

REQUEST FOR QUOTATION



REQUEST FOR QUOTATION: APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE SUPPLY OF CONSULTING SERVICES FOR THE DIGITAL SERVICES PROJECT FOR A PERIOD OF SIX (06) MONTHS

ADVERTSIED DATE: 13 August 2024

CLOSING DATE: 28 August 2024

1 PURPOSE

1.1 The purpose of this document is to detail the consulting services which are required for the Digital Services Project for a period of six (06) months.

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 an organisation with a staff compliment of approximately 600 employees. The NHBRC's Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices 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 (Mahikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberley) - Provincial	22	Gauteng (Tshwane) – 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 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 home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund.

4 OBJECTIVE

4.1 The NHBRC invites service providers specializing in the below mentioned services to submit quotations for a **period of six (06) months.**:

1. Senior Business Analyst;
2. Senior Software Engineer - Microsoft Azure (C#), Database Administration, and DevOps
3. Senior SAP ABAP K4 to K5

5 SCOPE OF WORK.

5.1 The purpose of Digital Services (Online Project) is to implement the e-Services and digital foundation for NHBRC.

5.2 The required service provider will be key in enabling NHBRC to provide the support needed to maintain these 2 solutions (**backend- SAP and Online -DS**) . The NHBRC technical team has identified gaps required to support the DS (Online) Solution and to complement its abilities in the development work required.

5.3 The identified service provider will build the foundation for inhouse technical capacity for NHBRC.

5.4 Required Roles and Responsibilities

Resource Description	Experience	Estimated Hours per Month	Services Required
Senior Business Analyst services	5-10yrs	60hr	We are seeking a highly skilled and experienced Senior Business Analyst to join our team. The ideal candidate will have a strong background in business analysis, excellent problem-solving skills, and the ability to translate business requirements into technical solutions. This role involves working closely with stakeholders to understand their needs,

			analyzing business processes, and providing strategic recommendations to drive business improvements.
Senior Software Engineer - Microsoft Azure (C#), Database Administration, and DevOps services	5-10yrs	60hr	Highly skilled and experienced Senior Software Engineer proficient in Microsoft Visual Studio (C#), Database Administration, and Microsoft DevOps. The ideal candidate will have a strong background in software development, database management, and continuous integration/continuous deployment (CI/CD) practices. This role involves designing, developing, and maintaining applications, managing databases, and implementing DevOps practices to streamline the development lifecycle.
Senior SAP ABAP K4 to K5 services	5-10yrs	60hr	We seek a highly skilled and experienced Senior SAP ABAP K4/K5 Developer to join our dynamic team. The ideal candidate will possess deep technical expertise in SAP ABAP and a comprehensive understanding of SAP modules. This role involves designing, coding, testing, and implementing complex SAP applications and customizations to meet advanced business requirements and mentoring junior developers.

6 DURATION OF THE CONTRACT

6.1 The service provider and NHBRC will enter into a **six (06) months** SLA on an effective date to be determined by the parties.

7 FUNCTIONAL EVALUATION CRITERIA

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

Item No.	Evaluation Criteria	Description	Weight (%)	Points Scored
1.	Bidder's experience.	<p>In proving support of the existing Microsoft Visual Studio applications, Database Administration (MSSQL), Microsoft Azure and Microsoft DevOps.</p> <p>(The Company profile must indicate the number of years in ICT support and maintenance).</p> <p><i>Bidders Experience</i></p> <ul style="list-style-type: none"> ✓ 0-Years'experience=0 Points ✓ 1-4 Years' Experience=2 Points ✓ 5-7 Years' Experience=4 Points 8 Years and more experience=5 Points 	40	
2.	Client References.	<p>The last three (3) contactable references indicating support relevant to our request and implementation and completion thereof, including NHBRC reference letters</p> <ul style="list-style-type: none"> ✓ No reference letters 	30	

		submitted =0 Points ✓ 1-2 Reference letters submitted=2 ✓ 3-4 reference letters submitted=4 Points 5 or more reference letters =5 Points		
3.	Support and Maintenance, approach and Skills transfer plan	Support and Maintenance, approach and skills transfer in DS Online System ✓ Non of the above aspects submitted= 0 Points ✓ 1 of the 3 mentioned aspects submitted = 2 points ✓ 2 of the mentioned 3 aspects submitted = 4 points ✓ All aspects submitted = 5 Points	30	
Total			100	15

NB: Bidders must get a minimum of 70 points to qualify for price and preference points

8 ELIMINATION CRITERIA

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

9 REPORTING

9.1 The report format will be agreed upon between the service provider and the NHBRC Project Manager.

9.2 The service provider shall provide monthly reports to the NHBRC Project Manager.

10 TRACK RECORD

10.1 A complete list of the three (3) most recent projects that were successfully completed and signed off by the accounting officer or his/her delegation is required.

11 TECHNICAL AND PRICE EVALUATION CRITERIA

11.1 In accordance with the NHBC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) stages namely:

- 11.1.1 Stage 1: Compliance check of Mandatory Requirements;
- 11.1.2 Stage 2: Functional Evaluation Criteria
- 11.1.3 Stage 3: Price and Preference Points Evaluation

Stage 1: Compliance check of Mandatory Requirements

The service provider(s) must indicate compliance with mandatory requirements by **ticking under** “Comply” or “Not comply”. Failure to comply with the mandatory requirements on the table listed below will invalidate your bid.

Technical Mandatory Requirements	Comply	Not Comply
CV of Senior Business Analyst and relevant certification(s) to be attached		
Senior Software Engineer - Microsoft Azure (C#), Database Administration, and DevOps services and relevant certification(s) to be attached		
Senior SAP ABAP K4 to K5 services and relevant certification(s) to be attached		

11.2 In order to be considered each service provider is required to submit the following mandatory documentation:

All mandatory documents as per the SCM Mandatory Checklist in this RFQ should be completed in full, signed and submitted with the Bidder’s response to this RFQ. Failure to comply with this requirement or submission of false, fraudulent or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder’s contract. In this regard, the NHBC reserves its rights to take appropriate legal action.

DOCUMENTS TO BE SUBMITTED			
No.		Please note the items marked with an (X) are mandatory documents and failure to meet the requirements will result in your bid being disqualified.	Yes/No
1.	X	Annexure 1-Pricing schedule (including a detailed costing breakdown of all costs and escalation per annum)	
2.	X	SBD 4 (Declaration of interest, make sure it is completed and signed)	
3.	X	SBD 6.1 (Preference claim form should be completed and signed, regardless if points are claimed or not)	
4.		CSD/Central Supplier Database supplier number report	
5	x	CV's and relevant certification	

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** 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.

Functionality Evaluation = 70 points out of 100 points.

Bidders must get 70 points out of 100 points to qualify for price and preference points stage.

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.