



**REQUEST FOR PROPOSALS: ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PERFORM RESIDENTIAL INSPECTORATE SERVICES ON BEHALF OF THE NHBC FOR A PERIOD OF FIVE (05) YEARS**

**RFP NO.:** NHBC 11/2023

**CLOSING VENUE, DATE AND TIME:** REFER TO PAGE 20 OF THIS DOCUMENT.

**BRIEFING SESSION**

**BIDDERS MUST TAKE THAT THERE WILL BE NO BRIEFING SESSION**

**NB: PLEASE INDICATE WHICH PROVINCE YOU ARE BIDDING FOR:**

**PROVINCE:** \_\_\_\_\_

**NAME OF 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. 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:
  - 1.19.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
  - 1.19.2 The Bid contains irregularities.
- 1.20 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.
- 1.21 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.

1.22 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.

1.23 In this RFP, the words “service provider”, “bidders” will be used interchangeably to refer to the bidder.

1.24 All Bids must be formulated and submitted in accordance with the requirements of this RFP. confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.

## 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:

	<b>NHBRC OFFICE LOCATIONS</b>	<b>#</b>	<b>NHBRC OFFICE LOCATIONS</b>
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. PURPOSE

4.1 The National Home Builders Registration Council seeks to appoint a national panel of service providers who are competent and experienced in the field of Residential Housing Construction and will be used on a rotational basis for the duration of the contract to carry out Technical inspections on houses as directed by the council, specifically Human Settlement.

4.2 The purpose of this Programme is to:

4.2.1 Identify service providers that have established themselves in the built environment.

4.2.2 Identify service providers that have the required skill set and tools to undertake the work.

4.2.3 The specification for the work will be provided by the inspectorate section in line with approved inspection procedure, and the work be signed-off after conclusion of audit of the completed works.

4.2.4 To ensure compliance with the NHBRC supply chain management policies and procedures as approved by the NHBRC Council.

### 4.3 **Problem Statement:**

- 4.3.1 The NHBRC has identified projects to be troublesome as they seasonal once-off projects which does not warrant appointment of permanent inspectors who will be surplus when these projects are completed. Therefore a transitional solution needs to be implemented to supplement current numbers of inspectors permanently employed.

## **5. SCOPE OF WORK**

### 5.1 **Service Framework**

- 5.1.1 The NHBRC seeks to appoint a panel of service providers to undertake site inspections on the identified homes to ensure compliance with the NHBRC Home Building Manual and all other relevant standards and regulations.

### 5.2 **The Role of the Inspectorate service provider is to:**

- 5.2.1 Deploy full-time Resident Inspectors on allocated construction sites. (The ratio to use must be 1 RI per 200 units inspected)
- 5.2.2 Inspection and Reporting on all the units enrolled with the NHBRC in the allocated projects.
- 5.2.3 Perform structural evaluation and record progress made.
- 5.2.4 Approving or rejecting in-progress and/or completed projects
- 5.2.5 Issuing final unit reports for each completed and inspected unit.
- 5.2.6 Maintain a high profile of NHBRC visibility on construction sites in line with NHBRC processes.

### 5.3 **The NHBRC Mandatory Inspection Stages**

- 5.3.1 The service provider to ensure that the following mandatory stages are effectively and efficiently conducted;
- 5.3.1.1 Sub Structure
- 5.3.1.2 Super Structure
- 5.3.1.3 Practical Completion
- 5.3.1.4 Storm Water (which will culminate into a Final Unit Report – FUR)

### 5.4 **Quality Standards**

- 5.4.1 It is expected that the service provider provides services in line with the best practice in the industry, by:
- 5.4.1.1 Ensuring that adequate inspections are done in compliance with NHBRC technical requirements, Rational designs and Innovative/Alternative building technology requirements.

- 5.4.1.2 Ensuring that material testing is constantly done by the home builder on materials used on sites as and when required or requested.
- 5.4.1.3 Recording inspections on a Building Quality Index for Houses (BQIH) provided by NHBRC for each housing unit.
- 5.4.1.4 Issuing notices of non-compliance where relevant, which are to be used for builder grading and identifying training needs of the registered homebuilders.
- 5.4.1.5 Monitoring the compliance by the home builders on the above issued notices of non-compliance.
- 5.4.1.6 Give evidence in disciplinary hearings against home builders who fail to comply to the above issued technical non-compliances.
- 5.4.1.7 Providing home builders with on-site training on the method of compliance on identified non-compliances.
- 5.4.1.8 Issuing a Final Unit Report (FUR) on every completed and compliant housing unit.

## **5.5 Quality Monitoring**

- 5.5.1 The Resident inspector will be expected to provide weekly and monthly inspection reports in line with the NHBRC standard reporting guidelines and time frames, and which will be subjected to NHBRC internal audit processes.
- 5.5.2 Conduct weekly site meetings with inter alia relevant NHBRC Senior Home Inspector to discuss all inspection related matters.
- 5.5.3 The NHBRC Senior Home Inspector will do assessments on the service provider's daily and weekly reports to validate that the NHBRC structural quality standards are being maintained.
- 5.5.4 NHBRC will quality check (audit) all the inspections conducted by the Resident Home Inspector.

## **5.6 Service Clusters**

- 5.6.1 It is envisaged that the required outsourced inspection services will be conducted in all nine provinces (only projects that exceeds 300 units), and also where the Department of Human Settlements will be launching projects.
- 5.6.2 The Service providers must provide physical location of their offices as well as their contact numbers.

## 6. FEE STRUCTURE

- 6.1 Qualifying service providers will be appointed per province on a rotational basis (as the need arises) over a period of five (05) years.
- 6.2 The service provider will be paid a standard rate as determined by the NHBRC.
- 6.3 The NHBRC will be paying the below rates (inclusive of travelling; accommodation costs and any other disbursement) per unit broken down into a maximum of four (04) work stages to be completed in projects within the various provinces. This displayed cost is for 2023/2024 financial year, and will be escalated annually in line with the increase in Consumer Price Index (“CPI”) over the preceding 12 month period.

Province	EC	FS	GP	KZN	MP	NC	Lim	NW	WC
Rate per province	R1211	R1362	R1105	R1138	R1132	R2044	R1186	R1168	R1212
Average CPI @5% per year	5 years	5 years	5 years	5 years	5 years	5 years	5 years	5 years	5 years
Inspection Stages as per 5.3	4	4	4	4	4	4	4	4	4
Stage Inspection cost	R387	R435	R353	R363	R361	R652	R378	R373	R387
Unit Inspection cost	R1548	R1740	R1412	1452	R1444	R2608	R1512	R1492	R1548

## 7. INFRASTRUCTURE / RESOURCE REQUIREMENTS

- 7.1 It will be expected of the service provider to have working offices that are equipped with the following:
- 7.1.1 Internet connection (Onsite and office)
- 7.1.2 Email service
- 7.1.3 Dedicated administrator for all inspections and IT related issues.
- 7.1.4 Tablet should meet the requirement as per annexure A
- 7.1.5 The service provider is expected to provide their own fully comprehensive insurance for the tablet devices.
- 7.1.6 The service provider will be required to provide NHBRC with proof of insurance on delivery of the devices.
- 7.1.7 The service provider must establish a site office to be used by the resident inspector, and also the NHBRC Senior Home Inspector when they visit the site.



## **8 TOOLS OF TRADE**

- 8.1 All inspectors appointed by the service provider must have the following tools of trade:
- 8.1.1 Set Square – Engineering Square 150 mm
  - 8.1.2 SANS approved moisture meter
  - 8.1.3 SANS approved Metal Detector
  - 8.1.4 Spirit Level 1,2m Long
  - 8.1.5 Measuring Tape 10m (Steel)
  - 8.1.6 Digital Camera
  - 8.1.7 Crack Width Gauge Complete set of 5 Vertical and Horizontal
  - 8.1.8 Gradient / Roof pitch Gauge
  - 8.1.9 Vehicles
  - 8.1.10 Tablets, compatible with NHBRC mobility application. This includes the accessories (eg. Chargers, power banks), as approved by the NHBRC.

## **9 DURATION**

- 9.1 The panel of service providers will be valid for a period of five (05) years from the date of appointment. The duration will be indicated on the Service Level Agreement
- 9.2 The appointment will be allocated on a rotational basis and based on performance.
- 9.3 Allocation will be based on the area(s) or available project(s) within the province of choice.
- 9.4 For the duration of the contract the service provider cannot change the province they have been appointed for.

## **10 SERVICE LEVEL AGREEMENT**

- 10.1 Tools of trade and vehicle will be administered through an SLA
- 10.2 The bidder will be required to provide a tools of trade should the bidder be appointable, the tools of trade should be provided within 45days after the signing of the SLA
- 10.3 Bidders must take note that the NHBRC will use SLA as a measure to administer confirmation of tools of trade, where the right to revoke appointment is included should the bidder not produce the tools.

## **11 PERSONAL PROTECTIVE EQUIPMENT (PPE)- SABS APPROVED**

11.1 The service provider must ensure that the appointed inspectors have the following PPE.

11.1.1 Safety Boots

11.1.2 The NHBRC will provide an approved NHBRC Reflector Vest

11.1.3 Safety goggles

11.1.4 Hard Hats (Navy/White), the NHBRC will provide branding

11.1.5 NHBRC Identification Card

## **12 STANDARD DOCUMENTATION**

12.1 The service provider must ensure that the appointed inspectors are issued with the following documentation:

12.1.1 NHBRC Home Building Manual

12.1.2 SANS 10400 and SANS 2001 series as per NHBRC requirements and other relevant standard.

12.1.3 Notice of Non-Compliance book (Issued by NHBRC)

12.1.4 NHBRC approved Inspection procedure

**13 LOCATION**

13.1 The service provider must indicate the provinces they are willing to render the services as the per the table below.

13.2 Locality: The approved service providers must indicate their place of business within a province including other regional offices within the Republic of South Africa as follows:

<b>Item No.</b>	<b>Province</b>	<b>Place of Business (Physical Address)</b>	<b>Contact Person</b>	<b>Office Number /Mobile Number</b>	<b>Email Address</b>
1	Eastern Cape				
2	Free State				
3	Gauteng				
4	Kwa-Zulu Natal				
5	Limpopo				
6	Mpumalanga				
7	Northern Cape				
8	North West				
9	Western Cape				

## 14 QUALIFICATIONS

- 14.1 The NHBRC will be expecting that the staff deployed by the service provider conduct the inspections must meet the following academic (and relevant practical) requirements:
- 14.1.1 All the inspector appointed by the service provider and who will be deployed as per the NHBRC service level agreement, must have the minimum qualifications prescribed by the South African Council for Project and Construction Management Professionals (SACPCMP) for professional recognition. (Service providers to provide a matrix that highlight the individual qualifications).
  - 14.1.2 All deployed engineering staff are to be registered with ECSA (Engineering Council of South Africa).
  - 14.1.3 The service provider shall provide NHBRC with professional indemnity insurance
  - 14.1.4 All staff to be deployed by the service provider must have an experience in the built environment.

***NOTE: The NHBRC reserves the right to verify all the qualifications of staff through the South African Qualification Authority (SAQA) and may request references. This can be done prior to allocation of the project or during the project.***

## 15 PROPOSAL REQUIREMENTS

- 15.1 The service provider must provide a detailed CVs of experts who will supervise the inspection teams. The expertise to be supported by CV's and qualifications.
- 15.2 The service provider must demonstrate their history, knowledge and expertise in line with the terms of reference, and proof of professional registration of personnel that will supervise the inspections.
- 15.3 The service provider shall ensure that its team has the relevant expertise and have necessary equipment and support to undertake the work including demonstrating to having the necessary Professional Indemnity Insurance in place.
- 15.4 The service provider will adhere to agreed reporting requirements which will be outlined on the SLA.

## 16 ALLOCATION OF RESOURCES

- 16.1 The service provider must tabulate types of expertise that are specific to inspections in the built environment, technical expertise to be supported by CV's and qualifications.
- 16.2 Allocation of resources must be in table form

NO	PROJECT TEAM SUMMARY DETAILS				
	Full Name	Role in Project	Current Academic Qualifications	Registration Status	Years of Experience in the industry
1.					
2.					
3.					
4.					

**\*Please attach certified copies of academic qualifications not older than three (03) months and CV. Please attach copies of certification**

## 17 TRACK RECORD

- 17.1 The service providers are required to provide a list of relevant inspection projects within the built environment that they have successfully completed.
- 17.2 Similarly, when the parties are Joint Ventures and/ or Consortium, an original letter signed by both parties should be provided as proof.

## 18 TECHNICAL DATA TO BE SUBMITTED BY THE BIDDER

- 18.1 General Information
- 18.2 The NHBRC requires the services of interested and competent organisations or companies that are experienced in conducting structural inspections in the built environment and the service provider is expected to provide proof of expertise.
- 18.3 Requisites of the Service Provider:
- 18.3.1 A detailed proposal:
- 18.3.1.1 Understanding of terms of reference.
- 18.3.1.2 Team composition competencies (please attach CVs and indicate roles of individuals).
- 18.3.1.3 Quality Assurance measures (process and control).
- 18.3.1.4 Summary of projects executed and completed.

18.4 Documents to be submitted:

18.4.1 The bidder must submit a summary of the projects in the format presented below: type of work envisaged for this bid

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

18.4.2 Expertise and experience of key personnel

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

NO	PROJECTS TEAM SUMMARY DETAILS				
	Full Name	Role in Project	Current Academic Qualifications	Registration Status	Years of Experience in the industry
1.					
2.					
3.					
4.					
5.					

\*Please attach certified copies of academic qualifications must not be older than three (03) months

Please attach copies of certification

18.4.4 The bidder must provide a detailed project proposal. The proposed document must outline the intended/proposed approach to the project, and must inter alia cover the following:

18.4.4.1 Capacity of the service provider to deliver quality inspections.

18.4.4.2 Resource levelling per project.

18.4.4.3 Project implementation plan including milestones and deliverables.

## 19 TECHNICAL EVALUATION PROCESS

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

- **Stage 1 : Compliance check of bid requirements**
- **Stage 2 : Functionality in terms of the set technical evaluation criteria**

### 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.	SBD1 Invitation to bid, should be completed and signed,	
2.	SBD 4 Bidders Disclosure Form, should be completed and signed	
3.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
4	Confirmation of Professional Indemnity Cover of not less than R10 million is submitted. Provide letter from the insurer or letter of intent from a licensed provider. <b>(Mandatory)</b>	
5.	Letter of good standing with worksman compensation (COIDA) <b>(Mandatory)</b>	
6.	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

The bidder should indicate compliance with the returnable documents by ticking under “Attached” or “Not Attached”.

### RETURNABLE DOCUMENTS

1.1.1 Key Personnel	Attached	Not attached
The service provider must provide proof of Key Personnel attach appropriate experience and qualification in the built environment (registration with a professional body ECSA is required) as required and must attach under <b>Form 1</b> :		
1.1.2 Related Experience	Attached	Not attached
Each bidder is required to provide CVs of all the inspection personnel linked to the project and attach them under <b>Form 2</b> .		
1.1.3 References	Comply	Not Comply
Each bidder is required to provide reference letters from previous clients and attach them under <b>Form 3</b> .		

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

Bids must fully comply with all the Mandatory Requirements for **Stage 1: Compliance check of Mandatory Requirements** in order to qualify for **Stage 2: Functional Evaluation** and those bids which fail 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**

<b>Evaluation Criteria</b>	<b>Points allocation</b>	<b>Weight</b>
<b>1. Technical Expertise of key personnel ( please attach CV, Qualification in the built environment and ECSA Certification ) NB: <i>The NHBRC reserves the right to verify all the qualifications of staff through the South African Qualification Authority (SAQA)</i></b>		<b>50</b>
1.1 No Professional Engineer/Technologist	0 Points	25
1.2 Professional Engineer/Technologist	5 Points	
1.3 No Engineer/Technologist	0 Points	10
1.4 Engineer/Technologist	5 Points	
1.5 No Registered Inspector (Professional)	0 Points	15
1.6 Registered Inspector (Professional)	5 Points	
<b>2. Client References of projects completed in the (building environment ). Letters of commendation to include detailed description of work, value, type of project and duration and status of the contract</b>		<b>40</b>
2.1 Projects completed in the (building environment) with the values of <b>&lt; R 1m</b>	0 Points	
2.2 Projects completed in the (building environment) with the values of <b>≥R1m but &lt; R 2m</b>	1 Point	
2.3 Projects completed in the (building environment) with the values of <b>≥R2m but &lt; R 3m</b>	2 Points	



2.4	Projects completed in the (building environment) with the values of $\geq R3m$ but $< R 4m$	3. Points	
2.5	Projects completed in the (building environment) with the values of $\geq R4m$ but $< R 5m$	4 Points	
2.6	Projects completed in the (building environment) with the values of $R 5m$ and above	5 Points	
<b>3.</b>	<b>Bidder Experience. The bidder MUST have experience in the (build environment) of services rendered and demonstrate the company capacity and ability to carry instructions. Please attach a company profile that includes a list of projects that demonstrate experience.</b>		<b>10</b>
3.1	<b>0 years' experience</b>	0 Points	
3.2	<b>1 year experience</b>	1 Point	
3.3	<b>2 years' experience</b>	2 Points	
3.4	<b>3 years' experience</b>	3 Points	
3.5	<b>4 years' experience</b>	4 Points	
3.6	<b>5 years and more experience = 5 Points</b>	5 Points	
<b>Total</b>			<b>100</b>
<b>Minimum Threshold</b>			<b>70</b>

**Stage 2: Functional Evaluation: The minimum threshold for functionality is 70 points or greater out of 100 points. Bidders who fail to meet the minimum threshold will be disqualified. All the bidders scoring the minimum threshold of 70 points will be listed on a panel on rotational basis**

## 20 RFP SUBMISSION INSTRUCTIONS

20.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBRC OFFICES: REFER TO PAGE 20 OF THIS DOCUMENT FOR NHBRC BUSINESS ADDRESS**

## 21 AVAILABILITY OF THE RFP DOCUMENT

21.1 Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)) from the **10 January 2024**

21.2 **There will be no briefing session.**

## 22 RFP CLOSING DATE

22.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the **NHBRC Offices, Refer to page 20 of this document for closing date, venue and time.** 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).

22.2 **No late submissions will be accepted.**

## 23 VALIDITY PERIOD OF BIDS

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

## 24 ADMINISTRATION ENQUIRIES

24.1 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](mailto:Tenders@nhbrc.org.za)

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

## 25 SUBMISSION OF PROPOSALS

- 25.1 Submission of bid **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) envelope and deposited into the tender box.** NB: The Original hard copy submission in the envelope should be the same as the electronic copy.
- 25.2 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.

## 26 POPIA

- 26.1 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.
- 26.2 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.
- 26.3 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)
- 26.4 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.

## 27 CLOSING VENUE DATE AND TIME OF THE BID

CLOSING VENUE DATE AND TIME	
<p><b>1. Gauteng, Sunninghill Office</b></p> <p>Business Address: 27 Leeuwkop Road Sunninghill, Johannesburg</p> <p><b>Closing date and time: 31 January 2024, 11:00</b></p>	<p><b>6. Western Cape, Century City Office</b></p> <p>Business Address Centennial Place, East Block, Century City Century City Boulevard Milneron 7441</p> <p><b>Closing date and time: 5 February 2024, 11:00</b></p>
<p><b>2. KZN, Durban Office</b></p> <p>Business Address: Suite 502, 5<sup>th</sup> Floor, The Marine 22 Dorothy Nyembe Street, Durban, 4001</p> <p><b>Closing date and time: 2 February 2024, 11:00</b></p>	<p><b>7. Eastern Cape, Port Elizabeth Office</b></p> <p>Business Address: 40 Pickering street Newton Park Port Elizabeth 6055</p> <p><b>Closing date and time: 6 February 2024, 11:00</b></p>
<p><b>3. North West, Rustenburg Office</b></p> <p>Business Address: 67 Brink Street @Office Building, North Block Rustenburg 0299</p> <p><b>Closing date and time: 1 February 2024, 11:00</b></p>	<p><b>8. Limpopo, Polokwane Office</b></p> <p>Business Address 50 Schoeman street Standard Bank suite Building</p> <p><b>Closing date and time: 1 February 2024, 11:00</b></p>
<p><b>4. Mpumalanga, Nelspruit Office</b></p> <p>Business Address 14 Henshall Street Suite 201 Medcen Building Nelspruit 1200</p> <p><b>Closing date and time: 2 February 2024, 11:00</b></p>	<p><b>9. Free State, Bloemfontein Office</b></p> <p>Business Address: KPMG Building, 200 Nelson Mandela Drive, Bloemfontein</p> <p><b>Closing date and time: 6 February 2024, 11:00</b></p>
<p><b>5. Northern Cape, Kimberly Office</b></p> <p>Business Address:10 Olivier Street, Montreo Park, Block 2, Ground Floor (Right Wing) Kimberly</p> <p><b>Closing date and time: 5 February 2024, 11:00</b></p>	