELEPHONE NUMBER	
TELEPHONE NUMBER	011 317 0114/0320	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	
E-MAIL ADDRESS	tenders@nhbrc.org.za		

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 NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). A MAXIMUM POINTS OF 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..
- 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 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 ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES | ☐ NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES | ☐ NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES | ☐ NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES | ☐ NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | ☐ YES | ☐ NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
 NO TENDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

T1.2 TENDER DATA

Clause number	Tender Data
C.1.1	The conditions of tender are the Standard Conditions of Tender (Annex C as published/ amended by CIDB in August 2020) contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts (August 2019) as published in Government Gazette No 42622, Board Notice 423 of 2019 of 08 August 2019. (See www.cidb.org.za). The standard conditions of tender for procurements make several references to the tender data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of tender data given below is cross-referenced to the clause in the standard conditions of tender to which it mainly applies.
C.1.2	The employer is the National Home Builders Registration Council
C.1.3	For this contract, the following documents will be adopted: The single volume procurement document issued by the employer comprises of the following: The Tender Part T1: Tendering procedures T1.1 - Tender notice and invitation to tenderT1.2 - Tender data Part T2: Returnable documents T2.1 List of returnable documentsT2.2 - Returnable schedules The Contract Part C1 - Agreements and Contract data C1.1 – Form of offer and acceptance C1.2 – Contract data Part C2 - Pricing Data C2.1 NHBRC rates

	Part C3 - Scope of Works C3.1 – Description of the works
C.1.4	The Employer's agent for the purpose of this tender is deemed to be the authorised and designated representative of the Employer: Name: Mr Bernard Kekana and Mr Pheaha Motsoko (SCM Representative) Address: NHBRC Head Office 27 Leeuwkop Road, Sunninghill, 2191 E-mail: Tenders@nhbrc.org.za
C.1.5	Cancellation and Re-Invitation of Tender
C.1.5.1	An employer may, prior to the award of the tender, cancel a tender if- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation; b) funds are no longer available to cover the total envisaged expenditure; or c) no acceptable bids are received. d) there is a material irregularity in the tender process.
C.1.5.2	The decision to cancel a tender invitation must be published in the same way the original tender invitation was advertised
C.1.5.3	An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.
C.1.5.4	Procurement procedures
C.1.5.5	Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tender.
C.1.5.6	Competitive negotiation procedure
C.1.5.7	Where the tender data requires that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.
C.1.5.8	All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of C.2.17, the employer may request that tender be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.5.9	At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.
C.1.5.10	The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.
C.2	Tenderer's obligations
C.2.1.	Only those bidders who satisfy the following eligibility criteria are eligible to submit tender: (a) Availability of resources (b) Availability of skills to manage and perform the contract (c) Previous experience on contracts of a similar value and nature (d) A letter on the companies' letterhead stating that the engineer has sufficient capacity to execute the project
C.2.2	Cost of Tendering
C.2.2.1	The Employer will not compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the Employer
C.2.2.2	The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.
C.2.2.3	Check documents Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
C.2.2.4	Confidentiality and copyright of documents Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
C.2.2.5	Acknowledge addenda Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.
C.2.2.6	Clarification meeting Non-compulsory clarification meeting with representatives of the Employer. Non-compulsory briefing session date and time : 27 August 2026 at 11:00 Prospective Bidders who wish to attend the briefing session virtually should send an email to tenders@nhbrc.org.za to request an invite at least two days before the briefing session date. An MS Teams meeting invite will be sent to the provided email address a day before the briefing.

C.2.2.7	Seek clarification Request clarification of the tender documents, if necessary, by notifying the employer at least five (05) working days before the closing time stated in the tender data.
C.2.2.8	Insurance The minimum amount of PI insurance cover required shall not be less than the amount stipulated in Table 13, Part 14 of the Home Building Manual 2015
C.2.2.9	Pricing the tender offer
C.2.2.10	This contract shall not be subject to Contract Price Adjustments, foreign fluctuations, etc and all rates and prices shall remain FIXED, final and binding for the full duration of this contract.
C.2.2.11	Alterations to documents Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.
C.2.2.12	Alternative tender offers No alternative tender offers will be considered
C.2.2.13	Submitting a tender offer
C.2.2.14	Submit one tender offer only as a single tendering entity to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.
C.2.2.15	Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
C.2.2.16	Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.
C.2.2.17	Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

	Title to appear on the tender document TENDER NO.: (TECHNICAL PROPOSALS) THE APPOINTMENT REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF CIVIL ENGINEERS FOR A FIVE (05) YEAR PERIOD (NATIONAL) ON BEHALF OF THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL. This submission must contain the Returnables, SCM Documentation and Relevant Annexures and must contain the pricing schedules (NHBRC Rates) For identification purposes, bidders are requested to ensure that proposal contain the company's details and is easily identifiable by the company's logo or name.
C.2.2.18	Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer.
C.2.2.19	Information and data to be completed in all respects Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.
C.2.2.20	Closing time The closing time for submission of tender is 11:00am The National Home Builders Registration Council is not obliged to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
C.2.2.21	The tender offer validity period is 90 days from the closing date.
C.2.2.22	Clarification of tender offer after submission Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.
C.2.2.23	The Tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.2.24	Inspections, tests and analysis (N/A) Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.
C.2.2.25	Submit securities, bonds and policies If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

C.2.2.26	The Tenderer is required to submit with his/her tender all documents and schedules listed under T2.1 and T2.2.
Add the following new clause C.2.2.27	Canvassing and obtaining of additional information by tenderers The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.
Add the following new clause C.2.2.28	Prohibitions on awards to persons in service of the state The Employer is prohibited to award a tender to a person - - who is in the service of the state; or - if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or - a person who is an advisor or consultant contracted with the Department. In the service of the state means to be - - a member of:- - any municipal council; - any provincial legislature; or - the National Assembly or the National Council of Provinces; - a member of the board of directors of any municipal entity; - an official of any municipality or municipal entity; - an employee of any national or provincial department; - provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); - a member of the accounting authority of any national or provincial public entity; or - An employee of Parliament or a provincial legislature. In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
C.3	The employer's undertakings
C.3.1	Respond to requests from the tenderer The Employer will respond to requests for clarification received up to five (5) working days before the tender closing time.
C.3.2	Issue Addenda Addenda will be issued until five (5) working days before the tender closing time.

C.3.3	The time for the closing of TENDER : Refer to Page 1 of this document																																																		
C.4	Functionality The purpose of the evaluation is to ensure and promote compliance with the Constitution, specifically Section 217, which provides that when organs of state contract for goods or services, they must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective. The evaluation of tenders will be undertaken in two (02) stages.																																																		
C.4.1	Stage 1: Compliance check of Mandatory Requirements and Legislative documents on Supply Chain Management returnable requirements All returnable documents must be submitted with the bid documents at the closing date and time of the bid. Tenders which do not satisfy the compliance criteria will be disqualified and will not be evaluated further on Functional Evaluation Criteria. The bid proposal will be screened for compliance with mandatory and legislative documents as indicated below and bidders must circle the correct answer <table border="1"> <thead> <tr> <th colspan="2">THE FOLLOWING DOCUMENTS MUST BE FURNISHED BIDDERS SHALL TAKE NOTE OF THE FOLLOWING MANDATORY REQUIREMENTS AND LEGISLATIVE DOCUMENTS</th><th>YES</th><th>NO</th></tr> </thead> <tbody> <tr> <td colspan="4">THE BELOW ARE MANDATORY REQUIREMENTS, FAILURE TO SUBMIT THE MANDATORY DOCUMENTS LISTED BELOW WILL RESULT IN DISQUALIFICATION</td></tr> <tr> <td>1.</td><td>Registration with the National Home Builders Registration Council (NHBRC) as competent persons. (Mandatory) Failure to submit the above registration confirmation letter will lead to disqualification Online status verification will be conducted</td><td>Yes</td><td>No</td></tr> <tr> <td>2.</td><td>SBD 4 (Bidders Disclosure Form, Must be submitted and fully completed and signed (Mandatory)</td><td>Yes</td><td>No</td></tr> <tr> <td colspan="4">LEGISLATIVE DOCUMENTS TO BE SUBMITTED NOT FOR DISQUALIFICATION</td></tr> <tr> <td>3.</td><td>SBD1 Invitation to bid, make sure it is completed and signed,</td><td>YES</td><td>No</td></tr> <tr> <td>4.</td><td>SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.</td><td>Yes</td><td>No</td></tr> <tr> <td>5.</td><td>Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number</td><td>Yes</td><td>No</td></tr> <tr> <td>6.</td><td>Latest CIPC Documents</td><td>Yes</td><td>No</td></tr> <tr> <td>7.</td><td>Valid SARS-issued PIN Code</td><td>Yes</td><td>No</td></tr> <tr> <td>8.</td><td>Signed teaming agreement</td><td>Yes</td><td>No</td></tr> <tr> <td>9.</td><td>Certified Identification documentation of company directors</td><td>Yes</td><td>No</td></tr> </tbody> </table> Note: NHBRC will be using General Conditions of Contract (GCC) as issued by National Treasury and SLA for the management of the contract			THE FOLLOWING DOCUMENTS MUST BE FURNISHED BIDDERS SHALL TAKE NOTE OF THE FOLLOWING MANDATORY REQUIREMENTS AND LEGISLATIVE DOCUMENTS		YES	NO	THE BELOW ARE MANDATORY REQUIREMENTS, FAILURE TO SUBMIT THE MANDATORY DOCUMENTS LISTED BELOW WILL RESULT IN DISQUALIFICATION				1.	Registration with the National Home Builders Registration Council (NHBRC) as competent persons. (Mandatory) Failure to submit the above registration confirmation letter will lead to disqualification Online status verification will be conducted	Yes	No	2.	SBD 4 (Bidders Disclosure Form, Must be submitted and fully completed and signed (Mandatory)	Yes	No	LEGISLATIVE DOCUMENTS TO BE SUBMITTED NOT FOR DISQUALIFICATION				3.	SBD1 Invitation to bid, make sure it is completed and signed,	YES	No	4.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	Yes	No	5.	Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number	Yes	No	6.	Latest CIPC Documents	Yes	No	7.	Valid SARS-issued PIN Code	Yes	No	8.	Signed teaming agreement	Yes	No	9.	Certified Identification documentation of company directors	Yes	No
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6.	Latest CIPC Documents	Yes	No																																																
7.	Valid SARS-issued PIN Code	Yes	No																																																
8.	Signed teaming agreement	Yes	No																																																
9.	Certified Identification documentation of company directors	Yes	No																																																

YES – NHBRC reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be further evaluated for Functional Evaluation Criteria (Stage 2) NHBRC reserves the right to request such information during the evaluation process of the proposal and such information must be presented within short notice

Stage 2: Functional Evaluation

The Functional Evaluation will be carried out to assess the Bidder's suitability to undertake the project, Technical Expertise Valid ECSA Certificate and more than five years a professional registered person (provide CVs of all the personnel linked to the project) highlighting relevant experience) References Letters of civil engineering projects (Related building construction projects) and Bidders Experience

NHBRC shall not be held responsible for incorrect judgement misled by unclear written letters/words on the forms below, to be completed by the Bidder(s). **DO NOT COMPLETE THE FORMS BY WRITING "SEE ATTACHED"**, Bidder(s) who refer to attachment **WILL BE SCORED ZERO**. Attachment shall strictly be made where specified and at the correct location, any attachment other than what has been requested by NHBRC, shall be completely ignored, and scored zero, where points allocation is required.

Functional Evaluation Criterion Summary

The maximum points allocation per criterion is summarised in the following table:-

EVALUATION MATRIX

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

CRITERION DESCRIPTION	WEIGHT
1. Valid ECSA Certificates Must be provided and CV of the Key personnel highlighting experience (PrEng/PrTechEng) – Privy seal to be submitted for verification purposes The bidder must submit valid ECSA Certificates and CV of the key personnel and more than five years as a professional registered person <u>Scoring Allocation</u> - Bidder did not meet all requirements listed above = 0 Points - Bidder meet all the requirements listed above and more = 5 Points NB: The bidders must note that the NHBRC will verify validity of the certificate provided. The key personnel must attach the signed affidavit confirming that the certificate submitted they are aware of.	50 Points

2. References of Civil engineering projects (Related to residential construction projects).

40 Points

The Service Provider **MUST** provide verifiable written reference letters from clients. These references **MUST** specifically relate to projects where such services were fully completed

The reference letters provided by the Service Provider's clients must include the following details:

- 1) Company Name
- 2) Company Letterhead
- 3) Project Description
- 4) Contact Person and contact telephone numbers
- 5) Project Start Date
- 6) Project Completion Date
- 7) The reference letter must be dated from 2018 to date
- 8) The letter must be signed by a duly authorised person.

Bidders Reference Letters

- 0 reference letters= **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**

NB: Reference letters will be inextricably linked to the bidders' experience

NB:NHBRC reference letters will count as one reference letter, projects that are still in progress, and appointment letters will not be considered.

3. <u>Bidder Experience Civil engineering projects</u> The Service Provider MUST demonstrate experience in providing Civil engineering projects. 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 experiences Civil engineering projects <u>Bidder Experience</u> • 0 Years' Experience = 0 Points • 2 -3 Year Experience = 1 Point • 3-4 Years' Experience = 2 Points • 4-5 Years' Experience = 3 Points • 5-6Years' Experience = 4 Points • 6-7 Years' Experience and more = 5 Points	10 Points
	100 Points
MINIMUM THRESHOLD	80 Points

The minimum threshold for functionality is 80 points out of 100 points. Bidders who fail to meet this minimum threshold will be disqualified. Bidder is considered to have passed Stage 2 (Functional Requirements) if the points achieved are equal to, or greater than 80 points and will thereafter be enlisted on a panel on a rotational basis.

C.4.2	Tender offers will only be accepted on condition that: a) the tenderer is registered with the National Home Builders Registration Council (NHBR) as competent persons. b) the bidder or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; c) the bidder has not: i. abused the Employer's Supply Chain Management System; or ii. failed to perform on any previous contract and has been given a written notice to this effect. d) Has completed the Compulsory Enterprise Questionnaire, SBD 1, 4, 6.1, 7.1, and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process Has submitted the documentation listed in T2.21 and T2.22
C.5	The number of paper copies of the signed contract to be provided by the employer is ONE.

PART T2: RETURNABLE DOCUMENTS AND SCHEDULE

T2.2 RETURNABLE SCHEDULES

Insert all the Forms required and re-number them

FORM B: VENDOR NUMBER REGISTRATION WITH CENTRAL SUPPLIER DATABASE

- Bidders must submit Vendor Number Registration with Central Supplier Database

ENTITY NAME

VENDOR NUMBER
REGISTRATION

NAME

SIGNATURE OF
BIDDER

DATE

CAPACITY UNDER WHICH
BID IS SIGNED

FORM C: TAX COMPLIANCE

CONDITIONS PERTAINING TO TAX

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. Any person who requires his or her tax compliance status to be disclosed to a Government institution or department, for purposes of submitting a bid or to confirm its good standing after the phasing out of paper based TCCs must request a unique security personal identification number (PIN) from SARS.
2. Very important to note is that the disclosure of a bidder's tax compliance status is an express condition for all acceptable Government tenders. Failure to make the relevant disclosures will invalidate your bid and your response will be null and void.
3. The Government institution or department must use the PIN referred to above to verify a person's tax compliance status with SARS.
4. Bidders to complete the table below and provide a unique security personal identification number (PIN) from SARS which will enable the NHBRC to access online real-time verification of a person's tax compliance status with the electronic Tax Compliance Status (TCS) system. Failure to submit the PIN may result in the bid being disqualified.

Full name of bidder:	Electronic Tax Compliance Status System PIN No:

NAME:

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH BID IS SIGNED.....

FORM D: PREFERENCE SCHEDULE

SBD 6.1

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

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:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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 (N/A)

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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$
Where		

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE (N/A)

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest 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: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 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	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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 engineer 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 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 engineer, 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.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:.....

DATE:.....

ADDRESS:.....

.....

.....

.....

1.10 DEFINITIONS

- (a) “Constitution Historically Disadvantaged Individual” (HDI) is defined as a South African citizen – 1) who, due to the apartheid policy that was in place, had no voting rights in the national elections prior to the introduction of the of the Republic of South Africa, 1983 (Act No. 100 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“the interim Constitution”), and/or 2) who is a woman, and/or 3) who has a disability With the understanding that any person who received South African citizenship on or before the introduction of the interim Constitution, will not be deemed to be HDI. •
- (b) “A woman” refers to a female person who is a South African citizen. • “Disability” refers to a person with a permanent physical disability, mental disability, awareness disability, which leads to confinement or disability, or the inability to perform bodily functions in the manner or within the capacity of a normal person. •
- (c) “HDI equity ownership” refers to the percentage of a partnership or business that is owned by individuals, or in the case of a company, the percentage of shares which is owned by individuals who are actively involved in the management decisions and day to day operational activities of the company or business and who exercises control in the business in relation to their ownership at the close of tender. Where individuals are not actively involved in the management and day to day operational activities of the business and who does not exercise control in relation to the percentage of their ownership, Equity ownership points cannot be awarded.
- (d) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (e) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents. (g) “**prices**” includes all applicable taxes less all unconditional discounts; (h) “ **proof of specific goals**” means:
 - 1) CSD in accordance to National Treasury
 - 2) Black people who are youth as defined in the National Youth Commission Act of 1996
 - 3) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act:
- (i) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

FORM F: BIDDER'S DISCLOSURE (SBD4)

BIDDER'S 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.3.1 If so, furnish particulars:

.....

.....

.....

- 2.4 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**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt

Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

FORM J: SCHEDULE OF BIDDER'S EXPERIENCE IN CIVIL ENGINEERING

NHBRC shall not be held responsible for incorrect judgement misled by unclear written letters/words on the forms below, to be completed by the Bidder(s). **DO NOT COMPLETE THE FORMS BY WRITING "SEE ATTACHED"**, Bidder(s) who refer to attachment will be scored zero. Attachment shall strictly be made where specified and at the correct location, any attachment other than what has been requested by NHBRC, shall be completely ignored, and scored zero, where points allocation is required.

When completing Forms, Bidder(s) may make copies of the original Forms, should the provided forms be inadequate for their completion of the information required. Forms must be hand completed in black ink, no computer regenerated forms will be accepted. Forms must be completed in full, forms not completed in full shall be rejected by scoring zero.

FORM K: COMPLETED PROJECTS (to be completed for each individual project)

Name of Bidder	
PROJECT No. 1	
Project Name	
Nature of Project	
Client (Responsible for supervision)	
Client Contact person	
Clients Contact Person (name, tel/Cell no and fax no)	
Clients Contact Person (email address)	
Consulting Engineer (name, tel no and fax no)	
Appointment Value	
Project Location (Province)	
Project Duration(months)	
Project Commencement Date (months/year)	
Is the Project Completed (Yes/No)	
Completion certificate attached (Yes or No)	
Estimated Completion Date (If not yet Completed)	
Completion Date (If Completed) (months/year)	

L: EXPERIENCE OF NOMINATED PERSONNEL

4. Bidders must have in their full time employment an experienced key personnel who has previously worked in civil engineering projects (Related to residential construction projects)

The information will be verified with the references provided.

NB:

One individual may not be nominated for more than one role or position for this bid. If an individual is nominated for more than one role then the points will only be allocated for one of the roles and the bidder will score zero on any other role.

It is **mandatory** to complete all fields in Form L for each project listed as this information will be deemed to be material to the award of the Contract. Failure to complete all fields for the project listed may lead to the bidder losing points during functional evaluation under the categories "Site Agent or OHS Officer or Agent". Should the bidder choose to present the required information in the attachments, then the bidder must **COMPLETE FORM (L) FIRST and then** make a clear reference to such attachments so that they may be considered; and such attachments must provide the same information requested for in Form L.

TYPICAL FORMS TO BE COMPLETED BY THE BIDDERS

- Form L (i) Civil Engineer

FORM L (i) Civil Engineer

Post	Name	ECSA Certificate	Experience in years
Civil Engineer			

Signature _____

Date _____

Name _____

Capacity _____

Bidder _____

The Bidder must note that repeating the same year under different project will still be considered as one year's experience.

(a) CIVIL ENGINEER		
Name and Surname		
Experience in years' experience as a Civil Engineer		
EXPERIENCE AS A CIVIL ENGINEER IN RESIDENTIAL CONSTRUCTION		
YEAR of Experience as Civil Engineer	Year 1 (... ..) (e.g.2019 etc)	Year 2 (... ..) (e.g.2018).
Project Name		
Nature of Project		
Client (Responsible for supervision)		
Client Contact person		
Clients Contact Person (name, tel/Cell no and fax no)		
Clients Contact Person (email address)		
Consulting Engineer (name, tel no and fax no)		
Appointment Value		
Project Location (Province)		
Project Duration(months)		
Project Commencement Date (months/year)		
Is the Project Completed (Yes/No)		
Estimated Completion Date (If not yet Completed)		
Completion Date (If Completed) (months/year)		
Roles/Responsibilities performed by the Bidder on the project:		

(b) Civil Technologist		
Name and Surname		
Experience in years' experience as a Civil Engineer		
EXPERIENCE AS A CIVIL TECHNOLOGIST IN RESIDENTIAL CONSTRUCTION.		
Year of Experience as Site Agent	Year 3 (.....) (e.g.2017 etc)	Year 4 (... ..) (e.g.2016).
Project Name		
Nature of Project		
Client (Responsible for supervision)		
Client Contact person		
Clients Contact Person (name, tel/Cell no and fax no)		
Clients Contact Person (email address)		
Consulting Engineer (name, tel no and fax no)		
Appointment Value		
Project Location (Province)		
Project Duration(months)		
Project Commencement Date (months/year)		
Is the Project Completed (Yes/No)		
Estimated Completion Date (If not yet Completed)		
Completion Date (If Completed) (months/year)		
Roles/Responsibilities performed by the Bidder on the project:		

Name _____ Capacity_____

Bidder _____

PART C1: AGREEMENT AND CONTRACT DATA

C1.1: FORM OF OFFER AND ACCEPTANCE (N/A)

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

APPOINTMENT OF A PANEL OF CIVIL ENGINEERS FOR A FIVE (05) YEAR PERIOD (NATIONAL).

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the engineer under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand.

..... (in words);

R..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the engineer in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

for the tenderer

(Name and

address of organization/)

.....

Name and signature of witness Date

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the engineer the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

Part C1: Agreements and contract data (which includes this agreement)

Part C2: Scope of work

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now engineer) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s)

Name(s)

Capacity

for the

Employer

Name and

signature

of witness

Date

Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender,
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of Agreements reached during the process of offer and acceptance, the outcome of such Agreement shall be recorded here,
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here,
4. Any change or addition to the tender documents arising from the above Agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject
Details

2 Subject
Details

3 Subject
 Details

4 Subject
 Details

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and Addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Tender Documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the Contract between the parties arising from this Agreement.

FOR THE TENDERER:

Signature(s) _____

Name(s) _____

Capacity _____

[Name and address of organisation]

Name and
signature of
witness _____

Date _____

FOR THE EMPLOYER:

Signature(s) _____

Name(s) _____

Capacity _____

[Name and address of organisation]

Name and
signature of
witness _____

Date _____

**ONLY TO BE COMPLETED
AT ACCEPTANCE STAGE**

CONFIRMATION OF RECEIPT

The Tenderer (now Engineer), identified in the Offer part of this Agreement, hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

The[day]

of [month]

20 [year]

at[place]

For the Engineer:

.....
Signature

.....
Name

.....
Capacity

Signature and name of witness:

.....
Signature

.....
Name

**ONLY TO BE COMPLETED
AT ACCEPTANCE STAGE**

C1.2 CONTRACT DATA

PROJECT TITLE:	APPOINTMENT OF A PANEL OF CIVIL ENGINEERS FOR A FIVE (05) YEAR PERIOD (NATIONAL).
CONTRACT NO:	NHBRC 03 / 2026
C.1.2 Contract Data	
The National Treasury Government Procurement General Conditions of Contract will be applicable to all as well as NHBRC Service Level Agreement (SLA)	
Part 1: Data provided by the Employer	
Clause	Data
1.1.	Clause 1.1. Definitions and interpretations Replace the following definitions in DEFINITIONS AND INTERPRETATIONS with the following wording: AGREEMENT means the completed Form of Offer and Acceptance, the completed SLA for organs of state and other public sector bodies,"the contract drawings, the priced document and any other documents reduced to writing and signed by the authorised representatives of the parties NHBRC RATES means the document drawn up in accordance with the Pricing Instructions contained in the Pricing Data. CONSTRUCTION PERIOD means the period commencing on the date of possession of the site by the engineer and ending on the date of final completion CONTRACT DOCUMENTS means the Agreement and all documents referenced therein. CONTRACT DRAWINGS means the drawings listed in the Scope of Work. CONTRACT SUM means the total of prices in the Form of Offer and Acceptance.

	CONTRACT DATA FOR ORGANS OF STATE AND OTHER PUBLIC SECTOR BODIES: The document listing the Organs of State and other Public Sector Bodies' requirements and the project specific information. EMPLOYER The name of the Employer is National Home Builders Registration Council, represented by Ms Tamlyn Bouwer and/or such persons or person duly authorised to be the Employer in writing. INTEREST means interest rates applicable on this contract, whether specifically indicated in the relevant clauses or not, will be the rate as determined by the Minister of Finance from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No 1 of 1999), calculated as simple interest, in respect of debts owing to the State, and will be the rate as determined by the Minister of Justice and Constitutional Development from time to time, in terms of section 1(2) of the Prescribed Rate of Interest Act, 1975 (Act No 55 of 1975), calculated as simple interest, in respect of debts owing by the State PRINCIPAL AGENT means the NHBRC Project Leader
2.	The employer shall issue a Purchase Order to the engineer

PART 2: DATA PROVIDED BY THE ENGINEER

The engineer is advised to read the *general conditions of contract for construction works, third edition, 2015* published by the South African institution of Civil Engineering, private bag x200, halfway house, 1685, in order to understand the implications of this data which is required to be completed. Copies of these conditions of contract may be obtained from www.saice.org.za.

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Clause	Data				
1.1.1.9	The name of the engineer is:				
1.2.1.2	The address of the engineer is: Address (physical): Address (postal): Telephone: Facsimile: e-mail:				
6.2.1	The security to be provided by the engineer shall be one of the following: <table> <tr> <th>Type of Security</th><th>Yes" or "No"</th></tr> <tr> <td>PI Insurance</td><td>Yes" or "No"</td></tr> </table>	Type of Security	Yes" or "No"	PI Insurance	Yes" or "No"
Type of Security	Yes" or "No"				
PI Insurance	Yes" or "No"				

C1.3 PI INSURANCE

INSURER DETAILS AND DEFINITIONS

"Insurer" means:

Physical address:

"Employer" means:

"Engineer" means:

"Works" means:.....

Site" means:

"Contract" means: The Agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.

"Contract Sum" means: The accepted amount inclusive of tax of R

Amount in words:

"Guaranteed Sum" means: The maximum aggregate amount of R

Amount in words:

"Expire Date" means:

CONTRACT DETAILS

Engineer issues: Interim Payment Certificates, Final Payment Certificate and the Certificate Completion of the Works as defined in the Contract.

PI INSURANCE

- 1 The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
- 2 The Guarantor's period of liability shall be from and including the date of issue of this PI Insurance and up to and including the Expiry Date or the date of issue by the Engineer of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum, whichever occurs first. The Engineer and/or the Employer shall advise the Guarantor in writing of the date on which the Certificate of Completion of the Works has been issued.
- 3 The Guarantor hereby acknowledge that:
 - 3.1 any reference in this Performance Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 its obligation under this PI Insurance is restricted to the payment of money.
- 4 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:

- 4.1 A copy of a first written demand issued by the Employer to the Engineer stating that payment of a sum certified by the Engineer in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;
- 4.2 A first written demand issued by the Employer to the guarantor at the Guarantor's physical address with a copy to the Engineer stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid;
- 4.3 A copy of the aforesaid payment certificate which entitles the Employer to receive payment in terms of the Contract of the sum certified in 4.
- 5 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address calling up this Performance Guarantee, such demand stating that:
 - 5.1 the Contract has been terminated due to the Engineer's default and that this PI Insurance is called up in terms of 5; or
 - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Engineer and that the PI Insurance is called up in terms of 5; and
 - 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
- 6 It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
- 7 Where the Guarantor has made payment in terms of 5, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Performance Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Performance Guarantee shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.
- 8 Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
- 9 Payment by the Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.
- 10 The Employer shall have the absolute right to arrange his affairs with the Engineer in any manner which the Employer may deem fit and the Guarantor shall not have the right to claim his release from this PI Insurance on account of any conduct alleged to be prejudicial to the Guarantor.
- 11 The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
- 12 This PI Insurance is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
- 13 This PI Insurance, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
- 14 Where this PI Insurance is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any

district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory: (1)

Capacity

Guarantor's signatory: (2)

PART C2: NHBRC RATES

C2.1 NHBRC Rates(A copy of the NHBRC rates is attached marked annexure A

1. PRICING

- 1.1 The service provider will be paid a standard rate as per the attached NHBRC Rates applicable on all Civil elements/systems where work is to be undertaken.
- 1.2 **NHBRC RATES (A COPY OF THE NHBRC RATES IS ATTACHED HEREIN MARKED ANNEXURE A.)**

NB: The bidder MUST take note that the NHBRC will use the SARS for Calculation for the reimbursement of travel cost based on the nearest NHBRC office No additional travel charges above the applicable AA rates will be accepted

PART C3: SCOPE OF WORK (DESCRIPTION OF WORKS: APPOINTMENT OF A PANEL OF CIVIL ENGINEERS FOR A FIVE (05) YEAR PERIOD)

PROBLEM STATEMENT:

The current panel appointed by the NHBRC is set to expire at the end of June 2026, without timely intervention, this expiry risks disrupting ongoing projects, delaying strategic initiatives, and losing institutional momentum. To ensure continuity of operations, preserve institutional knowledge, and maintain project delivery timelines, it is critical that the NHBRC initiates the process of advertising for a new panel well in advance.

2. SCOPE OF WORK

- 2.1 The scope of services will be to conduct investigations, analysis, detailed design, compilation of bid specification, bid documentation, construction supervision and signing off completed work on behalf of the NHBRC in the rectification of Civil distress buildings identified and where NHBRC will be required to effect Civil repairs.
- 2.2 Civil rectification will be undertaken by the NHBRC through the appointment of a remedial work contractor where the original home builder is unwilling/unable to rectify.
- 2.3 The service provider shall arrange, and keep in force, professional indemnity insurance cover in respect of the Services provided under this Agreement, all as stipulated in the document.

3. FEE STRUCTURE

- 3.1 Qualifying service providers will be appointed regionally on a rotational basis (as the need arises) over a period of five years.
- 3.2 The professional services will be paid on a time based and value based as specified in table 1 below;

Table 1: Activity Schedule for Time Based Civil Engineers Services Fees

ANNEXURE A			
Engineering and Planning, Studies, Investigation Services			
CIVIL/STRUCTURAL ENGINEERING PANEL			
Engineering services All-inclusive time: based fees for personnel identified:	Unit	Quantity	Rate (VAT Exclusive)
Civil/Structural Engineer: (PrEng/PrTechEng)	hourly	1	1950
Candidate Engineer	hourly	1	950

- 3.3 The service provider must ensure that Table 1 is completed in full.
- 3.4 Travelling cost must be calculated relative to the nearest NHBRC office within the province

1. DISCLAIMER

1. DUE DILIGENCE

2. The State reserves the right to:

- 2.1 Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.
- 2.2 Conduct due diligence prior to final award or at any time during the contract period, and this may include pre-announced/ non-announced site visits. During the due diligence process, the information submitted by the bidder will be verified, and any misrepresentation thereof may disqualify the bid in whole or in part.
- 2.3 Conduct any evaluation verifications prior to final award or at any time during the contract term period.

3. NEGOTIATIONS

- 3.1 The State reserves the right to negotiate with the shortlisted bidders prior to or post-award. The terms and conditions for negotiations will be communicated to the shortlisted bidders prior to the invitation to negotiations. This phase is meant to ensure value for money is achieved through the measure of quality that will assess the monetary cost of the goods or services against the quality and or benefits of that goods or services.

4. RIGHT OF AWARD

4.1 The State reserves the following rights –

- 4.1.1 Not to make any award in this bid or accept any bids submitted,
- 4.1.2 Request further technical information from any bidder after the closing date,
- 4.1.3 Verify information and documentation of the bidder(s),
- 4.1.4 To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post-award.
- 4.1.5 If an incorrect award has been made, to remedy the matter in any lawful manner it may deem fit.

5. APPOINTMENT OF BIDDERS

- 5.1 On approval of the recommendation/s and appointment/s, the successful bidder/s will sign an acceptance letter together with the Service Level Agreement (SLA). All official instructions, delegated authorities, and reporting lines will be strictly governed by the SLA to be signed by the NHBRC and the successful bidder.
- 5.2 Once the successful bidder has been appointed/awarded, they cannot do any cession to waive or cede without consultation with the NHBRC.

6. FRONTING

- 6.1 The NHBRC supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, and equitable.
- 6.2 The NHBRC, in ensuring that bidders conduct themselves in an honest manner, will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in this bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition, be established during such enquiry/investigation, the onus will be on the bidder to prove that fronting does not exist.
- 6.3 Failure to do so by the bidder within a period of fourteen (14) days from the date of notification by NHBRC may invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the NHBRC may have against the bidder concerned.

7. RESPONSIVE BIDS

- 7.1 Bidders are required to submit responsive bids by ensuring compliance to documents listed as Mandatory Requirements
- 7.2 Non-submission of complete documents as stated will invalidate the bid.

8. TERMS AND CONDITIONS

- 8.1 NHBRC reserves the right to change or supplement any information or to issue any addendum to this bid before the closing date and time. The NHBRC and its officers, employees and advisers will not be liable in connection with either the exercise of, or failure to exercise this right.
- 8.2 If NHBRC exercised its right to change or supplement information in terms of the above, it may seek an amended bid document from all bidders.

9. POPIA

- 9.1 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 how NHBRC processes information.
- 9.2 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.
- 9.3 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)
- 9.4 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.

PART C4: SITE INFORMATION

C4.1 LOCATION FOR THE WORKS

The projects are located Nationally

Sites where project execution will take place

SITES WHERE PROJECT EXECUTION WILL TAKE PLACE	
1. Gauteng, Sunninghill Office Business Address: 27 Leeuwkop Road Sunninghill, Johannesburg	6. Western Cape, Century City Office Business Address Centennial Place, East Block, CenturyCity Century City Boulevard Milnerton 7441
2. KZN, Durban Office Business Address: Suite 502, 5 th Floor, The Marine22 Dorothy Nyembe Street, Durban, 4001	7. Eastern Cape, Port Elizabeth Office Business Address: 40 Pickering streetNewton Park Port Elizabeth6055
3. North West, Rustenburg Office Business Address: 67 Brink Street @Office Building, North Block Rustenburg 0299	8. Limpopo, Polokwane Office Business Address 50 Schoeman streetStandard Bank suite Building
4. Mpumalanga, Nelspruit Office Business Address 13 Langa Crescent Corridor Hill Office 1,3,&4 Nelspruit1200	9. Free State, Bloemfontein Office Business Address: 62 St Andrews Street 5th Floor, CBD, Bloemfontein 9300
5. Northern Cape, Kimberly Office Business Address :10 Olivier Street, Montreo Park,Block 2, Ground Floor (Right Wing) Kimberly	