



REQUEST FOR PROPOSALS: APPOINTMENT OF SUITABLE SERVICE PROVIDER TO DELIVER ENTERPRISE DEVELOPMENT TRAINING AND MENTORSHIP SUPPORT FOR WOMEN ENTREPRENEURS PARTICIPATING IN THE NHBC WOMEN EMPOWERMENT PROGRAMME (WEP) FOR THE PERIOD OF TWO (02) YEARS.

RFP NO.: NHBC 02/2023

CLOSING DATE: 07 AUGUST 2023

TIME: 11:00

BIDDER MUST TAKE NOTE THAT THERE WILL BE NO BRIEFING SESSION

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 herein 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. If the bidder's tax is non-compliant, the bidder will be given 7 days to respond to their tax status. Failure to submit within seven (7) days will result in the bidder's disqualification.
- 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 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 no 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 the RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.15 The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.16 All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal. The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind.
- 1.17 ***The NHBRC reserves the right to accept or reject in part or completely any bid submitted, and to waive any technicalities for the best interest of the company. The NHBRC reserves the right to verify the validity of the document submitted*** as part of due diligence prior to the appointment
- 1.18 RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.19 Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
- 1.20 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
- 1.21 The Bid contains irregularities.
- 1.22 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.
- 1.23 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.
- 1.24 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.
- 1.25 In this RFP, the words “service provider”, “bidders” will be used interchangeably to refer to the bidder.
- 1.26 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2. BACKGROUND

2.1. ABOUT THE NHBC

2.1.1. The National Home Builders Registration Council (“NHBC”) 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 NHBC 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. NHBC OFFICES

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

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

3. INTRODUCTION

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

VISION

To be the Champion of the Housing Consumers.

MISSION

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

MOTTO

Assuring Quality Homes.

STRATEGY OF NHBRC

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

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

4. PROJECT OVERVIEW

4.1 The Women Empowerment Programme (WEP) is a national programme which is aimed at improving entrepreneurial and business operations for participating entrepreneurs and linking them with opportunities in the human settlements value chain and built environment in general.

4.2 Purpose

4.2.1 The project objective is to procure services of Higher Education Institutions (HEI) to deliver Enterprise Development Training and Mentorship Support to Women Owned Businesses participating in the NHBRC Women Empowerment Programme (WEP).

4.2.2 The HEI would be responsible to maintain all relevant learner information, performance results and progress as required by the quality management system. Participants will be recruited through their recruitment system.

4.2.3 The HEI must demonstrate the capacity to provide tuition, mentorship and customize the programme to be construction, human settlements value chain, and built environment specific; and not only generic in nature.

4.2.4 The HEI must provide post-tuition support and monitoring role.

5. SCOPE OF SERVICE

5.1 Service Framework / Purpose

5.1.1 The NHBRC seeks to procure services of a Higher Education Institutions (University or Business School) to deliver Enterprise Development Training and Mentorship Support a total of 100 Women Entrepreneurs participating in the NHBRC Women Empowerment Programme (WEP) nationwide for a period of two (02) years.

5.2 Scope of the Project

5.2.1 The NHBRC Women Empowerment Programme is implemented in partnership with Higher Education Institutions ("HEI"); the Institution would be required to:

5.2.2.1 To customise and deliver two (02) years academic and mentorship support programme for Women Entrepreneurs.

5.2.2.2 To train and mentor Women Entrepreneurs with Enterprise Development to improve their business systems and solutions to effectively operate in the Human Settlement Value Chain and Built Environment.

5.2.2.3 To provide specialist lecturers and mentors with practical entrepreneurial experience in the built environment.

5.2.2.4 Jointly (with the NHBRC) recruit and maintain participant information and data through a Quality Management System.

- 5.2.2.5 Incorporate business support, mentorship programmes, networking and exposure to opportunities.
- 5.2.2.6 To provide post-tuition support, monitoring and evaluation.

5.3 The Roles of the HEI Provider

- 5.3.1 The NHBRC Women Empowerment Programme service provider (HEI) shall undertake the following responsibilities to ensure success of the programme:
 - 5.3.1.1. Develop a business and leadership skills training programme for women entrepreneurs.
 - 5.3.1.2. Conduct a business diagnostic for each participating entrepreneur to inform programme and content focus.
 - 5.3.1.3. Produce and align study material of the programme in consultation with the NHBRC, where necessary involve Experts in the subject matter.
 - 5.3.1.4. To develop appropriate assessment tools in line with the proposed WEP Curriculum
 - 5.3.1.5. To jointly design and publish a call for applications and enrolment of delegates through the relevant enrolment system.
 - 5.3.1.6. Evaluate all applications received and identify candidates who meet the selection criteria in consultation with the NHBRC.
 - 5.3.1.7. Communicate training /lecture events and programme schedules to delegates and the NHBRC
 - 5.3.1.8. To provide facilities that are in compliance with Occupational Health and Safety Act.
 - 5.3.1.9. Provide venues for training/lectures and other events of the programme.
 - 5.3.1.10. Deliver classroom lectures for the nine provinces or in an allocated province of interest.
 - 5.3.1.11. Provide programme mentors and adjudicators to support entrepreneurs in developing business systems and solutions to improve their enterprise performance.
 - 5.3.1.12. The bidding HEI should outline a team of lecturers and provide CVs of Lectures and mentors that will be participating in the programme.
 - 5.3.1.13. To assign a team of specialist lecturers and professional mentors and coaches for the programme during Mentorship Stage to support delegates in areas of improvement and application of learning in their businesses.
 - 5.3.1.14. The bidder should ensure that at least 50% of the team consists of previously disadvantaged individuals to play a meaningful role.
 - 5.3.1.15. Host events and functions relevant to Women Empowerment Programme for orientation, graduation, networking and business support.
 - 5.3.1.16. Host a welcoming event for participants and programme team.
 - 5.3.1.17. To provide programme monitoring and evaluation reports on the performance of the entrepreneurs for the duration of the programme.
 - 5.3.1.18. To provide post programme Impact Assessment of the performance of entrepreneurs for a post completion or graduation from the programme.

5.4 The HEI to indicate the areas of interest or national footprint below: Please tick the service provider national footprint by making X.

Province	Selection (mark X)
Eastern Cape	
Free State	
Gauteng	
Kwa-Zulu Natal	
Limpopo	
Mpumalanga	
Northern Cape	
North West	
Western Cape	

For the above, please provide proof of address, Municipality account/lease agreement for each Centre (FICA compliant).

6. COMPLIANCE REQUIREMENTS

6.1 It will be expected of the HEI complies with the following requirements:

- 6.1.1 The bidding HEI should be duly registered and recognised according to the Higher Education Act, 1997 (Act No. 101 of 1997).
- 6.1.2 In case of Private Higher Education Institutions (HEI), the institution should be compliant with the Register of Private Higher Education Institutions published as at 13 December 2017.
- 6.1.3 The Continuing Education and Training Act, 2006 (Act. No. 16 of 2006) (“the CET Act”) requires that private institutions be registered with the DHET in order to operate legally, over and above being accredited by the Higher Education Quality Committee (HEQC), Council of Higher Education (CHE) and Umalusi respectively.
- 6.1.4 Proof of Registration as a private company as per Companies Act, 71 of 2008.
- 6.1.5 Compliance of Occupational Health and Safety Act 85 of 1993.
- 6.1.6 National Environmental Management Act 107 of 1998.

7. PROGRAMME CONTENT OUTLINE

7.1 The NHBRC WEP proposed curricula should cover among others, but not limited to the following areas of focus:

- 7.1.1 Leadership
- 7.1.2 Operations and System Management
- 7.1.3 Business Models and Business Planning
- 7.1.4 Business Management
- 7.1.5 Construction Compliance
- 7.1.6 Sales & New Business Development
- 7.1.7 Marketing and Communication

- 7.1.8 Financial Management & Management Accounting
- 7.1.9 Project Management for Construction Entrepreneurs
- 7.1.10 Social Entrepreneurship
- 7.1.11 Green Economy Entrepreneurship
- 7.1.12 Innovation and Industry
- 7.2 The HEI may be required to customise the programme to be Built Environment focused.

8. PROJECT PROPOSAL

- 8.1 The bidding HEI must submit a proposal that outlines:
 - 8.1.1. The achievement of requirements as per **5.2 and 5.3** above in terms of capacity.
 - 8.1.2. Indicate ability and capacity to provide national or regional training as per **5.4** above. (indicate venues and possible capacity)
 - 8.1.3. The proposed curricular and outline that incorporates Content Outline as per **7.1** above.
 - 8.1.4. Outline detailed and schematic methodology for programme implementation from participant recruitment to graduation.
 - 8.1.5. The service provider must demonstrate their history, knowledge and expertise in line with the terms of reference.
 - 8.1.6. Provide pricing breakdown for both tuition and mentorship (24 Months) costs

9. CONTRACT

- 9.1 The appointed Service Provider(s) shall be required to enter into a Service Level Agreement with the NHBRC prior to execution of the project.

10. TECHNICAL DATA TO BE SUBMITTED BY THE BIDDER

- 10.1. **General Information**
- 10.2. The NHBRC requires the services of interested and competent organisations that are experienced in the entrepreneurship development programme. The service provider is expected to provide proof of expertise.
- 10.3. **Requisites of the Service Provider:**
 - 10.3.1 A detailed proposal:
 - 10.3.2 Understanding of Terms of Reference.
 - 10.3.3 Quality Assurance measures (process and control).
 - 10.3.4 Methodology/process to successfully deliver
 - 10.3.5 **Detailed Pricing Schedule (Refer to Annexure A for the pricing schedule as attached to this document)**
 - 10.3.6 The track record of the HEI, with emphasis on services provided in the entrepreneurship development programme
 - 10.3.7 Reference letters from previous and or current clients confirming that they have been involved in entrepreneurship development programme.

10.3.8 Reference letter must **indicate project completed**.

10.3.9 Lecture and mentors assigned must-have skills, experience and qualifications. **(Please attach CV)**

10.4. **The following must be submitted by the bidders.**

10.4.1 Positive written contactable references for projects which the service provider has completed regarding Enterprise and Entrepreneurship Programme. The service provider must submit a summary of the projects in the format indicated herein below:

Project Name and date	Project size Number of Participants	Contract value	Province	Contact Person

10.5. **Expertise and experience of key personnel**

10.5.1 The successful service provider will be required to provide the expertise and experience to successfully deliver the Enterprise and Entrepreneurship Programme

10.5.2 Suitably qualified and experienced lecturers and mentors must be assigned to this project.

10.5.3 The NHBRC reserves the right to allocate participants not limited to the province of choice.

10.6. **Please complete a summary detail of the Lecture and Mentors in the format shown below:**

NO	PROJECTS COMPLETED			
	Full Name	Role in Project	Key Area of Specialization	Years of Experience in the industry
1.				
2.				
3.				
4.				
5.				

***Please attach recently (last 3 months) certified copies of academic qualifications.**

The NHBRC reserves the right to verify all the qualifications of staff through the South African Qualification Authority ("SAQA") and may request for references.

Note, in addition, please provide the following:

- The CV's of the Lectures and Mentors highlighting specific and relevant experience.
- Key personnel can only be replaced by personnel with similar expertise in the life span of the contract, and written approval must be obtained from the NHBRC.
- Lecture and mentors assigned to the programme shall not be changed without prior notification of the NHBRC's Management.
- Certified Identity Document of the Lectures and mentors not older than three (03) months
- **Capability of Bidder: (Please provide a matrix of the support Team)**

12 TECHNICAL EVALUATION CRITERIA

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

- 12.1.1. Stage 1: Compliance check of bid Requirements
- 12.1.2. Stage 2: Functional Evaluation; and
- 12.1.3. Stage 3: Price and Preference Points

STAGE 1: COMPLIANCE CHECK OF BID REQUIREMENTS

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid requirements and documents to be submitted	Yes/No
1.	Bidder must submit confirmation of SAQA / DHET registration. (Mandatory)	
2.	Annexure A Pricing schedule: including a detailed costing breakdown of all costs. The pricing schedule must be duly signed by the bidder/ and or a duly authorized individual by way of resolution which must be attached to the bid, if there is no signature on the pricing schedule the bidder will be disqualified (Mandatory)	
3.	SBD 3.1 Pricing Schedule (Firm Price) Make sure it is completed	
4.	SBD 4 (Bidders Disclosure Form, Should be completed and signed)	
5.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
6.	SBD 7.2 Contract Form, should be completed and signed.	
7.	Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number	

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

Bidders that do not comply with all the mandatory requirements or do not submit the required documents will be disqualified.

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 bid requirements** in order to qualify for **Stage 2: Functional Evaluation** and those bids which failed to comply with all the requirements of **Stage 1** 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

X Weight per criteria = Total Score per criteria

Highest points for criteria

Item No	Evaluation Criteria	Description	Weight (%)
1.	Bidder Experience	<p>The bidder MUST have experience in the Entrepreneurship Development Programme. Please attach a company profile that includes a list of projects that demonstrate relevant experience.</p> <p><u>Scoring Allocation</u></p> <ul style="list-style-type: none"> • 0 – 1 year experience = 0 Points • 2 – 3 years’ experience = 1 point • 4 – 5 years’ experience = 2 Points • 6 – 7 years’ experience = 3 Points • 8 – 9 years’ experience = 4 Points • 10 years and more experience = 5 Points 	10
2.	Client References	<p>The bidder must provide positive written contactable references indicating the project completed.</p> <p><u>The reference letters from the clients of a bidder MUST include:</u></p> <ol style="list-style-type: none"> 1. Company name 2. Company letterhead 3. Contact person and contact telephone numbers 4. Nature of service, 5. Contract Value 6. The letter must be signed by duly authorized person 	30

Item No	Evaluation Criteria	Description	Weight (%)
		<p><u>Reference Letter Scoring</u></p> <ul style="list-style-type: none"> • 0 reference letter = 0 Points • 1 positive reference letter = 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>NB: Reference letters will be inextricably linked to the experience</p>	
3	<p>Higher Education Institution team member (s) experience (lectures and mentors)</p>	<p>The Higher Education Institution team (lecturers and mentors) MUST have experience in entrepreneurship development.</p> <p>Please attached both CV of the team (Lectures and Mentors) outlining experience</p> <p><u>Scoring allocation</u></p> <ul style="list-style-type: none"> • HEI (team) with 0 – 1 year experience in the Entrepreneurship Development = 0 Points • HEI team with 2 – 3 years' of working experience in Entrepreneurship Development = 1 point • HEI team with 4 – 5 years of working experience in Entrepreneurship Development. = 2 Points • HEI team with 6 – 7 of working experience in Entrepreneurship Development.= 3 Points • HEI team with 8 – 9 of working experience in Entrepreneurship Development.= 4 Points • HEI team with 10 years and more experience of working experience in Entrepreneurship Development. = 5 Points 	20
4	<p>Bidders footprint</p>	<p>The bidder must demonstrate the ability and capacity to provide national or regional training as per 5.4 above.</p> <p>NB: Proof of office or campus address MUST be submitted.</p>	40

Item No	Evaluation Criteria	Description	Weight (%)
		<p><u>Scoring Allocation</u></p> <ul style="list-style-type: none"> • No capability to provide national or regional training = 0 Points • The bidder demonstrates the ability and capacity to provide national or regional training as per 5.4 above, covering one (1) to three (3) provinces = 3 Points • The bidder' demonstrates the ability and capacity to provide national or regional training as per 5.4 above, covering four (4) to five (5) provinces = 4 Points • The bidder's proposal sufficiently demonstrates the ability and capacity to provide national or regional training as per 5.4 above, covering all 9 (nine) provinces = 5 Points 	
SUBTOTAL			100 Points
MINIMUM QUALIFYING REQUIREMENT			70 Points

The minimum threshold for functionality is 70 points or greater 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 (**70 points**) for **Stage 2 (Functional Requirements)** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations about the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2022 and bids will be adjudicated in terms of the (80/20) preference points system. Points are awarded to service providers based on the below:

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

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

Where;

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

P_t = Comparative price of the bid or offer under consideration

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

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

The points will be awarded to a Bidder in accordance with the table below:

A maximum of 20 points may be awarded to a bidder for Preference Points specified in the tender.

Preference Points	Points Allocated
Women	12
Youth	5
Disabilities	1.5
Military Veterans	1.5
TOTAL	20 Points

The following formula must be applied to calculate the number of points for preference points

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership Preference Points

NOP= The maximum number of points awarded for Preference Points

EP = The percentage of equity ownership

The points scored for price will be added to the points scored for preference points to obtain the Bidders total points scored out of 100 points.

13 RFP SUBMISSION INSTRUCTION

- 13.1 All RFP documents **MUST** be sealed in a marked envelope and deposited into the tender box at the **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG.**
- 13.2 The bid box will be available from Monday to Friday during normal business days from 8:30 am – 16:30 pm.

14 AVAILABILITY OF THE RFP DOCUMENT

- 14.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from **14 July 2023.**
- 14.2 There will be a **no briefing session.**

15 RFP CLOSING DATE

- 15.1 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 **07 August 2023 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).
- 15.2 **No late submissions will be accepted.**

16 VALIDITY PERIOD OF BIDS

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

17 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

- 17.1 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

- 17.2 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.

18 SUBMISSIONS OF PROPOSALS

- 18.1 Submission of bid in an envelope **should include one (1) Original hard copy and one (1) memory stick/USB with scanned original documents of the proposal marked (Original hard copy and memory stick/USB) and deposited into the tender box. NB: The Original hard copy submission in the envelope should be the same as the electronic copy**
- 18.2 All costs and expenses incurred by the Service provider relating to the participation in and preparation of this proposal process shall be borne by the Service provider exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted

19 POPIA

- 19.1 The NHBRC is committed to adhere to the Protection of Personal Information Act 4 of 2013 and the Promotion of Access to Information Act 2 of 2000. To this end the NHBRC has published its Information Manual on its website, which regulates the manner in which NHBRC processes information.
- 19.2 The NHBRC requires the information requested in bids for the purpose set out in paragraph 2.5 of the Manual. Further the Manual confirms that NHBRC processes the information requested in bids from prospective service providers and third parties at paragraph 3.4.
- 19.3 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)
- 19.4 Bidders are in turn required to comply with the tender requirements and when the information of third parties are 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. ”

ANNEXURE-A (PRICING SCHEDULE)

1. Pricing Table: Bidders must comply with the following requirements when calculating their price. **Note: Bidders who are VAT vendors must factor their VAT in the bid price.**

Service Description	Year 1	Year 2	TOTAL COST
Tuition Fee As per 5.1.1			R
Training As per 5.1.1			R
Mentorship Support As per 5.1.1			R
Total costs for 2 years (Excl VAT))			R
Total costs for 2 years (Incl VAT)			R
Bidder Signature			

NB: The bidder MUST provide separate price for Venue Hire which will be rate based i.e. per student

Price Rate per Students for venue	Province
R	

1.1. The bidder MUST take note of the following:

- 1.1.1. *The pricing schedule must be duly signed by the bidder/ and or a duly authorized individual by way of resolution which must be attached to the bid, if there is no signature on the pricing schedule the bidder will be disqualified.*
- 1.1.2. *An incomplete pricing schedule will result in the bidder being disqualified, no alterations can be made subsequent to submission of the bid.*

1.1.3. *Accommodation and travel, will be considered in line with **PFMA SCM INSTRUCTION NO. 07 OF 2022/2023 COST CONTAINMENT MEASURES RELATED TO TRAVEL AND SUBSISTENCE** for the lecturers and mentors.*

1.2. 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 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).