



REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF SUITABLE SERVICE PROVIDER SERVICE FOR THE DESIGN, SUPPLY, AND INSTALLATION OF PROJECT (CONSTRUCTION) SIGNAGE BOARDS FOR A PERIOD OF THREE (03) YEARS.

RFP NO.: NHBC 01/2022

CLOSING DATE: 29 AUGUST 2022

TIME: 11:00AM

VIRTUAL NON-COMPULSORY BRIEFING SESSION

DATE: 15 AUGUST 2022

TIME: 11:00AM

LINK FOR VIRTUAL NON-COMPULSORY BRIEFING SESSION:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGQxYzI5NjAtNTQ2ZC00YzBjLTk5MjctZjczYzk2NzY3ZWRj%40thread.v2/0?context=%7b%22Tid%22%3a%223fa2c7f2-3ceb-4b67-aec9-08d186f26abc%22%2c%22Oid%22%3a%2293ef1ab6-b088-4810-becf-7c6460872237%22%7d

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

NB: PLEASE INDICATE WHICH PROVINCE/S YOU ARE BIDDING FOR:
PROVINCE:
BIDDER:

1 TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1 The Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up to date for the duration of the contract.
- 1.2 The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.
- 1.3 The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify, or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.4 If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.5 The NHBRC reserves the right to carry out site inspections or call for supporting documentation to confirm any information provided by a Bidder in its RFP Bid.
- 1.6 This RFP is not intended to form the basis of a decision to enter any transaction involving the NHBRC and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.7 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a binding Agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.
- 1.8 The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives, or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.9 Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.

- 1.10 Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives, or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.11 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.12 Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to disqualify the relevant Bidder from any further participation in the Bid process. The NHBRC shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management (“SCM”) in writing and shall provide sufficient reasons and information to allow the NHBRC to decide. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.
- 1.13 Briefing Session: There will be virtual non-compulsory briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.
- 1.14 Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.15 The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.16 All Bids submitted to NHBRC will become the property of the NHBRC and will as such are not returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.17 The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.18 The NHBRC reserves the right to accept or reject the Proposal.
- 1.19 RFPs shall be rejected, among other reasons, where Bids are received after the closing date and time as specified in the RFP.
- 1.20 Potential service provider(s) shall be disqualified, and their Bids not considered among other reasons, for any of the following specific reasons:
 - 1.20.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
 - 1.20.2 The Bid contains irregularities.
- 1.21 The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the presentation. All expenses must be borne by the bidder.
- 1.22 All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.

1.23 This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.

1.24 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2 BACKGROUND

2.1 ABOUT THE NHBRC

2.1.1 The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 (“the Act”). Section 3 of the Act provides that the objects of the NHBRC are to:

- (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;
- (b) regulate the home building industry.
- (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- (d) establish and to promote ethical and technical standards in the home building industry;
- (e) improve structural quality in the interests of housing consumers and the home building industry;
- (f) promote housing consumer rights and to provide housing consumer information;
- (g) communicate with and to assist home builders to register in terms of this Act;
- (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
- (i) regulate insurers contemplated in section 23 (9) (a); and
- (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

2.2 NHBRC OFFICES

2.2.1 The NHBRC is a medium sized organization with a staff compliment of approximately 600 employees. The NHBRC’s Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying size and 12 Satellite Offices which are located in the following areas:

	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal (Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Modimolle) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberly) - Provincial	22	Gauteng (Pretoria) – Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

3 INTRODUCTION

The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the homebuilding industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organisational scorecard.

VISION

To be the Champion of the Housing Consumers.

MISSION

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

MOTTO

Assuring Quality Homes.

STRATEGY OF NHBRC

The strategy of the NHBRC is based on the following pillars:

- To ensure that housing consumers and home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods, and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund.

4 OBJECTIVE

4.1 The National Home Builders Registration Council seeks to appoint a national panel of service providers who will be used on a rotational basis to supply, design, and install project (construction) signage boards on enrolled subsidy housing projects around the country.

4.2 The purpose of this panel is to:

- 4.2.1 Identify reputable service providers with expertise and experience in design, supply, and installation of project (construction) signage boards.
- 4.2.2 Ensure compliance with the approved NHBRC supply chain management policies and procedures.

5 SCOPE OF WORK

- 5.1 NHBRC seeks to appoint a panel of service providers for the design, supply, and installation of project (construction) signage boards on enrolled subsidy projects nationally. The branding of housing projects helps to boost marketing efforts that seek to improve the visibility and accessibility of the organisation.
- 5.2 Design, supply and install the project signage board/s as per NHBRC CI Manual.
- 5.3 Signage to be on a one-sided weather resistant, epoxy coated, galvanised sheet metal.

- 5.4 Panel dimensions – 1225 mm X 2450 mm
- 5.5 Panels must be mounted on three-meter wooden poles.
- 5.6 The wooden poles must be a minimum of 125 mm and above in the thickness and diameter, but not less than 125 mm.
- 5.7 The service providers must provide an unconditional 12-months warranty on the installed signage boards.
- 5.8 A guarantee is to be given that all the signs will be weather resistant, UV resistant, non-shrinking, non-cracking outside in sunlight for a reasonable period and will comply with all health and safety requirements.
- 5.9 In the likely event of damage, fading or broken face, new faces must be manufactured and replaced according to the same design.
- 5.10 The service providers will be provided with a list of enrolled subsidy projects as and when required.
- 5.11 Printing high resolution digital printing, full colour, one side.
- 5.12 The service provider must attached pictures of previous completed work.

6 DURATION

- 6.1 The panel of service providers will be valid for a period of three (3) years from date of appointment.

7 LOCATION

- 7.1 The service providers must indicate the provinces they prefer to provide the required services at, with details of their provincial footprint and address details within the particular/s province.
- 7.2 The service providers are requested to submit the following as proof of business address. A municipality utility bill which might either be a rates bill, water bill, proof of residence from a councillor or traditional leaders, electricity account bill and/or property management statement).
- 7.3 The service providers must also indicate their place of business within a province including other regional offices within the Republic of South Africa as follows:

PROVINCE	PLACE OF BUSINESS (Physical Address)	CONTACT PERSON	OFFICE NUMBER/MOBILE NUMBER	EMAIL ADDRESS
Eastern Cape				
Free State				

Gauteng				
KwaZulu-Natal				
Limpopo				
Mpumalanga				
Northern Cape				
North West				
Western Cape				

8 KEY ROLE PLAYERS NHBRC

- 8.1 Marketing, Communication & Stakeholder Relations
- 8.2 Business Services

9 DURATION

- 9.1 The service provider and NHBRC will enter a three (03) years SLA on an effective date to be determined by the parties.

10 SERVICE PROVIDER RESPONSIBILITIES

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

- NHBRC working hours are from 8h30 to 16h30.
- service provider must avail themselves as and when required by the NHBRC.
- Service provider may be required to travel to other NHBRC regional offices if required
- Service provider will be expected to provide high quality work.
- Service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
- Propose other cost-effective methods of delivering the design, supply, and installation of project signage boards to the NHBRC, including response to queries within a 24hour turnaround time.

11 FUNCTIONAL EVALUATION CRITERIA

11.1 The evaluation of the functional/ technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description
1.Number of years rendering design, supply, and installation of project (construction) signage boards	At least five (05) years' experience company has been designing, supplying, and installing project signage boards. Company profile must clearly indicate the number of years in business of designing, supplying, and installing project (construction) signage boards.
2. Client references	At least five (05) contactable references wherein similar projects were successfully implemented. Please attach pictures of previous work completed.
3. Supervisor	The service provider must provide a qualified supervisor that will be assigned to the project. Supervisor is required to be Occupational Health and Safety (OHS) complaint, to ensure safe working practices.

Proposals with functional/technical points that are less than minimum threshold of 70 points will be eliminated from further evaluation.

12 ELIMINATION CRITERIA

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

13 REPORTING

13.1 The report format will be agreed upon between the service provider and NHBRC Corporate Communications Manager.

13.2 The service provider shall provide monthly, quarterly, and annual reports to management.

14 TRACK RECORD

14.1 A complete list of the five (5) projects that were successfully completed within the design, supply and installation of project (construction) signage services signed off by the accounting officer or his/her delegated is required.

15 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

15.1 General Information

15.1.1 The NHBRC requires the Goods or Services of interested and competent organisations or companies that are experienced in the design, supply, and installation of project (construction) signage services and the Service Provider is expected to provide proof of expertise.

15.2 Requisites of the Service Provider:

15.2.1 A detailed proposal:

- Understanding of scope of work.
- Team composition competencies (please attach CVs and indicate roles of individuals).
- Summary of projects executed and completed.

15.3 Documents to be submitted:

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

15.3.1 A complete list of the five (5) projects that were successfully completed , similar to the type of work envisaged for this bidder. The bidder must submit a summary of the projects in the format presented below:

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

Name of project:

Name of Client:

Client Contact Details

 Contact person:

 Role in Project:

 Contact Tel No:

 Contact Cell:

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project (maximum 200 words).

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

15.3.2 Expertise and experience of key personnel

15.3.3 The successful service provider will be required to provide the expertise, certification, and experience to successfully deliver the design, supply, and installation of project (construction) signage services.

15.3.4 Suitably qualified and experienced technical personnel must be assigned to this project. Please complete a summary detail of the main Project Team in the format shown below:

NO	PROJECT TEAM SUMMARY DETAILS				
	Full Name	Role in Project	Capacity of staff	Key Area of Specialization	Years of Experience in the industry
1.					
2.					
3.					
4.					
5.					

*Please attach recently (last 3 months) certified copies of identity documents.

Note, in addition please provide the following:

- CV for each of the project team members highlighting specific relevant experience.
- Key personnel may only be replaced by the personnel with similar expertise over the life of the contract and written permission must be obtained from the NHBRC.

16 TECHNICAL AND PRICE EVALUATION CRITERIA

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

16.1.1 Stage 1: Compliance check of Mandatory Requirements.

16.1.2 Stage 2: Functional Evaluation Criteria

Stage 1: Compliance check of Mandatory Requirements

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid conditions / Compulsory Submissions	Yes/No
1.	Valid B-BBEE Status Level or Copy/Sworn affidavit signed by the Commissioner of Oaths on the DTI template.	
2.	SBD1 Invitation to bid, Must be completed and signed, failure to complete will result in the bidder being disqualified.	
3.	SBD 4 (Bidders Disclosure Form, Must be completed and signed), failure to complete and signing the document will result in the bidder being disqualified	
4.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
5.	SBD 6.2 Declaration Certificate for Local Production and Content and annexures* , Must be completed and signed failure to complete will result in the bidder being disqualified	
6.	SBD 7.1 Contract Form, Must be completed and signed failure to complete will result in the bidder being disqualified	
7.	Proof of business address - A municipality utility bill which might either be a rates bill, water bill, proof of residence from a councillor or traditional leaders, electricity account bill and/or property management statement).	
8.	CSD/Central Supplier Database Report	
9.	General Conditions of the contract (GCC).	

***NB: Local Production and Content**

The NHBRC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Bidders are required to assess their product and/or service offering against the designated sector lists as published by the Department of Trade and Industry (the DTI) and to ensure full compliance to the minimum local content threshold, before submitting its response to this tender. The DTI's latest list of designated sectors can be accessed on: http://www.dti.gov.za/industrial_development/ip.jsp

Stage 2: Functionality in terms of the set technical evaluation criteria

Bids must fully comply with all the Mandatory Requirements for the **Stage 1: Compliance check of Mandatory Requirements** to qualify for **Stage 2: Functional Evaluation** and those bids which failed to comply with all the requirements of Stage 2 will be invalidated or disqualified from the process.

The Bidders information will be scored according to the following points systems:

The following values and formulae will be applicable when evaluating the bid

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

Member score for criteria

$$\text{Highest points for criteria} \times \text{Weight per criteria} = \text{Total Score per criteria}$$

Highest points for criteria

Item No	Evaluation Criteria	Description	Weight (%)
1	Number of years providing design, supply, and installation of project signage boards.	<p>At least five (05) years’ experience that the company has been providing project (construction) signage boards design, supply, and installation. Company profile must clearly indicate the number of years in business providing design, supply, and installation project signage boards service.</p> <p><u>Scoring allocation</u></p> <p>0 years’ experience = 0 Points 1 year experience = 1 Point 2 years’ experience = 2 Points 3 years’ experience = 3 Points 4 years’ experience = 4 Points 5 years’ experience and more = 5 Points</p>	40
2.	Client References	<p>The service provider must provide at least five (5) positive written contactable references indicating similar services were rendered. Please attach pictures of previous work completed.</p> <p>The reference letters from the clients of a bidder must include:</p> <ul style="list-style-type: none"> • Company name • Company letterhead • Detailed description of work, type of project and duration 	20

Item No	Evaluation Criteria	Description	Weight (%)
		<ul style="list-style-type: none"> • Contact person and contact telephone numbers • The letter must be signed by a duly authorised person <p><u>Scoring Allocation</u></p> <p>0 Reference letter= 0 Points 1 Reference letter = 1 Points 2 Reference letters = 2 Points 3 Reference letters = 3 Points 4 Reference letters = 4 Points 5 Reference letters = 5 Points</p> <p>Points will be allocated on submission of completion certificates or completion letter from the client per project</p> <p>Note: The NHBRC reserves the right to verify the validity of the document submitted.</p>	
3.	Supervisor	<p>The service provider must provide a qualified supervisor that will be assigned to the project.</p> <p>1. Supervisor is required to be Occupational Health and Safety (OHS) complaint, to ensure safe working practices.</p> <p><u>Scoring allocations</u></p> <ul style="list-style-type: none"> • None of the above provided = 0 points • Supervisor assigned to the project with a certified OHS certificate = 5 points 	40
TOTAL			100
MINIMUM THRESHOLD			70

The minimum threshold for functionality is 70 out of 100 points. Bidders who fail to meet this minimum threshold will be disqualified. A bidder is considered to have passed Stage 2 (Functional Requirements) if the TOTAL score is equal to or greater than 70 points and will be enlisted on a panel on rotational basis.

NB: The rate provided below is indicative only and not binding on the NHBRC but MUST be submitted with the bid documents, the successful bidders will be remunerated for the services rendered to the NHBRC with the NHBRC approved rate and the set rate is non-negotiable.

The NHBRC will share the rate with the successful bidders at Service Level Agreement stage.

Refer to section 5

Description	Rate per board (Signage)
Design Panel dimensions – 1225 mm X 2450 mm	R
Supply of the panel – 1225 mm X 2450 mm	R
Installation	R
Pole three-meter wooden pole with the thickness and diameter, but not less than 125 mm.	R

NB: FOR TRAVELLING COST, SERVICE PROVIDERS WILL BE REIMBURSED USING AA RATES, BASED ON THE NEAREST NHBRC OFFICE WHERE THE PROJECT MUST BE EXECUTED.

17 RFP SUBMISSION INSTRUCTIONS

17.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

18 AVAILABILITY OF THE RFP DOCUMENT

18.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from **the 5 August 2022.**

18.2 There will be a non- compulsory briefing session that will be held on the **15 August 2022 at 11h00am**

18.3 Link for virtual non-compulsory briefing session: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGQxYzI5NjAtNTQ2ZC00YzBjLTk5MjctZjczYzk2NzY3ZWRj%40thread.v2/0?context=%7b%22Tid%22%3a%223fa2c7f2-3ceb-4b67-aec9-08d186f26abc%22%2c%22Oid%22%3a%2293ef1ab6-b088-4810-becf-7c6460872237%22%7d

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

19 RFP CLOSING DATE

- 19.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 27 Leeuwkop Road, Sunninghill on or before the **29 August 2022 at 11h00**. No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope clearly **marked (one (1) Original hard copy and one (1) Memory Stick / USB with scanned original documents)** with the bid number and the full name of the service provider(s).
- 19.2 Failure to submit a scanned document in a memory stick will lead to disqualification.
- 19.3 No late submissions will be accepted.

20 VALIDITY PERIOD OF BIDS

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

21 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

- 21.1 The administrative enquiries may be directed to:

Department: Supply Chain Management

Contact Person: Ms.Paballo Relela, Mr.Bernard Kekana

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

22 SUBMISSIONS OF PROPOSALS

- 22.1 Submission of bid **MUST** include one (1) Original hard copy and one (1) memory stick / USB with scanned original documents of the proposal marked (Original hard copy and memory stick / USB) envelope and deposited into the tender box. NB: The Original hard copy submission on the envelope **MUST** be the same as the electronic copy. Failure to comply will result in the bid being regarded as unacceptable.
- 22.2 All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.