



NORTH WEST HOUSING  
CORPORATION

OFFICE OF THE CEO

ENG: FL Makwati  
TEL: 018 381 0872

REQUEST FOR QUOTATION

|  |  |
|--|--|
| <b>RFQ NO.</b>   | <b>Contact Person:</b>   |
| NWHC/2023/RFQ0081 Amended  | Frylimo Makwati  |
| <b>RFQ Issue Date:</b>   | <b>Contact Details/ Telephone No.:</b>   |
| 06 September 2023  | 018-381-0872   |
| <b>RFQ Closing Date</b>  | <b>Contact Email:</b>  |
| 15 September 2023<br>Time: 11h00   | <a href="mailto:flmakwati@nwhc.co.za">flmakwati@nwhc.co.za</a><br><a href="mailto:quotes@nwhc.co.za">quotes@nwhc.co.za</a> |
| <b>Submission of proposals/ quotes</b>   |  |
| Proposals should be emailed to <a href="mailto:flmakwati@nwhc.co.za">flmakwati@nwhc.co.za</a> / <a href="mailto:quotes@nwhc.co.za">quotes@nwhc.co.za</a> or hand delivered to:<br><i>Segarona Building<br/>No. 23 First Street<br/>Industrial Site<br/>Mahikeng<br/>2745</i> |  |
| <b>Description of services/products required:</b>  |  |
| Appointment of service provider to provide compliance investigation services on irregular and fruitless and wasteful expenditure   |  |

**HEAD OFFICE:**  
No. 23 First Street, Segarona Building,  
Industrial Site, Mahikeng, 2745

Tel: 018 381 5029 / 0647  
Fax: 018 381 5847

Email: [Info@nwhc.co.za](mailto:Info@nwhc.co.za)  
[www.nwhc.co.za](http://www.nwhc.co.za)

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### **Returnable Documents and Schedules:**

✓ **Returnable Documents which must accompany the quotation**

- ✓
  - Certified B-BBEE Rating Certificate/ Sworn Affidavit.
  - Valid original Tax Clearance Certificate/Copy with SARS pin.
  - CSD Master Registration report/ Master Registration Number.

✓ **Returnable Forms which must accompany the quotation**

✓ **The forms must be fully completed, signed and dated appropriately**

- SBD 4: Declaration of Interest.
- SBD 6.1 Preference Points Claim Form in Terms of Preferential.

### **PLEASE NOTE:**

- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers are advised that the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (No.5 of 2000) shall be applied in the evaluation of quotations.
- ✓ The quotation should be valid for a period of 60 days.

**Enquiries with regard to specifications may be directed to:**

**Name:** Frylimo Makwati  
**Telephone No:** 018 381 0872

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## 1. BACKGROUND

The North-West Housing Corporation (NWHC) is a schedule 3(c) Public Entity in terms of the Public Finance Management Act ("PFMA") No.1 of 1999 and it was established in terms of the North West Housing Corporation Act 24 of 1982 as amended. However, a decision was taken by the Provincial Executive Provincial Executive Council (EXCO) during the 2008/09 financial year to close the Corporation.

The Corporation was established by ACT, for the purposes of providing and furthering the provision of housing and accommodation in the Province on a co-ordinated basis and on a national scale and assisting in the formation of policies to achieve these objectives, to provide for the management, control and representation of the said Corporation by a Board of Directors, to define the powers and functions and duties of the said Corporation, and to provide for incidental matters.

## 2. BACKGROUND TO ASSIGNMENT / PROCUREMENT

North-West Housing Corporation (NWHC) as a public entity recognises and discloses irregular and fruitless and wasteful expenditure, whenever incurred, in line with the relevant National Treasury regulations.

Furniture.

## 3. SCOPE OF WORK AND DELIVERABLES

The appointed service provider will undertake the following:

- To confirm that the transactions identified meet the definition of Irregular expenditure, Fruitless and wasteful expenditure, or non-compliance in accordance with Annexure A of the Irregular Expenditure Framework issued by National Treasury Instruction No 2 of 2019/2020
- Undertake a detailed Investigation and evaluate all the Entity's reported Irregular and Fruitless and Wasteful expenditure and recommend to the Entity any further action to be taken. A detailed report should be prepared which includes recommendations made based on the outcome of the investigation and should further cover at least the following:
  - ✓ the Root Cause that led to the transgression.
  - ✓ the employee(s) responsible for the Irregular expenditure.
  - ✓ whether the public entity suffered a loss; and
  - ✓ any breakdown in the designed Internal controls.
  - ✓ Provide recommendations to address control weaknesses identified during investigations.

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- ✓ Identify all the relevant risks during the investigation.
- The recommendations made on each investigation should be actionable, practical, and also assist the Entity to prevent similar fraud or break down in internal controls when implemented.
- All investigations are to be carried out in accordance with the timelines as agreed with the Entity.
- Submit monthly progress reports on the status of the Investigation.
- Provide the Entity with electronic copies of all draft and final forensic investigation reports. All the necessary supporting documentation is to be handed to the Entity after the investigation has been completed.
- Attend meetings as required to present finalised forensic investigation reports.
- The appointed service provider must be prepared to support the client if the case goes to court.
- Assess if the investigation outcome requires that the case/s be referred to the Commercial Crime Investigation Unit within the South African Police Service (SAPS).

#### 4. DURATION OF THE ASSIGNMENT

7 working Days.

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## 5. EVALUATION CRITERIA EVALUATION CRITERIA

### 5.1 TECHNICAL EVALUATION CRITERIA- STAGE 2

The Evaluation criteria to be considered as service provider are as follows:

| No. | Technical/functional Requirements   | Points     |
|-----|---|------------|
| 1   | <p>Previous experience of the bidder of similar projects undertaken within the last three (3) years- submit appointment letter with reference letter (s))</p> <p>The list should contain the client's name, the contact person and contact details. NB: Each appointment and reference letter will be treated as one assignment</p>   | 25         |
|     | <p>1 similar assignment 5</p> <p>2 similar assignment 10</p> <p>3 similar assignment 15</p> <p>4 similar assignment 20</p> <p>5 similar assignments 25</p>  |            |
| 2   | <p><b>Qualifications</b></p> <p><b>Professional qualification of key personnel</b></p> <p><b>NB: Total number of personnel required is five(5) (3 support staff and two (2) senior staff)</b></p>   | 40         |
|     | <p>* One (1) Senior Manager with CFE/ LLB qualification, OR 20</p> <p>* One (1) Senior Manager who is a CA(SA) 20</p>   |            |
| 3   | <p><b>Experience of personnel (as per individual experience)</b></p> <p>3 years experience- 3 (three) support staff with qualifications in either Bcom Accounting,/Forensic Accounting/ External/internal audit, Supply chain management, Certified Fraud Examiner 15</p> <p>5 years experience- senior staff 1 -CA/CFE/LLB) 10</p> <p>5 years experience- senior staff 2 -CA/CFE/LLB) 10</p> | 35         |
|     | <p>Each CV must provide the number of years, type of experience in conducting Irregular expenditure and fruitless and wasteful expenditure/ or forensic investigations and three (3) contactable references</p> <p><b>NB: If the bidder does not meet the individual requirements no points will be awarded</b></p>   |            |
|     | <b>Total points</b>   | <b>100</b> |

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- The value of this quotation is estimated to be below R50 000 000 (all applicable taxes included); and therefore the 80/20 system shall be applicable. Despite the stipulated preference point system, the North West Housing Corporation shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- Respondents are required to complete **SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022)** and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

A maximum of 20 points to be awarded to a bidder for the specific goal specified for the RFQ below :

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the Bidder) |
|---|---|---|
| 51 % or more Black owned                                    | 5   |   |
| 51 % or more Female owned                                   | 5   |   |
| Youth   | 5   |   |
| Disability  | 3   |   |
| Military  | 2   |   |
|   |   |   |
|   |   |   |

**\*\*Note: Failure to submit valid an original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE requirements at the Closing Date of this RFQ, will result in a score of zero being allocated for B-BBEE.**

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## **6. DURATION OF CONTRACT**

The duration of the contract will be for **3 months** from the date as indicated in the contract SBD 7.2 that will be signed by the successful service provider. Upon the appointment of the service provider will be required to enter into a Service level Agreement.

## **7. CONDITION OF CONTRACT**

Successful service provider must be in the position to commence work within five (5) calendar days of the awarding of an assignment contract. General conditions of contract (GCC) are also applicable to this RFQ.

## **8. CANCELLATION**

The North West Housing Corporation reserves the right to cancel the contract if the service provider fails to adhere to the conditions of the contract. On termination of the contract for whatever reason, the service provider shall on demand deliver, without the right to retention all documents and information gained in term of this agreement.

## **9. OTHER CONDITION(S) / DISCLAIMER**

- The NWHC is under no obligation to accept any bid and reserves its right not to proceed with the appointment of any service provider that responded to the invitation to submit proposals, for whatever reasons it may consider appropriate;
- The NWHC further reserves its right to decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any bidder after the closing date for clarity purposes;
- Cancel this tender / RFQ or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to the bidders.

## **10. LATE BIDS**

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Bids received late shall not be considered. A bid will be considered late if it arrived one second after the stipulated closing time.

## **11. PRICING & PAYMENTS TERMS**

All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand. The North West Housing Corporation will carry the costs of the project and will only co-ordinate the project.

No payment will be made by the entity where there is outstanding information not submitted by the Service Provider. All original invoices must be supported by a breakdown of hours spent on the investigations as well as the breakdown for disbursements claimed. All payments will be made in accordance with the approved project plan.

Signed at Mafikeng on 06/09/2023



**F.L. Makwati**

**Supply Chain Manager: North West Housing Corporation**

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## 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 interest<sup>1</sup> 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 State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> 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.

with any person who is employed by the procuring institution? YES/NO

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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

**SBD4**

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.

- 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

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and  
(b) Specific Goals.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  |            |
| SPECIFIC GOALS                                   |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|
| 51 %or more Black owned                                     | 5  |  |
| 51 % or more Female owned                                   | 5  |  |
| Youth   | 5  |  |
| Disability  | 3  |  |
| Military  | 2  |  |
|   |  |  |
|   |  |  |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....