



REQUEST FOR QUOTATIONS (RFQ)

**Description of Services/Goods: Provision for Construction Performance guarantees
research study**

Request date: 16 January 2023

Closing date: 03 February 2023

Closing time: 11:00am (No late submissions will be considered)

Compulsory Requirements

The following copies must be attached when returning the RFQ:

1. Copy of a valid B-BBEE Certificate/ Sworn Affidavit (Non disqualifying item but non-submission will render the bidder as non-compliant for B-BBEE points).
2. Latest and valid SARS TCS Pin
3. Copy of CSD Report
4. Submission of the following Signed and Completed Standard Bid Documents (SBD) Forms which are attached to this request:
 - SBD 4: Declaration of Interest
 - SBD 6.1 Preference Points Claim Form in terms of preferential procurement
 - SBD 7.2 Contract Form Rendering of Services
5. Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost
6. All quotes must be prepared according to the Scope of Work/Key Deliverables

The assessment of the submission will be based on the above-mentioned documentation.
Exclusion of required items may cause a disqualification.

Enquiries and quotations regarding the RFQ must be directed to the below persons in writing only:

SCM Enquiries

SCM Official: **Pabalelo Shirindza**

Email: Quotations@nhfc.co.za

The quotation must be submitted via email to **Quotations@nhfc.co.za**

Special Conditions:

- Quotations must be submitted in the bidder's company letterhead.
- No pre-payments are allowed, awarded bidder will be paid within 30 days after receipt of invoice.
- Price(s) quoted must be valid for at least 90 days from the date of your offer and be according to the RFQ document.
- Quotation submitted should be based on Scope of Work/Key Deliverables. Failure to adhere to scope of will render your quotation non-responsive.
- Supplier to indicate excepted delivery of service/goods as indicated in Scope of Work/Key Deliverables.
- Supplier will be evaluated on performance based on delivery of Scope of Work/Key Deliverables

SPECIFICATIONS

Provision for Construction Performance guarantees research study

1. INTRODUCTION

The NHFC, is a Schedule 3A Development Finance Institution (DFI) of the National Department of Human Settlements, was established by the National Department of Human Settlements as a development finance institution (DFI) in 1996, with the mandate of broadening access to affordable housing for the low- and middle-income households.

NHFC is a national public entity, the NHFC adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

The NHFC provides funding in the affordable housing market mainly to social housing institutions, non-banking retail intermediaries, privately owned property developers, construction companies and investors. It also provides loans and other forms of funding (equity and quasi equity) to certain niche businesses in the affordable housing supply chain.

2. BACKGROUND OF REQUEST FOR QUOTATION (RFQ)

The NHFC is in transition to becoming the Human Settlements Development Bank (HSDB). The HSDB will support the entire human settlements delivery value-chain. The HSDB will focus mainly on addressing the following;

- End-user housing finance for a range of housing circumstances;
- Bridging and developer finance;
- Mobilising private sector partnerships;
- Enhancing the leverage of human settlement grants; and
- Supporting transformation in the human settlements sector

The current human settlements market is still fractured dysfunctional, with citizens still having inequitable access to housing and housing finance, despite the efforts and programmes implemented to address this problem. There are both demand and supply side market failures, with huge shortfalls of appropriate housing for the lower end of the market, and the current delivery rate significantly lagging demand.

The HSDB's strategic focus will be to facilitate the provision of finance across the human settlements value chain by mobilising private sector funding and providing finance and related services for all catalytic housing projects and related infrastructure. It envisions itself being an efficient and effective bank that delivers quality financial support for the development of sustainable and integrated human settlements in South Africa. This will assist in addressing the current market failure in both the supply and demand side of the affordable housing market.

Research is a key component in providing evidence to inform decision-making, policy review and strategy formulation, and to improve systems and services.

3. PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The purpose of the research study is twofold:

1. To develop insights into accessibility and availability of construction guarantee insurance for small and emerging contractors, particularly within the human settlements sector. The study will also investigate the extent of market demand for performance guarantees, and the challenges impeding small and emerging contractors from accessing work and participating in the human settlements sector due to inability to access performance guarantees.
2. The study will further provide insight on options and opportunities available to the HSDB to provides de-risking mechanism to the market to enable contractors to access work and

in pursuit of transformation in the human settlements value chain and delivery of affordable housing. This includes investing directly in mechanisms and instruments to enhance availability of guarantees to the target market.

4. SCOPE OF WORK/KEY DELIVERABLES

The NHFC seeks to appoint a suitably qualified and experienced research institution or university to conduct research to develop insights into accessibility and availability of construction guarantee insurance for small and emerging contractors, particularly within the human settlements sector. The NHFC seeks to gain an understanding of barriers facing small and emerging contractors in the sector and how the HSDB can provide an integrated solutions that will allow these contractors to participate meaningfully in the supply of affordable housing in the country.

Some of the challenges faced by small and emerging contractors are expressed in the below problem statements;

Problem statement 1

Government (national and provincial departments, municipalities, SOE's and implementing agents) is a key employer in the public infrastructure space. Projects are awarded to both established and emerging construction companies.

Construction companies are expected to submit construction performance guarantees prior to signing contracts and starting with the implementation of the projects. Emerging contractors are not exempted from the requirement to submit construction performance guarantees to clients. **It has become a major challenge for small and emerging contractors to secure these guarantees due to macro challenges besetting the industry.** Their failure to secure and produce guarantees simply means they are excluded from participating in the industry as they can't be provided with an opportunity to implement projects.

Problem statement 2

The construction performance guarantee market is traditionally serviced by FSMA **guarantors who are currently not willing to support small and emerging contractors**. The situation has been exacerbated by **the closure (withdrawal) of some key players in the market**. This has resulted in a significant reduction of guarantee providers in a market that already has limited offering.

Given the above challenges, the appointed service provider will be required to conduct further research into the identified challenges, provide insight into how this is impacting the sector and provide options of how the HSDB can respond appropriately to close the identified gaps in the market (market failures).

The appointed service provider, should have sound and proven expertise and knowledge of the credit and financial industry

In conducting the research study, the appointed service provider is expected to also cover the following aspects, (list not exhaustive);

- Engage with relevant players in the sector, including the Office of the Chief Procurement Officer, and regulatory bodies.
- Identification of market players, including guarantors and underwriters
- Identification and analysis of market variables in the form of demand drivers, restraints and future opportunities
- Outlining of key initiatives required to improve market structure and investment (market penetration, affordability, regulatory environment, etc.).
- Mapping of the entire construction performance guarantee value chain to identify opportunities and challenges

Research Methodology

It is expected that the Research Methodology will include amongst others but not limited to:

- Collection and collation of secondary data specific to the issues referred to in the scope of work. Data and information can also be used from various sources that provide related material.
- Conduct interviews with players in the industry including various contractor associations and advocacy groups that represent small emerging contractors.
- The method of conducting interviews with industry players should be at the discretion of the service provider. However, once the method has been chosen, the NHFC should be in agreement with the chosen method, before it is utilised.
- The service provider to provide a list of stakeholders contacted during the process of the research, with contact details.
- The service provider to provide any additional data collected during the research process, beyond that included in the report.
- Other research methods may also be considered.

Project Outputs

- Prior to the kick-off meeting
 - A project plan detailing key milestones to be delivered.
- An inception report, draft report and the final report
- An inception report needs to be forwarded to the NHFC prior to the draft report.
The draft report needs to include, amongst others:
 - An executive summary of the report;
 - A comprehensive literature review section;
 - A section addressing research methodologies;
 - A section addressing all the results from primary and secondary data (analyses of the data) and;
 - Concluding remarks and recommended interventions.
- The final report to be forwarded to the NHFC after the comments in the draft report have been addressed.
- A presentation to be forwarded to the NFC upon finalisation of the final report and should include:
 - A brief and accessible overview of the findings of the final report and;
 - Representation of key data.

4.1 Lockdown Operations Provisions

Kindly note that due to the hybrid working arrangements, NHFC continues to operate remotely, therefore service providers should make provision for virtual meetings, when required.

5. EVALUATION CRITERIA

Evaluation of bids received will be conducted in three (3) phases as follows:

Phase 1 – Compulsory Requirements

Bidders will first be evaluated in terms of the gatekeeper/minimum requirements on page 1 of this document. Bidders who do not fulfil all the requirements or do not submit the required documents will not proceed to the next phase of functionality. Those who fulfil all the requirements or have submitted the required documents will be further evaluated on functionality.

Phase 2 – Functionality

Functionality is worth 100 points. The minimum threshold is **75** points. Bidders who score less than **75** points on functionality will therefore be disqualified. Those who score more than **75** points will be further evaluated in terms of price and preference points (i.e., on the B-BBEE status level of contributor). The functionality evaluation is broken down as follows.

EVALUATION CRITERIA	POINTS
Past Relevant Experience Bidders must have specific experience and submit recent references in respect of related services undertaken (the references must be in the form of written proof (s) on the referees' letterheads. The references must include the relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses). Reference letters should not be from the same company or person.	45
<ul style="list-style-type: none"> • Submission of five (5) and more written testimonials demonstrating provable research experience within the scope that is outlined in the TOR. (45) • Submission of three (3) to four (4) written testimonials demonstrating provable research experience within the scope that is outlined in the TOR. (25) • Submission of one (1) to two (2) written testimonials demonstrating provable research experience within the scope that is outlined in the TOR.(10) 	
Methodology and Technical Approach Considers the responsiveness to the TOR, the level of detail in the proposal, attention to and innovative approaches and ideas.	25
<ul style="list-style-type: none"> • Excellent methodology and technical approach that includes full scope of work; required timelines and deliverables; and understanding of terms of reference. (25) • Good methodology and technical approach that includes full scope of work and required timelines and deliverables. (20) • Poor methodology and technical approach that does not relate to the scope of work. (10) • No methodology and approach included. (0) 	
Key personnel experience and Qualifications	30

EVALUATION CRITERIA	POINTS
<p>A summary profile of the proposed researchers, their qualifications, technical and professional skills, and why they are suitable to undertake the TOR research should be included in the bid (in Table format). A multidisciplinary research team must demonstrate experience to execute the TOR project. Members' experience to include previous experience in the national or provincial human settlements on similar studies.</p> <p>(Provide certified copies of qualifications)</p>	
<p>Lead Researcher / Project Leader (10)</p> <ul style="list-style-type: none"> Lead researcher of the bidding institution has a minimum of a Doctoral degree in the related field and demonstrate experience in leading a team to execute project with at least 10 years of experience in the relevant field of research. (10) Lead researcher of the bidding institution has a minimum of a Master's degree in the related field and demonstrate experience in leading a team to execute project with at least 5 years of experience in the relevant field of research.(5) Lead researcher of the bidding institution must have a minimum of a Master's degree and demonstrate experience in leading a team to execute project with at least 2 years of experience in the relevant field of research. (2) <p>Research Team Composition (20)</p> <p>The team should be balanced in terms of skills and have appropriate qualifications and experience to conduct the research and provide evidence-based results.</p> <ul style="list-style-type: none"> Suitably skilled team to conduct the research with appropriate qualifications and experience and thought-through team composition. (20) Team composition comprised of partially skilled, qualified and/or experienced team members. (10) 	30

EVALUATION CRITERIA	POINTS
<ul style="list-style-type: none"> No evidence/team does not have suitable skills, qualifications, or experience and/or team composition is not appropriate. (0) 	
Total	100

Price and Preference Evaluation

Bidders will be evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

B-BBEE Status Level Of Contributor	Number of Points
	Bids up to R50 million
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		

Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier

- ☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

I hereby undertake to render services described in the attached bidding documents to NHFC in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, viz

Tax clearance certificate;
Pricing schedule(s);
Filled in task directive/proposal;
Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the
Preferential Procurement Regulations 2011;
Declaration of interest;
Declaration of bidder's past SCM practices;
Certificate of Independent Bid Determination;

Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

I..... in my capacity as.....

accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS OF LEVEL CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2