



REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER MANAGED INFORMATION SECURITY SERVICES FOR A PERIOD OF THREE (03) YEARS

RFP NO.: NHBC 06/2022

CLOSING DATE: 06 OCTOBER 2022

TIME: 11:00am

VIRTUAL NON-COMPULSORY BRIEFING SESSION
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DATE: 22 SEPTEMBER 2022

TIME: 11:00am

Link for virtual non-compulsory briefing session:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWYyZjliM2YtNDdiNi00ZTE5LWEwYmItMGU4NDQyNzJmMTNi%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 for briefing session can also be Accessed on the NHBC website:
www.nhbrc.org.za/current-tenders

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 in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.6 This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.7 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of 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 change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to disqualify the relevant Bidder from any further participation in the Bid process. The NHBRC shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management (“SCM”) in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.
- 1.13 Briefing Session: **There will be 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 not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 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 RFP’s 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. PROJECT OVERVIEW

4.1 Purpose

4.1.1 The main objective is to appoint a managed information security service provider to achieve the following:

- Information Security Risk Assessment and Profiling
- Cyber Security Maturity Assessment
- Information Security Management Capability Implementation
- Establishment of Information Security Operations Centre
- Critical Information Security Operations & Controls Implementation
- Information Security Project Management

4.1.2 The successful service provider will be expected to provide the NHBRC with managed information security services, for a period of three (03) years.

4.1.3 The service provider must outline a comprehensive approach and plan to enable the realisation of the above objectives over three (03) years.

4.2 Business Objectives

4.2.1 The NHBRC has now been in operation for more than twenty (20) years and is on a significant growth path, as the organization grows; it is looking at streamlining its processes and enabling itself for a high rate of growth. Information Security has been identified as one of the critical functions that will assist the business to meet its objectives.

4.2.2 The NHBRC is significantly changing its approach to delivering on its mandate. The NHBRC perceives its external stakeholders as business partners in order to jointly achieve success.

4.2.3 Safeguarding of information in a digital world requires not only a secured underlying ICT infrastructure, but also requires ubiquitous information protection as information is shared and accessible across multiple stakeholders.

4.2.4 The NHBRC trust ecosystem and respective NHBRC information & cyber security profile should thus provide the context to implement a secured ICT environment—across all the NHBRC business systems, ICT infrastructure, data stores & access and service delivery process.

4.2.5 The information security services will also ensure that controls are embedded in the systems when executing daily operational functions and during project planning, designing, testing and execution. This is critical especially taking into consideration business projects such as NHBRC online services, Unified Communications, stabilizing of the SAP environment, Mobile offices etc. The NHBRC has twenty-three (23) offices nationally.

4.2.6 The process to initiate a holistic information security project to enable the implementation of the information security programme in line with the approved information security strategy has started.

4.2.7 The information security project is intended to ensure that all the minimum critical information controls are implemented & entrenched within the NHBRC and are consistently managed in line with the NHBRC risk posture.

4.2.8 The focus of the information security project will be to enable gradual improvement of information & cyber security controls and the overall information security management maturity

5. SCOPE OF WORKS

5.1 Information Security Risk Assessment and Profiling

- 5.1.1 The service provider must conduct a comprehensive information security risk assessment based on the NHBRC risk management methodology and framework.
- 5.1.2 The service provider must determine appropriate NHBRC information security risk profile and recommend appropriate mitigating controls.
- 5.1.3 The service provider must develop and maintain an information security risk register.

5.2 Cyber Security Maturity Assessment

- 5.2.1 The service provider must conduct an information security maturity assessment
- 5.2.2 The service provider must provide a detailed report outlining the current maturity level, recommend a desired or appropriate maturity level as well as recommend actions required to migrate to the desired maturity level.

5.3 Information Security Management Capability Implementation

- 5.3.1 The service provider must define and establish appropriate information and cyber security management capabilities, processes and tools to enable sustainable information security management within NHBRC.

5.4 Critical Information Security Operations & Controls Implementation

- 5.4.1 The service provider will be required to provide the following information security operations functions:
 - 5.4.1.1 Anti-Virus – monitoring and management of the NHBRC's current Anti-Virus software.
 - 5.4.1.2 Patch Management – monitoring and management of the NHBRC's patch management software.
 - 5.4.1.3 Security Incident Management and Response – Integration with the current helpdesk while ensuring that all security incidents are effectively and efficiently responded to, in order to minimise business disruptions. Develop security incident response plan which includes support after implementation and manage it for a period of three (03) years
 - 5.4.1.4 Email security – monitoring of the accesses and contents of all implemented mailboxes or accounts. This must include anti-spam, anti-virus, anti-phishing,

data loss prevention, secure messaging, automatic blocking malicious email, and threat visibility and response.

- 5.4.1.5 Firewall Management – monthly interrogate reports and provide recommendations for access to web content.
- 5.4.1.6 Real Time Threat Analysis – analyse reports received from real-time visibility into the organisation’s security posture, constantly monitoring using existing NHBRC licensed products for cyber threats and security misconfigurations including logs of critical systems, and provide immediate alerts.
- 5.4.1.7 Web Security – analyse and provide recommendations ensuring that confidential information that is stored online is protected from unauthorised access and modification. Implement and manage security controls for web applications.
- 5.4.1.8 Application Security – improve the security of applications by finding, and preventing security vulnerabilities.
- 5.4.1.9 Vulnerability Management – conduct network penetration test and vulnerability assessment twice a year, and implement relevant remedial actions. The assessment should cover applications, databases, networks, servers and endpoint devices within the NHBRC domain. Provide reports with recommendations and implement those recommendations.
- 5.4.1.10 Identity and Access Management – ensure that the Information Security Policy and the Access Management Procedure are implemented and complied with. Implement the current identity and access management solution, that ensures that users have access to authorised resources, access is appropriate, and access is used appropriately. Report on privilege accounts and ensure segregation of duties. Ensure access is terminated or disabled as-and-when required.
- 5.4.1.11 Intrusion Detection and Prevention System (IDS / IPS) – monitor and make recommendations on reports received for Intrusion detection and prevention.

5.5 Information Security Project Management

- 5.5.1 The service provider will form part of the information security project team.
- 5.5.2 The service provider must provide inputs to the existing project plan.
- 5.5.3 The service provider must provide status reports to the project, on the security areas they are responsible for.

5.6 Reporting

- 5.6.1 As part of performance measurement, the successful service provider will be required to hold monthly meetings with the project team and provide the Chief Information Officer (CIO) with monthly project reports.
- 5.6.2 The service provider will also be expected to meet at least quarterly with the CIO for the overall monitoring of the SLA.

5.7 Skills transfer

- 5.7.1 The successful service provider will be expected to transfer skills to NHBRC team.
- 5.7.2 The service provider must outline a proposed plan to enable appropriate skills transfer.
- 5.7.3 The service provider must clearly outline the pre-requisite for effective skills transfer.

6. NHBRC SERVICE EXPECTATION

- 6.1 As part of the service expectation the following key elements will be required to be addressed:
 - 1. The service provider is expected to be available between NHBRC working hours which are from 8h30 to 16h30.
 - 2. The service provider will be expected to work after hours and during weekends where required (e.g. during a virus outbreak, serious security breach, or as a project deliverable etc.)
 - 3. The service provider will be expected to provide a 24 hour-monitoring services.
 - 4. The service provider may be required to travel to other NHBRC regional offices if required.
 - 5. The service provider will be expected to provide high quality work.
 - 6. The service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
 - 7. If a need arise for the resource to travel to any NHBRC Offices, Eric Molobi and Tshwane Office other than the Head Office, the NHBRC will arrange the travel and bear the cost.

7. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

7.1 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

7.1.1 General Information

7.1.2 The NHBRC requires the services of interested and competent organizations or companies that have experience in Managed Information Security Services and the service provider is expected to provide proof of expertise.

7.2 Requisites of the Service Provider:

7.2.1 A detailed proposal:

- Understanding of terms of reference.
- Quality Assurance measures (process and control).
- Methodology/process to successfully deliver the Managed Information Security Service.
- Consultants assigned to the project must have experience and relevant certification in information security services. (Please attach CVs and indicate roles of individuals with qualifications).
- Detailed Pricing Schedule (Refer to Annexure A for pricing schedule as attached in this document)

7.3 Reference letters from previous and or current clients confirming that they have been involved in similar projects.

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

7.4.1 The minimum of three (03) projects the bidder has completed in the last five (05) years, 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)

7.5 Expertise and experience of key personnel

7.5.1 The successful service provider will be required to provide the expertise, qualifications and experience to successfully deliver Information Security Services.

7.5.2 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	PROJECTS COMPLETED IN THE LAST FIVE (05) YEARS					
	Full Name	Role in Project	Current Academic Qualifications	Key Area of Specialization	Years of Experience in the industry	Professional Registration
1.						
2.						
3.						
4.						
5.						

*Please attach recently certified copies of academic qualifications, not older than three (03) months.

Note, in addition please provide the following:

- CV for each of the project team members highlighting specific and relevant qualifications and 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.

7.6 Capability of Bidder's Resources

7.6.1 The service provider is required to demonstrate that they have resources and adequate experience in similar projects.

7.6.2 The service provider must provide a consolidated list of the resources required through the engagement.

7.6.3 The list must outline at the minimum the resource role on the project, key functions and outputs, overall IT experience and specific information security experience and the qualifications or certification.

7.6.4 Certified copies (not older than three (03) months) of the relevant qualifications or certifications for all listed resources must also be attached

7.6.5 This experience must include but not limited to:

- Experience in Information Security and Data Protection
- Experience in an ICT Environment
- Analytical skills (experience in security monitoring and reporting)
- Knowledge and understanding of ISO 27000, PCI DSS and POPI, PAIA, NIST, COBIT, ITIL
- Skills in network security, web security, application security, database security and security operations.

8. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

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

8.1.1 Stage 1: Compliance check of Mandatory Requirements.

8.1.2 Stage 2: Functional Evaluation Criteria

8.1.3 Stage 3: Price and Preference Points Evaluation

8.2 Stage 1: Compliance check of Mandatory Requirements

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid conditions / Mandatory 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. (Mandatory)	
3.	SBD 3.1 - Pricing Schedule (Firm Price) Make sure it is completed	
4.	Annexure A Pricing schedule (including a detailed costing breakdown of all costs and escalation per annum. (Mandatory)	
5.	SBD 4 (Bidders Disclosure Form, Must be completed and signed), failure to complete and signing the document will result in the bidder being disqualified. (Mandatory)	
6.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
7.	SBD 7.2 (Contract Form, Must be completed and signed), failure to complete will result in the bidder being disqualified. (Mandatory)	
8.	Bidder must provide valid and current proof of certification with at least one of the following, the certificate MUST be valid at the time of closing of the tender. (Mandatory) a. Information Systems Audit and Control Association(ISACA)	

	<ul style="list-style-type: none"> b. Certified Ethical Hacker (CEH) c. CISM (Certified Information Security Manager (CISM) d. CompTiA Security+, e. Certified Information Systems Security Professional (CISSP) f. Certified Information Systems Auditor (CISA) <p>Please provide a Certified copy not older than three (03) months)</p>	
9.	Bidder must provide valid proof of certification in AZURE Security (Certified copy not older than three (03) months (Mandatory))	
10.	CSD (Central Supplier Database) report.	
11.	General Conditions of the contract (GCC).	

8.3 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

Member score for criteria

X Weight per criteria = Total Score per criteria

Highest points for criteria

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

Item No	Evaluation Criteria	Description	Weight (%)
1	Number of years providing Information Security Services.	<p>At least five (05) years' experience the company has been providing information security services. Please attach list of projects completed of similar field.</p> <p><u>Bidder Experience</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>	20

Item No	Evaluation Criteria	Description	Weight (%)
2.	Client References	<p>The service provider must positive written contactable references indicating where information security services was successfully implemented. The reference letters must be in the last five (05) years</p> <p>The reference letters from the clients of a bidder must include:</p> <ul style="list-style-type: none"> • Company name • Date of project completion • Company letterhead • Contact person and contact telephone numbers • The letter must be signed by a duly authorized person <p><u>Scoring allocation: Bidder Reference letter</u></p> <p>0 Reference Letters = 0 Points 1 Positive reference Letters = 1 Point 2 Positive reference Letters = 2 Points 3 Positive reference Letters = 3 Points 4 Positive reference Letters = 4 Points 5 Positive reference Letters and more = 5 Points</p> <p>NHBRC reserves the right to call the clients to obtain further information</p>	30
3.	Capacity of staff	<p>The service provider must provide CV of qualified team that will be assigned to the project for the following:</p> <ul style="list-style-type: none"> a) Information Security Risk Assessment and Profiling b) Cyber Security Maturity Assessment c) Information Security Management Capability Implementation d) Establishment of Information Security Operations Centre e) Critical Information Security Operations & Controls Implementation <p>Scoring allocation</p> <ul style="list-style-type: none"> • None of the above provided = 0 Points • Any of the three above submitted = 3 points • Any of the four above submitted = 4 points • All of the five above submitted = 5 points 	50
TOTAL			100

NB: The minimum threshold for functionality is 60 points out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

Stage 3: Price and Preference Points Evaluation

Only bids that obtained a minimum qualifying score (60 points) for Stage 2 (Functional Requirements) will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2017 and bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders on the basis of:

80/20 Preference point system (for acquisition of services, works or goods with a Rand value not more than R 50 million) (all applicable taxes included)

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Level	80/20
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-Compliant Contributor	0

The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points.

9. RFP SUBMISSION INSTRUCTIONS

- 9.1 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**

10. AVAILABILITY OF THE RFP DOCUMENT

- 10.1 Bid documents can be downloaded on the NHBRC Website (www.nhbr.org.za/current-tenders) from the **13 SEPTEMBER 2022**.
- 10.2 There will be a **virtual non-compulsory briefing session** that will be held on the **22 SEPTEMBER 2022 at 11h00**
- 10.3 **Link for virtual non-compulsory briefing session:** https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWYyZjliM2YtNDdiNi00ZTE5LWEwYmItMGU4NDQyNzJmMTNi%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

11. RFP CLOSING DATE

- 11.1 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 **06 OCTOBER 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 of the service provider(s).
- 11.2 **No late submissions will be accepted.**

12. VALIDITY PERIOD OF BIDS

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

13. ADMINISTRATIVE ENQUIRIES

- 13.1 The administrative enquiries may be directed to:
- Department:** Supply Chain Management
- Contact Persons:** Ms. Paballo Relela, Mr. Bernard Kekana
- E-mail address:** Tenders@nhbr.org.za

14. SUBMISSION OF PROPOSALS

- 14.1 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.**
- 14.2 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.

ANNEXURE-A (PRICING SCHEDULE)

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

Service Description	Year 1	Year 2	Year 3	TOTAL COST PER YEAR
Implementation				
Monitoring				
Maintenance and Support				
Training and skill transfer				
Total (Excl)				
Total (Incl VAT)				

NB: PRICE

All prices charged should be inclusive of VAT. The bid proposal should clearly indicate the total price bid.

PRICE ADJUSTMENTS

Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter a once – off price adjustment on the 13th and 25th month will be accepted based on the average CPI % as issued by STATS SA.

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