

REQUEST FOR QUOTATION



REQUEST FOR QUOTATION: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT EMERGENCY EVACUATION DRILLS AT NHBRC TWENTY-THREE (23) OFFICES.

ADVERTSIED DATE: 08 November 2024

CLOSING DATE: 22 November 2024

1 PURPOSE

1.1 The Chief Risk Officer is hereby requested to approve this specification document for the appointment of a suitable service provider to conduct emergency evacuation drills at twenty-three (23) NHBRC offices

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

To invite Quotations from suitable service providers to conduct emergency evacuation drills for the NHBRC at twenty-three (23) NHBRC offices

5 SCOPE OF WORK.

5.1 The successful bidder/bidders will be expected to execute and conduct the following task at the NHBRCs Offices as listed below.

NHBRC OFFICE LOCATIONS			
1.	Gauteng; Head Office (Sunninghill) Address: 27 Leeuwkop Road, Sunninghill Johannesburg	13.	Eric Molobi Innovation Hub (Soshanguve) Address: 224 Juventus Street, Thorntree View Soshanguve
2	Tshwane Satellite - iParioli Office Park, Block A3, 1166 Park Street Hatfield	14.	Newcastle – Satellite Address: Suite 3 1 st Floor 2 Whyte Street
3.	Kwa-Zulu Natal (Durban) Address: Marine Building, Suite 502, 5th Floor, Dorothy Nyembe Street	15.	Richards Bay – Satellite Address: 5 th Floor 7 Penny Ln CBD
4.	Cape Town – Provincial Office Address: Centennial Office Park First Floor, East Block Century City Milnerton 7441	16.	George Address: 1st Street 14 Fairview Office Park
5.	Eastern Cape (Port Elizabeth) – Provincial Address: No. 40 Pickering Street Newton Park	17.	East London – Satellite Address: 8 Princes Road Vincent
6.	Northwest (Rustenburg) – Provincial Address: North Block	18.	Klerksdorp – Satellite Address: 29 President Kruger

NHBRC OFFICE LOCATIONS			
	No 28, 67 Brink Street		Street, Sanlam Park Building
7.	Northwest Mafikeng – Satellite Office Mega City Shopping Centre Cnr Sekame & Dr James Moroka Drive Shop No 38 Mafikeng		
8.	Limpopo (Polokwane) – Provincial Address: Std Bank Square, Suite 1A, 1st Floor, 50 Schoeman Street	19.	Tzaneen – Satellite Address: 61 F Bert Booyesen Street
9.	Mpumalanga (Nelspruit) – Provincial Address: Suite 201, Medcen Building 14 Henshall Street	20.	Emalaheni (Witbank) – Satellite Address: 13 Langa Cresecent, Corridor Hill, Office 1,3 &4 Ground floor, Emalaheni, 1049
10.	Free State (Bloemfontein) – Provincial Address: 62 St Andrews Street, CBD Bloemfontein, 9300	21.	Bethlehem – Satellite Address: 6A, Corner President Boshoff and Bruwer Street
11.	Northern Cape (Kimberley) – Provincial Address: 10 Olivier Street Montreo Park, Block 2 Ground Floor, Right Wing	22.	Mahikeng – Satellite Address: Shop 38, Mega City Shopping Centre, Cnr Sekame and Dr James Moroka Drive
12.	Thulamela – Satellite Address: Thulamela Municipality Room 105, 1st Floor Old Agriven Building, Civic Centre	23.	Modimolle office. 27 Chris Hani Street Modimolle

6 STAGE 1 Compliance Stage

7 Bidders to comply with the below requirements in order to qualify for Price and preference points

Functional Factors	Criteria Description
1. Experience	At least the service provider should have five (5) years' experience in conducting the evaluation drills
2. Client references	At least five (5) contactable references where the service provider was conducting the evacuation drill.
3. Registration	The service provider and or the allocated facilitator should be registered with the South African Institute of Occupational Safety and Health (SAIOSH).

8 Conduct emergency Evacuation Drills

- 8.1 The emergency evacuation drills should be conducted in line with the following:
 - 8.1.1 The National Building Regulations.
 - 8.1.2 Local municipal By-laws enforced by the local fire department.
 - 8.1.3 SANS 10400 fire codes.

9 DURATION OF THE CONTRACT

- 9.1 The requested service will be conducted as a once off



10 REPORTING

- 10.1 The report format will be agreed upon between the service provider and NHBRC.
- 10.2 The service provider should be able to provide attendance registers as well as the feedback report on the conducted emergency evacuations drill.
- 10.3 The service provider should provide a detailed project implementation plan before the commencement.
- 10.4 The service provider should be able to provide attendance registers as well as the feedback report on conducted emergency evacuations drills.

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 NHBRC reserves the right 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 of if points are claimed or not)	
4.	X	CSD/Central Supplier Database supplier number report	

Stage 2: Price and Preference Points Evaluation

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:

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

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.