

THE NATIONAL CREDIT REGULATOR

FEBRUARY 2026

RFP NUMBER: NCR1000.02.2026

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A QUALIFIED
SERVICE PROVIDER TO CONDUCT A DANGER ALLOWANCE ELIGIBILITY
RISK ASSESSMENT.**

DUE DATE: 20 FEBRUARY 2026 AT 11H00 SHARP CAT

EMAIL YOUR SUBMISSION TO: TMaseko@ncr.org.za

COPY: procurement@ncr.org.za

PART A- GENERAL TERMS OF CONDITIONS (SCM)

1. General Information for Bidders

The National Credit Regulator (NCR) was established in terms of section 12(1) of the National Credit Act, Act 34 of 2005 and came into being on 1 June 2006.

General Terms

This tender is issued in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2001/2022 (PPR), Supply Chain Management Regulations issued by the National Treasury and BBBEE Act.

Parties that wish to submit proposals are required to indicate that they are willing to accept the General Conditions and Procedures of the NCR (Annexure B and B.1 that can be downloaded from NCR website - <https://www.ncr.org.za/index.php/procument/tender-standard-bidding-documents/general-terms-conditions>).

Please read this document carefully and confirm your agreement to the terms prior to submitting your proposal.

2. The Proposal Format

- **Economy of proposal preparation**

The proposal should be prepared simply and economically, providing a straightforward and concise description of the bid participant's ability to meet the requirements of the proposal request.

Clear factual responses are required. The content of the proposals shall determine the merit of each participant, not brochures or other marketing material. To facilitate the review of proposals, participants are required to organise their responses according to the format presented below. Should a participant wish to provide additional information, that information should be referred to and provided in a file of annexure.

3. Validity of proposals

The proposals must include a statement as to the period for which the proposal remains valid. The proposal must be valid for at least ninety (90) days from the due date for the submission of all bids.

4. Submission of proposals

- 4.1. Proposals must reach Tmaseko@ncr.org.za , procurement@ncr.org.za before 11:00AM on 20 February 2026.

a) RFQ No: NCR1000.02.2026

TERMS OF REFERENCE FOR THE APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO CONDUCT A DANGER ALLOWANCE ELIGIBILITY RISK ASSESSMENT.

b) **CLOSING DATE: 20 FEBRUARY 2026 AT 11H00 AM,**

- 4.2. Proposals are to be submitted to Tmaseko@ncr.org.za , procurement@ncr.org.za
- 4.3. Please note that this RFQ closes punctually at 11h00 on 20 February 2026. No late submissions will be considered under any circumstances.
- 4.4. **All** the documentation referred to in Section 7 below must be submitted. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.
- 4.5. If responses are not delivered as stipulated in this Section 5.1, such responses will be considered “**late**”, and will not be considered for evaluation.
- 4.6. The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information.
- 4.7. Envelopes must not contain documents relating to any RFP other than the one referred to in this RFP.
- 4.8. The responses to the RFP will be opened as soon as is practical after the expiry of the time advertised for receiving them.

- 4.9. Only the participants that are short-listed after the evaluation process will be informed of the results of the submission adjudication process.
- 4.10. After the evaluation process is completed, the Evaluation Committee may, prior to making a final selection, draw up a shortlist of participants and require them to make a detailed presentation to the Adjudication Committee. A minimum of 2 days' notice will be given to relevant participants in advance of the presentation date.

5. Timetable

Date & time	Activity
16/02/2026	Issue RFQ document
20/02/2026	Closing date
23/02/2026	Evaluations by the Evaluation Committee
06/03/2026	Appointment

National Credit Regulator reserves the right to determine the structure of the process, the right to determine the number of short-listed participants, the right to withdraw from the proposal process, and the right to change this timetable at any time without notice.

6. Documentation to be submitted.

Document that must be Submitted	Guideline		Consequence of Non-submission
Invitation to Bid – SBD 1	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Tax status SBD 1	Yes	Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. Proof	Disqualification from process

Document that must be Submitted	Guideline	Consequence of Non-submission
	of Registration on the Central Supplier Database Vendor number	
Declaration of Interest – SBD 4	Yes Complete and sign the supplied pro forma document	Disqualification from process
Preference Point Claim Form – SBD 6.1	Yes Non-submission will lead to a zero (0) score on Specific goals	Zero points awarded for specific goals
Registration on Central Supplier Database (CSD)	Yes The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If not registered, to complete the registration of company prior to submitting the proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number starting with MAAA. Submit proof of registration.	Disqualification from process
Acceptance of the General Terms and Conditions	Yes https://www.ncr.org.za/index.php/procedure/tender-standard-bidding-documents/general-terms-conditions	Bidders to confirm that they read

7. Evaluation Criteria

Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

B-BBEE status level of contributor	Specific goals	Price
Total maximum points	20	80

The points system is outlined for the 80/20 to address the preferential procurement as followed:

7.1. SMME's which are owned by Black people.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF
Persons historically disadvantaged on the basis of race	81%- 100% black ownership	7
	51% - 80% black ownership	5
	31% - 50% black ownership	3
	0 – 30% black ownership	1

7.2. SMME's which are owned by People with disability

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
Persons historically disadvantaged on the basis of disability	50 %- 100% owned by persons living with disabilities	3
	30% - 49% owned by persons living with disabilities	2
	0 – 29% owned by persons living with disabilities	1

7.3. SMME's which are owned by Women.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged on the basis of gender – Women	81% - 100% owned by women	7
	51% - 80% owned by women	5
	31% - 50% owned by women	3
	0 – 30% owned by women	1

7.4. SMME's which are Youth owned business.

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
Persons historically disadvantaged based on age	50%- 100% owned by persons who are youth	3
	30% - 49% owned by persons who are youth	2
	0 – 29% owned by persons who are youth	1

9. Evidence for specific goals

PROOF OF EVIDENCE TO SCORE SPECIFIC GOALS POINTS

EVIDENCE	YES	NO	ATTACH EVIDENCE (indicate a page)
Share certificate			
ID Copies stamped by the commissioner of oath			
Sworn affidavits			
BBBEE certificates			
Proof of disability			
CIPC Documents			

NB: Bidders will only score points based on the evidence submitted.

10. Reporting of fraud and corruption

The National Credit Regulator management is commitment to transparency, integrity, and accountability, as described in our Code of Conduct and business principles. Which led to the establishment of the Ethics Line. The Ethics Line seeks to provide an independent and comprehensive service through enhanced anonymity assurance and a wide range of communication channels. Bidders and members of the public are encouraged to use the following toll-free line to report any misconduct relating procurement activities amongst others.

Fraud / Anti-Corruption Hotline					
Report any incidents of wrongdoing to the KPMG Ethics Line					
0800	20	53	17	(Toll	Free

TERMS OF REFERENCE FOR THE APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO CONDUCT A DANGER ALLOWANCE ELIGIBILITY RISK ASSESSMENT.

1. Background

The National Credit Regulator (NCR) is committed to providing a safe working environment and fair compensation for employees exposed to unavoidable hazardous conditions. A danger allowance is a special payment granted to employees whose job nature involves significant, inherent risks to their lives or health, which cannot be entirely eliminated through standard control measures.

2. Purpose

The purpose of this Terms of reference is to engage a qualified service provider to conduct a comprehensive, objective, and defensible risk assessment across relevant departments to:

- Identify all potential and existing hazards that pose a genuine risk to life or health.
- Evaluate the magnitude of these risks based on severity, frequency, and exposure.
- Determine which specific roles/positions/tasks meet the criteria for a danger allowance based on the risk profile and existing control measures.
- Provide recommendations for further risk mitigation strategies

3. Scope of Work

The appointed service provider shall:

- Review all relevant documentation (e.g., existing risk assessments, incident reports, job descriptions, OHS policies).
- Conduct on-site inspections and observations in all potentially hazardous areas.
- Consult with a cross-section of employees, OHS representatives, and management to gather input on perceived and actual risks.
- Systematically apply a structured and rigorous risk assessment methodology (e.g., the 5 steps: Identify, Assess, Control, Record, Review).
- Use a risk matrix to rank identified risks (e.g., Low, Medium, High, very High).
- Identify current control measures and evaluate their effectiveness.
- Propose further actions/systems to manage or mitigate the identified risks where possible.
- Establish a clear, auditable matrix linking specific job roles/activities to determined risk levels and corresponding danger allowance eligibility criteria.

4. Deliverables

The service provider is expected to deliver the following:

- A detailed report outlining the methodology, findings, and conclusions of the risk assessment.
- A comprehensive risk register for all relevant departments/roles.
- A risk assessment matrix specifying the risk magnitude for each position and its corresponding danger allowance eligibility.
- A documented action plan for implementing any additional recommended control measures and risk mitigation strategies.
- Adequate consultation must be performed with all NCR employees involved in frequent travel within the organisation, and such consultation must be included in the substance of the final report.
- Presentation of the findings to management and relevant committees

5. Service Provider Requirements

Bidders responding to the Request for Quotation (RFQ) must demonstrate:

- Relevant qualifications and expertise in occupational health and safety (OHS) and risk assessment.
- Proven experience in conducting similar risk assessments, preferably within the relevant industry/sector.
- Knowledge of applicable OHS legislation and collective agreements regarding danger allowances (e.g., South African context: PSCBC resolutions, LRA, OHS Act).

Ability to provide contactable references from previous clients

6. Timeline

The expected duration for the completion of all deliverables is two (2) months from the date of appointment.

7. Reporting and Communication

The service provider will report to Human Resources and Representatives of the designated task team and provide regular progress updates (e.g., weekly or bi-weekly).

8. Pre-requisites

8.1 Bidders must be registered on the Central Supplier Database (CSD). Proof of registration must be provided.

8.2 The bidder must submit a letter from the Department of Labour (COIDA). The bidder must ensure compliance to the Occupational, Health and Safety Act 85 of 1993 for the duration of contract.

8.3 The bidder must, at his own expense, take out relevant insurance against any claims, costs, loss and or damage ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this work. A copy of insurance must be submitted as proof.

8.4 Bachelor's Degree in:

- Occupational Health and Safety
- Risk Management
- Safety or Security Management

8.5 Professional Certifications can either be:

- SAMTRAC
- ISO 45001 Lead Auditor / Implementer certification
- Certified Risk Management Practitioner (CRM Prac)

8.6 Experience required:

- Five (5) + years' experience conducting occupational health and safety risk assessments.
- Proven experience in hazard identification and risk analysis (HIRA).
- Experience applying qualitative and quantitative risk assessment methodologies (Submit proof of signed reference letter.)
- Experience conducting danger allowance assessments or similar risk-based evaluations.
- Practical experience in OHS within public sector, regulatory environments, or high-risk sectors.
- Demonstrable ability to produce legally defensible, objective, and comprehensive risk assessment reports.

9. Pricing Schedule (A Company Letterhead Quotation must also be submitted.)

Description	Quantity	Unit Price	Price excluding VAT
Risk Assessment (inclusive of all	1	R	R

processes)			
Risk Assessment Register and Report	1	R	R
Presentation to NCR Management	1	R	R
Travelling costs	1	R	R
Price exclusive of VAT			R
VAT @15%			R
Price inclusive of VAT			R