



## **NORTH WEST HOUSING CORPORATION**

### **EXPRESSION OF INTEREST:**

**REQUEST FOR PROPOSAL FOR A TURNKEY SOLUTION THAT  
ENTAILS THE FULL PROJECT LIFE CIRCLE, FOR THE  
DEVELOPMENT OF NORTH WEST HOUSING CORPORATION  
OFFICE IN MAHIKENG**

**TENDER NUMBER: NWHC 05/2021**

**01 OCTOBER 2021**

**NAME OF BIDDER** : .....

**CONTACT PERSON** : .....

**ADDRESS OF BIDDER:** .....

.....

**TEL NUMBER** : (.....) .....

**EMAIL** : .....

**CSD NUMBER** : .....

**BBBEE LEVEL** : .....

<b>ISSUED BY:</b>
<b>SUPPLY CHAIN MANAGEMENT</b>
<b>NORTH WEST HOUSING CORPORATION</b> <b>23 FIRST STREET</b> <b>SEGARONA BUILDING</b> <b>INDUSTRIAL SITE, MAFIKENG</b> <b>2745</b>
<b>TEL: [018] 110 0761</b>

**NORTH WEST HOUSING CORPORATION**



**REQUEST FOR PROPOSALS:**

**FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

**THE CHIEF EXECUTIVE OFFICER  
NORTH WEST HOUSING CORPORATION (NWHC)  
23 First Street  
Segarona Building  
Industrial Site  
MAFIKENG  
2745**

**REQUEST FOR PROPOSALS**

Call for Request for Proposals No. : \_\_\_\_\_

Deadline for the submission of the Request for Proposals : \_\_\_\_\_

Applicant submitting the Request for Proposals:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Registration Number)

**Dear Sir or Madam,**

Herewith we are submitting our Request for Proposals on behalf of (Applicant)

\_\_\_\_\_

in response to the Call for Request for Proposals for the **Request for Proposals for a Turnkey Solution for the Development of NWHC Head Office in Mahikeng.**

The undersigned is duly authorized to represent (Applicant) \_\_\_\_\_

By signing this form certifies and declares that the information contained in this Request for Proposals and its Appendices is complete and correct in all its elements.

**Yours sincerely**

Signature(s) : \_\_\_\_\_

Name and position : \_\_\_\_\_

Applicant's name : \_\_\_\_\_

Place: \_\_\_\_\_ Date (day/month/year): \_\_\_\_\_

## **REQUEST FOR PROPOSALS:** **FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

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### **Disclaimer**

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by NWHC or any of its stakeholders.

Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its stakeholders, is to be taken as constituting the giving of an investment advice by NWHC or its stakeholders.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither NWHC nor any of its stakeholders accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by NWHC, or any of its officers, employees, servants, agents or stakeholders with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, stakeholders or agents make or offers to make any gift to any of the employees of NWHC or consultant to NWHC on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the "Confidential Information Provided"). The Confidential Information provided may be made available to Bidder's subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of NWHC, nor may it be used for any other purpose than that for which it is intended.

These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and stakeholders, may be required to sign confidentiality Contracts/undertakings (in such form as NWHC may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of NWHC and must be delivered to NWHC on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than NWHC and its officials, officers and stakeholders who are required to review the same for the purpose of procurement of the RFP.

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Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of NWHC, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

NWHC is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that NWHC reserves the right to:

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which NWHC may require which have not been submitted to NWHC.
- Not necessarily accept the lowest priced Proposal or alternative bid;
- Not accept any response to the RFP or appoint a final bidder;
- Reject all proposals if so decides;
- Withdraw the RFP on good cause shown;
- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Award a contract for only a portion of the proposed goods/ service/s/ works which are reflected in the scope of this RFP;
- Split the award of the contract between more than one Service Provider, should it at NWHC's discretion be more advantageous in terms of, amongst others, cost or development considerations;
- Make no award at all;
- Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to NWHC to do so;

# NORTH WEST HOUSING CORPORATION



## **REQUEST FOR PROPOSALS:**

### **FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

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- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.

All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and NWHC shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, NWHC reserves the right to cancel the contract and/or place the Respondent on NWHC's list of Restricted Suppliers.

NWHC reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, NWHC will cancel the bid.

NWHC reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, NWHC reserves the right to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required goods at the quoted price. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required goods at their quoted price, even after they have been issued with a Letter of Regret.

NWHC will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

**REQUEST FOR PROPOSALS:**  
**FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

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**SCHEDULE OF BID DOCUMENTS**

**SECTION NO**

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<b>TERMS AND CONDITIONS FOR BIDDING PART B</b>	<b>Form B</b>
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<b>SITE INSPECTION CERTIFICATE / DPRE-TENDER BRIEFING SESSION</b>	<b>Form</b>
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**REQUEST FOR PROPOSALS:**  
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**1. LIST OF ANNEXURES**

NWHC Tender Forms /SBD FORMS	Annexure A
Guidance on the calculation of Local Content SATA 1286 2011 addition1	Annexure B
Local Content Declaration Summary Schedule	Annexure C
Imported Content declaration supporting Schedule to Annexure C	Annexure D
Local Content Declaration supporting schedule to Annexure C	Annexure E
Declaration document for Local Content and Production SBD 6.2	Annexure F
Particular Conditions	Annexure G1
Employers Requirement	Annexure G2
RSR Requirements	Annexure H
RFP CLARIFICATION FORM (consolidated feed in terms of Questions and Answers will be sent to Bidder before closing date).	Annexure I
NGS document	Annexure J
Blue Print	Annexure K
Bid Form C and Price Schedule (Volume 2)	Annexure L
DTI Sworn Affidavit for purposes of B-BBEE	Annexure M
Local Content Treasury Instruction Notes	Annexure N
Concept Design Drawings	Annexure O

# NORTH WEST HOUSING CORPORATION



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### **2. ACRONYMS**

BBBEE	Broad Based-Black Economic Empowerment
CIDB	Construction Industries Development Board
DTIC	The Department of Trade and Industry and Competition
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA time to time)NWHC RFP	Public Finance Management Act No.1 of 1999 (as amended from NORTH WEST HOUSING CORPORATION Request for Proposal
SANAS	South African National Accreditation System

**REQUEST FOR PROPOSALS:  
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**Interpretation**

In this RFP, unless inconsistent with or otherwise indicated by the context –

- 4.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 4.2 any reference to one gender shall include the other gender;
- 4.3 words in the singular shall include the plural and vice versa;
- 4.4 any reference to natural persons shall include legal persons and vice versa;
- 4.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 4.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 4.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by NWHC, constitute the body of RFP documentation which must be complied with by Bidders;
- 4.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 4.9 this RFP shall be governed by and applied in accordance with South African law.

**REQUEST FOR PROPOSALS:  
FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

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**3. DEFINITIONS**

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 5.1 "Accounting Authority" means the Board of NWHC;
- 5.2 "Contract" means the Contract to be entered between NWHC and the successful Bidder for the provision of the *services* procured in this RFP.
- 5.3 "Bid" means the Bid to the RFP submitted by Bidders;
- 5.4 "Bidders Briefing Session" means the compulsory briefing session to be held at the offices of NWHC, in order to brief the Bidders about this tender;
- 5.5 "Black Enterprise" means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 5.6 "Black Equity" means the voting equity held by Black People from time to time;
- 5.7 "Black People" means African, Coloured and Indian South African citizens, and "Black Person" means any such citizen ;
- 5.8 "Black Woman" means African, Coloured and Indian South Africa Female citizen;
- 5.9 "Briefing Note" means any correspondence to Bidders issued by the NWHC;
- 5.10 "Business Day" means any day except a Saturday, Sunday or public holiday in South Africa;
- 5.11 "Bidders" means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 5.12 "Consortium" means any group of persons or firms jointly submitting a Bid as Bid to this RFP and "Consortia" means more than one Consortium;
- 5.13 "Contractor" the successful Bidders who has signed a Contract with NWHC in terms of this RFP.
- 5.14 "RFP" means the Request for Proposals issued by NWHC for this tender; and
- 5.15 "Scope of Work" means the scope of work for this project as detailed out in the RFP technical specifications.

# NORTH WEST HOUSING CORPORATION



## REQUEST FOR PROPOSALS: FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG

### SECTION 1

#### 1 TENDER NOTICE

BID NUMBER	BID DESCRIPTION	BID DOCUMENT PRICE	EVALUATION CRITERIA	CLOSING DATE
NWHC 05/2021	REQUEST FOR PROPOSALS FOR A TURNKEY SOLUTION THAT ENTAILS THE FULL PROJECT LIFE CYCLE, FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG	R 500.00 (Non-Refundable)	Functionality as specified in the bid document, 80/20 scoring will be applicable. 80 – Price 20 – Preferential Points	17 September 2021 @ 11H00

Suitably qualified, experienced, and accredited Professional Turn-Key Companies are requested to submit.

The scope of works included herein is to obtain a Design and Build/ Turnkey contractor as a service provider for the design and construction of NWHC Head Office and associated facilities. This needs to consider Alternative Building Technologies. The works are to conform to the National Building Regulations and Building Standards Act, the Occupational Health and Safety Act (Act 85 of 1993) and SANS 10400.

The high level scope of work entails; design development of the NWHC Head Office and associated facilities from concept to construction drawings, application and obtaining approvals from the local authorities and other statutory bodies for the construction of the development, provision of water, sewer and electricity and the connection thereof, ensuring that the NWHC Head Office and associated facilities are ready for occupation and use, ICT equipment, security installations, fencing, paving and parking bays, as outlined.

The Bid document will be available from the NWHC Head Office, Segarona Building, No.23 First Street, Industrial Site, Mafikeng from the **26 August 2021**. Otherwise, This RFP will be downloadable directly from National Treasury's e-Tender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) free of charge. With effect from 26 August 2021.

In case a physical document is required, a **non-refundable deposit of R 500**, is payable for the document by EFT and proof of payment must be emailed to [fmakwati@nwhc.co.za](mailto:fmakwati@nwhc.co.za). ONLY thereafter, the bid document will be emailed to prospective bidders upon the submission of proof of payment.

**Banking details are Account Name: North West Housing Corporation, ABSA Account number: 40 5508 6243, Branch code number: 632-005, Reference number, Bid number and Company name. The bids will close on 17 September 2021 at 11H00 as indicated above, at the North West Housing Corporation Head Office, Segarona Building, No.23 First Street, Industrial site, Mafikeng, 2745.**

**By not hearing from NWHC within 90 days of the closing date, regard the offer as unsuccessful.**

Technical Enquiries: Mr. K. Segapo on 018 110 0761 or email: [kbsegapo@nwhc.co.za](mailto:kbsegapo@nwhc.co.za). Additionally, All SCM general enquiries must be forwarded to Mr. L. Makwati on 018 110 0761 / 072 951 7481 or email [fmakwati@nwhc.co.za](mailto:fmakwati@nwhc.co.za).

NWHC reserves the right, at its own discretion, to short list any or none of the respondents into the panel of professional services providers. It further, does not bind itself to accept the lowest or any other bid in whole or in part. No Faxed, emailed nor Late bids will be accepted.

**S. MOGODIRI  
CHIEF EXECUTIVE OFFICER**

**SIGNATURE:** .....

# NORTH WEST HOUSING CORPORATION



## **REQUEST FOR PROPOSALS: FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

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### **2 FORMAL BRIEFING**

There will be no site briefing held for this RFP. All necessary tender details are enclosed in this tender document, alternatively tenderers will use the channel of inquiries for clarification.

### **3 PROPOSAL SUBMISSION OF RFP RESPONSE**

Proposal Responses must be submitted to NWHC in a sealed envelope addressed as follows:  
**RFP No: NWHC 06/2021**

Description of Bid: **REQUEST FOR PROPOSALS FOR A TURNKEY SOLUTION THAT ENTAILS THE FULL PROJECT LIFE CYCLE, FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

**Closing date and time: 10 September 2021 at 11h00 Midday**

**Closing address:** NORTH WEST HOUSING CORPORATION  
No. 23 FIRST STREET  
SEGARONA BUILDING  
INDUSTRIAL SITE  
MAHIKENG  
2745.

### **4 DELIVERY INSTRUCTION FOR RFP**

#### **Delivery of Bid**

The sealed bid envelopes must be deposited in the NWHC Tender Box which is located at the main entrance of **North West Housing Corporation, Segarona Building, Industrial Site** and must be addressed as follows:

**ATTENTION: THE CHIEF EXECUTIVE OFFICER**

**REQUEST FOR PROPOSALS FOR A TURNKEY SOLUTION FOR THE  
DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

**NORTH WEST HOUSING CORPORATION  
No. 23 FIRST STREET  
SEGARONA BUILDING  
INDUSTRIAL SITE  
MAHIKENG  
2745**

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**5 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS**

As explained in more detail in the attached SBD 6.1 (BBBEE Preference Points Claim Form) in and as prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that NWHC will award "preference points" to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific codes (if applicable).

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

**5.1 B-BBEE Joint Ventures or Consortiums**

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by NWHC through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to NWHC.

Respondents are to note the requirements for B-BBEE compliance of JVs or consortiums as required by SBD 6.1 [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

**Note: Failure to submit a valid, original and consolidated B-BBEE certificate for the JV or a certified copy thereof at the Closing Date of this RFP will result in a score of zero being allocated for B-BBEE.**

**5.2 Subcontracting**

As an organ of state, NWHC fully endorses Government's transformation and empowerment objectives and when contemplating subcontracting Respondents are requested to give preference to companies which are Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, EMEs and QSEs including any companies designated as B-BBEE Facilitators<sup>1</sup>.

- an EME or QSE;
- an EME or QSE which is at least 51% owned by Black People;

## **REQUEST FOR PROPOSALS:**

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- an EME or QSE which is at least 51% owned by black people who are youth;
- an EME or QSE which is at least 51% owned by black people who are women;
- an EME or QSE which is at least 51% owned by black people with disabilities;

<sup>1</sup> The Minister of the Department of Trade and Industry has the power to designate certain Organs of State or Public Entities as B-BBEE Facilitators. For example, the South African National Military Veterans' Association (SANMVA) has been designated as a B-BBEE Facilitator. As such they will be treated as having rights of ownership held 100% by Black People, 40% by Black Women and 20% by Black designated groups.

- an EME or QSE which is at least 51% owned by black people living in rural or under-developed areas or townships;
- an EME or QSE which is at least 51% owned by black people who are military veterans or
- a cooperative which is at least 51% owned by black people.

A bid that fails to meet this pre-qualifying criterion will be regarded as an unacceptable bid. Respondents are required to select suppliers to subcontract to from a list that NWHC will make available listing all suppliers registered on the approved database of National Treasury for the required goods/services in respect of the applicable designated groups.

Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement must include a subcontracting agreement.

Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated. Respondents are responsible for all due diligence on their subcontractors.

Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with NWHC's prior approval. The contract will be concluded between the successful Respondent and NWHC, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.



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In terms of SBD 6.1 of this RFP [the B-BBEE Preference Point Claim Form] Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s.

### **6 COMMUNICATION**

- 6.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements.
- 6.2 In the interest of fairness and transparency NWHC's response to such a query will be made available to the other Respondents who have attended a compulsory and a non-compulsory briefing session. For this purpose, NWHC will communicate with Respondents using the contact details provided at the compulsory briefing session.
- 6.3 Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of NWHC in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will automatically be disqualified and restricted from doing business with NWHC in future.

### **7 CONFIDENTIALITY**

- 7.1 NWHC shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Respondents / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to NWHC's business, written approval to divulge such information must be obtained from NWHC.
- 7.2 Respondents must clearly indicate whether any information submitted or requested from NWHC is confidential or should be treated confidentially by NWHC. In the absence of any such clear indication in writing, NWHC shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

### **8 INSTRUCTIONS FOR COMPLETING THE RFP**

- 8.1 All responses to the RFP must be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical, compliance and BBBEE response and the second envelop/box shall only have the financial response. Bidders must ensure that they do not indicate any financial information in the first envelop/box. NWHC shall disqualify Bidders who fail to adhere to this requirement.

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**9 INSTRUCTIONS FOR COMPLETING THE RFP**

9.1 All responses to the RFP must be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical, compliance and BBBEE response and the second envelop/box shall only have the financial response. Bidders must ensure that they do not indicate any financial information in the first envelop/box. NWHC shall disqualify Bidders who fail to adhere to this requirement.

9.2 Bidders are required to package their response/Bid as follows to avoid disqualification:

**Volume 1 (Envelope 1/Package 1)**

- **Part A:** Compliance Response and B-BBEE Response
- **Part B:** Technical or Functional Response (response to scope of work) No Financial Proposal

**Volume 2 (Envelope 2/ Package 2)**

- **Part C:** Financial Proposal only

**Volume 2** Has to be submitted in a separate sealed envelope. Bidders must make their pricing offer in envelope 2/package 2, no pricing and pricing related information should be included in the Volume 1 envelope 1.

9.3 Bidders must submit 1 original response hard copy, and an electronic version which must be contained in Memory Cards clearly marked in the Bidders name.

9.4 Bidders must ensure that their response to the RFP is in accordance with the structure of this document.

9.5 Where Bidders are required to sign forms they are required to do so using a black ink pen.

9.6 Any documents forming part of the original responses to RFP but which are not original in nature, must be certified as a true copy by a Commissioner of Oaths.

9.7 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP must be neatly and functionally bound, preferably according to their different sections.

9.8 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization

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must form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.

- 9.9 The responses to RFP formulation must be clear and concise and follow a clear methodology which responses to RFP must explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- 9.10 Responses to RFP must provide sufficient information and detail in order to enable NWHC to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of NWHC to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.
- 9.11 Information submitted as part of a responses to RFP must as far as possible, be ordered according to the order of the required information requested by NWHC. All pages must be consecutively numbered.
- 9.12 Responses to RFP must ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 9.13 Response to RFP documents are to be submitted to the address specified in paragraph 5 above, and Bidders must ensure that the original and copies (where applicable) are identical in all respects as NWHC will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.
- 9.14 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 9.15 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.
- 9.16 Bidders are required to review the Contract. Bidders may further amend and or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected.

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## 10 LEGAL COMPLIANCE

Bidders must ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids shall, at the sole discretion of NWHC, be disqualified the Bidder. NWHC reserves the right to call a Bidder to provide additional documents which NWHC may require from a Bidder which have not been submitted to NWHC NWHC.

Respondents must ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids shall, at the sole discretion of NWHC, be disqualified.

The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

## 11 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za>. Respondents are required to provide the following to NWHC in order to enable it to verify information on the CSD:

**Supplier Number:** \_\_\_\_\_

**Unique Registration Reference Number:** \_\_\_\_\_.

## 12 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to NWHC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Respondents are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 16 and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database (CSD).

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Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

**For this purpose, the attached SBD 1 marked Annexure B must be completed and submitted as an essential returnable document by the closing date and time of the bid.**

New Tax Compliance Status (TCS) System

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to NWHC in order to enable it to verify their tax compliance status:

**Tax Compliance Status (TCS) Pin: \_\_\_\_\_.**

### 13 PROTECTION OF PERSONAL DATA

In responding to this bid, NWHC acknowledges that it may obtain and have access to personal data of the Respondents. NWHC agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, NWHC will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, NWHC requires Respondents to process any personal information disclosed by NWHC in the bidding process in the same manner.

## **SECTION 2**

### **BACKGROUND OVERVIEW AND SCOPE REQUIREMENTS**

#### **1 INTRODUCTION AND BACKGROUND**

The North West Housing Corporation (NWHC) is a schedule (3)C public entity established in terms of the Public Finance Management Act no. 1 of 1999. It is also established in terms of the North West Housing Corporation Act No. 24 of 1982 as amended to provide world class sustainable, integrated and affordable housing solutions.

The "Corporation" board has resolved to build new offices as Head Office. It is thus with this directive that through Supply Chain Processes, Request for Proposals are sought from interested but capable and experienced companies to submit and give their proposal on how to develop such a facility either using own and or sourced funding.

In this regard NWHC intends to appoint Design and Build/Turnkey contractors to provide Engineering, Design, Architectural, Quantity Surveying, Town Planning and Health and Safety Services to deliver the project.

The NWHC has identified ERF 3800 next to Department of Health offices and neighbouring sites around it, to consolidate and have ample space to develop. This will form part of Town Planning Services to be offered by Turn-Key.

Part of the Turn-Key Solution to address is but may be amended thenceforth:

- Head Office Building
- Staff Facilities and Offices
- Staff Covered Parking
- Electrical Installations and Compliances
- Fire Installations and Compliances
- Security, Communication and CCTV Surveillance
- Energy Efficiency
- Landscaping
- Public Friendly
- Accessibility and Space

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### **2 OVERVIEW**

NWHC seeks to benefit from this partnership in the following ways:

- 2.1** NWHC must receive reduced cost of acquisition and improved service benefits resulting from the Service Provider's economies of scale and streamlined service processes.
- 2.2** NWHC must achieve appropriate availability that meets user needs while reducing costs for both NWHC and the chosen Service Provider(s).
- 2.3** NWHC must receive proactive improvements from the Service Provider with respect to provision of Services and related processes.
- 2.4** NWHC's overall competitive advantage must be strengthened by the chosen Service Provider's leading-edge technology and service delivery systems.
- 2.5** NWHC end users must be able to rely on the chosen Service Provider's personnel for service enquiries, recommendations and substitutions.
- 2.6** NWHC must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.

### **3 KEY OBJECTIVES OF THE RFP**

This RFP has been prepared for the following purposes:

- 3.1** To set out the rules of participation in the bid process referred to in this RFP.
- 3.2** To disseminate information on the project contemplated in this RFP.
- 3.3** To give guidance to bidders on the preparation of their RFP bids.
- 3.4** To gather information from bidders that is verifiable and can be evaluated for the purposes of appointing a successful bidder.
- 3.5** To enable NWHC to select a successful bidder that is:
  - a) technically qualified and meet the empowerment criteria described in this RFP;
  - b) Carry all the obligations of the Contract.

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### **4. SCOPE OF THE DESIRED SOLUTION**

The scope of works included herein is to obtain a Design and Build/Turnkey contractor as a service provider for the design and construction of NWHC Head Office and its associated facilities. This needs to consider Alternative Building Technologies (ABT).

The works are to conform to the latest standard specification in terms of the National Building Regulations and Building Standards Act including obtaining Agrément Certificates, Safety Arrangements and Procedural Compliance with the Occupational Health and Safety Act (Act 85 of 1993), including any subsequent amendments, and related construction regulations, and guidelines.

Where an Agrément Certificate cannot be obtained then a rational design has to be undertaken to ensure that the necessary building plan approvals are obtained from the Local Authority.

All designs to comply with the National Building Regulations and Standards Act and SANS 10400.

The high level scope of work entails; design development of the NWHC Head Office and associated facilities from concept to construction drawings, application and obtaining approvals from the local authorities and other statutory bodies for the construction of the development, provision of water, sewer and electricity and the connection thereof to ensure that the NWHC Head Office and associated facilities are ready for use, ICT equipment, security installations, fencing, paving and parking bays, as outlined in the scope of work.

### **5. ADDITIONAL SERVICES AND REQUIREMENTS**

The service provider will be required to undertake the following responsibilities:

- The service provider shall obtain all necessary permits, certification, authorization, approvals for the construction and occupation of the NWHC Head Office and associated facilities.
- The service provider will be required to appoint professional consultants as follows:

	<b>Profession</b>	<b>Professional body</b>
1.	Architect	SACAP
2.	Quantity Surveyor	SACQSP
3.	Civil and Structural Engineer	ECSA



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4.	Electrical and Mechanical Engineer	ECSA
5.	Town Planner	SACPLAN
6.	OHS Agent	SACPCMP

- **Certified copies of Professional Indemnity insurance for the Professional Team are to be submitted. The certified copies should not be older than 6 months.**
- **An Overall Combined amount of R50 Million of Indemnity Insurance is to be submitted.**

### **6. SCOPE OF WORKS**

#### **6.1. The provision of Design and Build/Turnkey Contractor**

- I. The provision of design and build contractor to develop the designs of the **ABT** projects from concept drawings to produce construction drawings and to construct the project in accordance with the designs. The design team shall comprise of the following disciplines and appropriately registered with the relevant professional body:

	<b>Profession</b>	<b>Professional body</b>
1	Architect	SACAP
2	Quantity Surveyor	SACQSP
3	Civil and Structural Engineer	ECSA
4	Electrical and Mechanical Engineer	ECSA
5	Town Planner	SACPLAN
6	OHS Agent	SACPCMP

- II. The Lead Consultant should be experienced in the implementation of Design and Build (Turnkey) construction. This resource should be clearly identified and stated in the proposal.
- III. The Turnkey contractor shall make allowance and appoint a Community Liaison Consultant who will initiate, plan, execute and monitor the stakeholder management and consultation with the local communities in relation to the project.
- IV. A Community Liaison Officer shall then be appointed as part of the contract during the execution of the project to facilitate the implementation of the local community stakeholder management plan mentioned above.

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- V. The professional team should have minimum Professional Indemnity insurance of R50 000 000.00
- VI. The contractor shall be registered as CIDB 7GB or 7CE or higher.
- VII. The designs shall be in terms of the relevant professional council and standard industry practice to ensure the highest level of quality standards are met.
- VIII. Provision to be made for a Land Surveyor to provide surveyor's drawings of the site including boundaries, elevations and contours for the sites.
- IX. The design and build contractor shall submit to the Employer for review and approval all construction documents. These shall include plans, drawings, surveys, programme, Bill of Quantities, cashflow projections, specifications, Method statements, Health and Safety plan, permits, Local Authority Approval Plan, Stakeholder Engagement Plan and Quality Management Plan, etc.
- X. Where feasible the designs should endeavour to achieve the requirements for local production, where only locally manufactured goods that meet stipulated minimum threshold
- XI. for local production and content may be used as per requirements of the Department of Trade and Industry (DTI).
- XII. The design and build contractor is required to use local suppliers for all local content designated materials and services.
- XIII. The design and build contractor shall complete the local content declaration documentation when the designs are completed.

#### **6.2. Location of the project**

The location of the project is on Erf 3 800 and surrounding consolidated sites. This is located next to Department of Health on neighbouring undeveloped portions.

#### **6.3. The modular designs should allow for:**

- I. Standardisation
- II. Reduced Construction Schedules
- III. Modular and Smart Designs
- IV. Environmental Sustainability
- V. Predictable Construction Costs
- VI. On and Off-Site Construction

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VII. COVID-19 Protocols in the work environment and office layout, for Public facilities.

### **6.4. Project timelines**

The design and build contractor to provide a programme of works as part of the methodology and approach. The project duration or Time for Completion is 300 days.

### **6.5. Compliance with Statutory Requirements**

The Design and Build Contractor shall comply with the following statutory requirements

- I. SANS standards especially 10400, 1200 and 2001
- II. National Building Regulations and Standards Act
- III. Council for Built Environment Act (43 of 2000)
- IV. Occupational Health and Safety Act (85-of 1993)
- V. Construction Regulations
- VI. COVID-19 Protocols and Regulations issued in terms of the Disaster Management Act
- VII. Environmental Management Act 107 of 1998

### **6.6. Temporary utilities**

The design and build contractor shall provide temporary utilities as necessary to execute the works. This should be priced for in the tendered contract sum under the Preliminaries. These shall include water, electricity, ablutions, telecommunications, and any other services that the contractor shall require for the execution of the project.

### **6.7. Briefing Session**

- I. There will be no briefing session for this RFP.

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### **7. EXTENT AND COVERAGE OF THE PROPOSED PROJECT**

The extent of the areas to be covered by the project are as follows:

- Head Office Building
- Staff Facilities and Offices
- Staff Covered Parking
- Electrical Installations and Compliances
- Fire Installations and Compliances
- Security, Communication and CCTV Surveillance
- Energy Efficiency
- Landscaping
- Public Friendly
- Accessibility and Space

### **8. ALTERNATIVE BUILDING TECHNOLOGY (ABT)**

It is immensely encouraged that Alternative Building Technology (ABT) model be considered in the proposal

### **9. CONTRACT PERIOD**

The duration of the contract is envisaged to be for a 300 days period.

### **10. VALIDITY PERIOD**

This RFP shall be valid for *90 days* calculated from Bid closing date.

### **11. B-BBEE REQUIREMENTS**

A Bidder must submit proof of its B-BBEE status level contributor, a Bidder failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified and will score 0 points out of 20 for B-BBEE.

### **12. POST TENDER NEGOTIATION (IF APPLICABLE)**

NWHC reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should NWHC conduct post tender negotiations, Respondents will be requested to provide their best and final offers to NWHC based on such negotiations. A final evaluation will be conducted in terms of 80/20.

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### **13. BEST AND FINAL OFFER**

NWHC reserves the right to embark on the Best and Final Offer (BAFO) Process where:

- a) None of the proposals meet the RFP requirements;
- b) None of the responses to RFP are affordable and demonstrate value for money; and
- c) There is no clear preferred Response to this RFP.
- d) Upon the decision by NWHC to embark on a BAFO process it shall notify the response to RFP.

### **14. FINAL CONTRACT AWARD**

NWHC will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the B-BBEE Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

### **15. FAIRNESS AND TRANSPARENCY**

NWHC views fairness and transparency during the RFP Process as an absolute on which NWHC will not compromise. NWHC will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to NWHC. The evaluation process will be tightly monitored and controlled by NWHC to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

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### SECTION 3

#### EVALUATION AND SCORING METHODOLOGY

The evaluation of Bids will be based on the information contained in Bids received in RFP and, which may be further supplemented by presentations and clarification information provided, if required. All Bids shall be equally evaluated by various committees involved in the evaluation process in accordance with stated Evaluation Criteria. Procurement integrity and fairness, transparency, competitiveness and full accountability will at all times be paramount.

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids will be disqualified.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder can deliver the Project in terms of business and technical requirements. <b>The minimum threshold for technical evaluation is 70 %, any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and B-BBEE.</b>
B-BBEE	Evaluate B-BBEE
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders
Best and Final Offer	NWHC may go into the Best and Final Offer process in the instance where no bid meets the requirements of the RFP and/or the Bids are too close in terms of points awarded.
Approval	Approval and notification of the final Bidder.

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### **1. EVALUATION CRITERIA**

Interested bidders for this project shall be evaluated in terms of their business credentials, financial standing, empowerment, technical capacity and experience. The evaluation committee shall use the

following Evaluation Criteria depicted in Table 1 for the selection of the preferred bidder that shall execute construction work for the project.

**Figure 1:** Details of the stages outlined in table 10 above are presented in the following sections.

<b>EVALUATION CRITERIA</b>	<b>WEIGHTING</b>
<b>STAGE 1</b>	<b>BASIC COMPLIANCE</b>
<b>Stage 1A:</b> Mandatory Compliance Requirements	Mandatory Basic Compliance
<b>Stage 1B:</b> Further – Mandatory Compliance Requirements	Further – Mandatory Basic Compliance
<b>Stage 2</b>	<b>Technical/Functionality</b>
Technical/Functional Requirements	Threshold of 70%
<b>Stage 3</b>	<b>Price and BBBEE</b>
Price	80
BBBEE	20
<b>TOTAL</b>	<b>100</b>

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#### 1.1. STAGE 1 - COMPLIANCE REQUIREMENTS

**Stage 1A: Mandatory Basic Compliance Requirements** - Failure to submit the following documents - your Bid Proposal will be automatically disqualified:

NO.	DESCRIPTION OF REQUIREMENT	TICK (X)
a)	Price Schedule ( <b>Bidders must ensure that they only include this financial documents/ information in the second envelope</b> )	
b)	Completion of ALL RFP documentation <i>(Includes ALL declarations, SBD documents/ forms and Commissioner of Oath signatures required)</i>	
c)	Proof of active CIDB grading level of 7GB or 7CE or Higher <b><i>(JVs must provide a joint CIDB grading certificates)</i></b>	
d)	All professionals to be registered with Professional Bodies: - <ul style="list-style-type: none"> <li>• Architect Pr. Arch (SACAP)</li> <li>• Quantity Surveyor Pr. QS (SACQSP)</li> <li>• Civil &amp; Structural Engineer Pr. Eng. (ECSA)</li> <li>• Electrical &amp; Mechanical Engineer Pr. Eng. (ECSA)</li> <li>• Town Planner (SACPLAN)</li> </ul> <b>Certified copies of the professional registration should be submitted and valid for a period of 6 months.</b>	
	Health & Safety Consultant (SACPCMP) <b>Certified copies of the professional registration should be submitted and valid for a period of 6 months.</b>	
e)	Letter of Good Standing (i.e COIDA)	
f)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by NWHC through this RFP process (if applicable)	
g)	Professional Indemnity Insurances with an overall combined value of R50 Million minimum.	



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#### Stage 1 B: Further - Mandatory Compliance Requirements

The following documents are non-mandatory and where not submitted, NWHC may request all the documents and must be made available at the time of request within a stipulated period:

NO.	DESCRIPTION OF REQUIREMENT	TICK (X)
a)	Company Registration Documents ( <i>Proof of Registration</i> ), Certificate of Incorporation or CK1.	
b)	Valid B-BBEE certificate from SANAS accredited rating agency ( <i>Original or Certified copy</i> )/DTI B-BBEE Certificate ( <i>Original or Certified copy</i> ) or Sworn Affidavit signed and stamped by the commissioner of Oath.	
c)	Copies of Directors' ID documents;	
d)	Valid Tax Clearance Certificate and Valid Tax Pin letter ( <i>must be valid on closing date of submission of the proposal</i> ) issued by SARS.	
e)	CSD Summary report / CSD reference number	
f)	Proof of UIF registration	
g)	Bank Stamped Proof of Bank Account with confirmed Bank Rating Letter	
h)	Particular Conditions, Employers Requirements, Concept Design, Norms, Guidelines and Standards and Blue Print ( <i>Refer to List of Annexures</i> )	
i)	Concept Design Drawing ( <i>Drawings are to be presented after SCM Evaluation process</i> )	

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#### **1.2. STAGE 2 : TECHNICAL EVALUATION**

Summary of the technical/functional requirements are presented in the table 9.2 below.

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is **70%**. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3.

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**Table 1.2: Technical Evaluation Criteria**

<b>COMPANY EXPERIENCE</b>
<b>CRITERIA FOR PROFESSIONAL TEAM EVALUATION</b>
<p><b>Proof of number of similar projects implemented by the company to be directly responsible for implementation of this project for each discipline (Bidders to provide list and relevant appointment letters and reference letters per project in order for the submission to be complete per project on a company letterhead and have contactable references).</b></p> <p><b>Similar projects are building related projects.</b></p>

CRITERIA	SCORES	SUB-WEIGHTS	CRITERIA WEIGHT
<b>Lead Consultant</b> (Bidder to indicate the lead consultant)	<p><b>POINTS:</b></p> <ul style="list-style-type: none"> <li>5 points - Five (5) and above proof of Design and Build (Turnkey) projects</li> <li>4 points - Four (4) proof of Design and Build (Turnkey) projects</li> <li>3 points - Three (3) proof of Design and Build (Turnkey) projects</li> <li>2 points - One (1) - Two (2) proof of Design and Build (Turnkey) projects</li> <li>1 point - No submission (0) or irrelevant submission</li> </ul>	10%	20%
<b>Civil Engineer and Structural Engineer</b>	<p><b>POINTS:</b></p> <ul style="list-style-type: none"> <li>5 points - Five (5) and above proof of Design and Build (Turnkey) projects</li> <li>4 points - Four (4) proof of Design and Build (Turnkey) projects</li> <li>3 points - Three (3) proof of Design and Build (Turnkey) projects</li> <li>2 points - One (1) - Two (2) proof of Design and Build (Turnkey) projects</li> <li>1 point - No submission (0) or irrelevant submission</li> </ul>	2%	

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<b>Architect</b>	<p style="text-align: center;"><b>POINTS:</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) and above proof of Design and Build (Turnkey) projects</li> <li>• 4 points - Four (4) proof of Design and Build (Turnkey) projects</li> <li>• 3 points - Three (3) proof of Design and Build (Turnkey) projects</li> <li>• 2 points - One (1) - Two (2) proof of Design and Build (Turnkey) projects</li> <li>• 1 point - No submission (0) or irrelevant submission</li> </ul>	2%	
<b>Quantity Surveyor</b>	<p style="text-align: center;"><b>POINTS:</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) and above proof of Design and Build (Turnkey) projects</li> <li>• 4 points - Four (4) proof of Design and Build (Turnkey) projects</li> <li>• 3 points - Three (3) proof of Design and Build (Turnkey) projects</li> <li>• 2 points - One (1) - Two (2) proof of Design and Build (Turnkey) projects</li> <li>• 1 point - No submission (0) or irrelevant submission</li> </ul>	2%	
<b>Health and Safety</b>	<p style="text-align: center;"><b>POINTS:</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) and above proof of Design and Build (Turnkey) projects</li> <li>• 4 points - Four (4) proof of Design and Build (Turnkey) projects</li> <li>• 3 points - Three (3) proof of Design and Build (Turnkey) projects</li> <li>• 2 points - One (1) - Two (2) proof of Design and Build (Turnkey) projects</li> </ul>	2%	

# NORTH WEST HOUSING CORPORATION



## REQUEST FOR PROPOSALS:

### **FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

	<ul style="list-style-type: none"> <li>• 1 point - No submission (0) or irrelevant submission</li> </ul>		
<b>Electrical and Mechanical Engineer</b>	<p style="text-align: center;"><b>POINTS:</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) and above proof of Design and Build (Turnkey) projects</li> <li>• 4 points - Four (4) proof of Design and Build (Turnkey) projects</li> <li>• 3 points - Three (3) proof of Design and Build (Turnkey) projects</li> <li>• 2 points - One (1) - Two (2) proof of Design and Build (Turnkey) projects</li> <li>• 1 point - No submission (0) or irrelevant submission</li> </ul>	2%	

# NORTH WEST HOUSING CORPORATION



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**Years of experience (post qualification) and professional registration of the key personnel to be directly responsible for implementation of this project for each discipline (Bidders to provide CVs with originally certified professional registration certificates certified not older than six (6) months):**

**Required professional registration Professional Body**

Professional Architect	SACAP	
Professional Quantity Surveyor	SACQSP	
Town Planner	SACPLAN	
Health and Safety Agent	SACPCMP	
Professional Electrical and Mechanical Engineer	ECSA	
Professional Civil and Structural Engineer	ECSA	

CRITERIA	SCORES	SUB-WEIGHTS	CRITERIA WEIGHT
Architect	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	4%	20%
Quantity Surveyor	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> </ul>	2%	

# NORTH WEST HOUSING CORPORATION



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	<ul style="list-style-type: none"> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>		
Town Planner	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	2%	
Health and Safety Agent	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	2%	
Electrical and Mechanical Engineer	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	2%	

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<p>Civil Engineer and Structural Engineer</p>	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	<p>3%</p>	
<p>Lead Consultant (Bidder to indicate the lead consultant)</p>	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	<p>5%</p>	



# NORTH WEST HOUSING CORPORATION



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<p><b>C: TECHNICAL APPROACH AND METHODOLOGY</b></p> <p><b>Proposed methodology should demonstrate thorough understanding of NWHC’s objectives and required deliverables as outlined in the Scope of Work and meeting NWHC’s requirements.</b></p>		
<p>A detailed plan for the project management, design, quality management and construction supervision and close out specific to the particular project</p>		<p>10%</p>
<p>Detailed technical approach and methodology is provided that is aligned to the scope of work/ highlighting the following elements:</p> <ul style="list-style-type: none"> <li>• risk/s and mitigation measures associated with the project</li> <li>• Project schedule which shows estimated start and finish dates</li> <li>• Major milestones</li> <li>• Information on project execution, integration and redundancy for unforeseen delays or occurrences</li> </ul>	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	

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**Years of experience of key personnel to be directly responsible for implementation of this project. (please provide CVs with certified qualifications valid for a period of 6 months). Similar projects shall include building related projects**

<p>Qualified Construction Manager with a qualification in Civil Engineering or Construction Management or Building Science</p> <p><i>(Qualifications are National Diploma or B-Tech or Degree)</i></p>	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	4%	20%
<p>Qualified Site Agent with a qualification in Civil Engineering or Construction Management or Building Science</p> <p><i>(Qualifications are National Diploma or B- Tech or Degree)</i></p>	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	4%	
<p>General Foreman with minimum N2 and experience in the Built Environment experience.</p> <p><i>(If a candidate does not possess a minimum N2 then it will be considered irrelevant submission)</i></p>	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	2%	

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Health and Safety Officer	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	2%	
Welding Artisan with a National Certificate in Welding Qualification  <i>(Experience must be post apprenticeship)</i>	<p style="text-align: center;"><b>POINTS :</b></p> <ul style="list-style-type: none"> <li>• 5 points - Five (5) years experience on similar projects</li> <li>• 4 points - Four (4) years experience on similar projects</li> <li>• 3 points - Three (3) years experience on similar projects</li> <li>• 2 points - One (1) – Two (2) years experience on similar</li> <li>• 1 point - No submission (0) and unrelated projects or irrelevant submission</li> </ul>	8%	
Proof of experience executing completion of 5 similar projects	<b>5 points</b>	20%	
Proof of experience executing completion of 4 similar projects	<b>4 points</b>		
Proof of experience executing completion of 3 similar projects	<b>3 points</b>		
Proof of experience executing and completion of 2 similar projects	<b>2 points</b>		

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## REQUEST FOR PROPOSALS:

### **FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

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Proof of experience executing and completion of 1 similar projects or no submission or irrelevant submission	<b>1 point</b>	
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## REQUEST FOR PROPOSALS:

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#### Financial Capability of the Bidder (*Bidder to submit complete set of financial statements*)

<p>Financial Capability</p>	<p><b><u>Financial Capacity: Operating cash flow</u></b></p> <p>The operating cash flow ratio measures a company's short-term liquidity.</p> <p>Formula:  <math display="block">\text{Operating Cash Flows Ratio} = \frac{\text{Cash Flows From Operations}}{\text{Current Liabilities}}</math></p> <p>Bidder should submit a complete set of financial statements</p> <p><i>(Recent 2 years' financial statements prepared by a registered professional)</i></p>	<p>5 = Operating Cash Flows Ratio <math>X \geq 1</math></p> <p>4 = Operating Cash Flows Ratio <math>0.5 &gt; X &lt; 1</math></p> <p>3 = Operating Cash Flows Ratio <math>0 &gt; X &lt; 0.5</math></p> <p>2 = Operating Cash Flows Ratio <math>X &lt; 0</math></p> <p>1 = No Submission of financial Statement</p>	<p>10%</p>
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**Note:** For the purposes of evaluating, building related works shall defined as construction works primarily concerned with steel, brick & mortar, concrete, timber, prefab, etc. application in the development, extension, installation, maintenance, removal, renovation, alteration or dismantling of building infrastructure or permanent shelter for its occupants. This shall include among others domestic, industrial, institutional or commercial occupancies.

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## REQUEST FOR PROPOSALS: FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG

### 1.3. STAGE 3: PRICING AND B-BBEE

## 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 ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

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	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	

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**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;

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### 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



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### 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 least 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		
<b>OR</b>		
Any EME		
Any QSE		

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**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;

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- (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.

<b>WITNESSES</b>
1. ....
2. ....

..... <b>SIGNATURE(S) OF BIDDERS(S)</b>
DATE: .....
ADDRESS .....

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## **REQUEST FOR PROPOSALS: FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

### **SBD 6.2**

#### **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tender with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may follow where the first stage involves a minimum threshold for local production and content and the second stage prior to B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

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The SABS approved technical specification number SATS 1286:2011 is accessible at [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

**3.** Does any portion of the goods or services offered have any imported content?  
(Tick applicable box)

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

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**4.** Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/ provide directives in this regard.

**NORTH WEST HOUSING CORPORATION**



**REQUEST FOR PROPOSALS:  
FOR A TURNKEY SOLUTION FOR THE DEVELOPMENT OF NWHC HEAD OFFICE IN MAHIKENG**

**LOCAL CONTENT DECLARATION  
(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of  
bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:**

**WITNESS No. 2** \_\_\_\_\_

**DATE:**

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**SECTION 3**

**PRICING AND DELIVERY SCHEDULE**

Respondents are required to complete the Pricing Schedule/ BOQ Form C (Volume 2 /Envelope 2

**1 PRICING**

- 1.1. Prices must be quoted in South African Rand, inclusive of VAT.
- 1.2. Price offer is firm and clearly indicate the basis thereof.
- 1.3. Pricing Bill of Quantity is completed in line with schedule if applicable.
- 1.4. Cost breakdown must be indicated.
- 1.5. Price escalation basis and formula must be indicated.
- 1.6. To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 1.7. Please note that should you have offered a discounted price(s), NWHC will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 1.8. Respondents are to note that if price offered by the highest scoring bidder is not market related, NWHC may not award the contract to the Respondent. NWHC may:
  - 1.8.1. negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - 1.8.2. if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP; and
  - 1.8.3. if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.
  - 1.8.4. If a market-related price is not agreed with the Respondent scoring the third highest points, NWHC must cancel the RFP.

**2 DISCLOSURE OF PRICES QUOTED**

Respondents are to note that, on award of business, NWHC is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents inter alia on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), as required per National Treasury Instruction Note 01 of 2015/2016.



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### **3 PERFORMANCE AND BID BONDS (NOT APPLICABLE)**

3.1. The preferred Bidder shall where applicable provide NWHC with a performance bond which shall be 10% of the value of the entire Project price offered and it shall be issued with 30 days of receipt of notice of appointment. The Performance Bond shall be valid for the Contract period.

### **4 OWNERSHIP OF DESIGN**

4.1. The plans and design developed and to be provided by NWHC shall at all times remain the property of NWHC.]

### **5 SERVICE LEVELS**

5.1. An experienced national account representative(s) is required to work with NWHC's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.

5.2. NWHC will have quarterly reviews with the Service provider's account representative on an on-going basis.

5.3. NWHC reserves the right to request that any member of the Service provider's team involved on the NWHC account be replaced if deemed not to be adding value for NWHC.

5.4. The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:

- a) Random checks on compliance with quality/quantity/specifications
- b) On time delivery.

5.5. The Service provider must provide a telephone number for customer service calls.

5.6. Failure of the Service provider to comply with stated service level requirements will give NWHC the right to cancel the contract in whole, without penalty to NWHC, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

#### **Acceptance of Service Levels:**

Y	
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### **6 TOTAL COST OF OWNERSHIP (TCO)**

- 6.1. NWHC will strive to procure goods, services and works which contribute to its mission. In order to achieve this, NWHC must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).
- 6.2. Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with NWHC in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation services and related logistics provided by NWHC's operating divisions within South Africa to the ultimate benefit of all end-users.

### **7 FINANCIAL STABILITY**

Respondents are required to submit their latest financial statements prepared and signed off by a professional accountant for the past 2 years with their Proposal in order to enable NWHC to establish financial stability.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

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### **8 VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the Agreement] and fail to present NWHC with such renewals as and when they become due, NWHC shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which NWHC may have for damages against the Respondent.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

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### **9 CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS**

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and NWHC will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. NWHC's General Bid Conditions\*

2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to NWHC

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by NWHC's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

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Name \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

---

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

### **10 GENERAL CONDITIONS**

#### **10.1. ALTERNATIVE BIDS**

Bidders may submit alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidders proposes. Bidders must note that in submitting an alternative Bid they accept that NWHC may accept or reject the alternative Bid and shall be evaluated in accordance with the criteria stipulated in this RFP.

#### **10.2. NWHC'S TENDER FORMS**

Bidders must sign and complete the NWHC's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

#### **10.3. PRECEDENT**

In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes shall take precedence.

#### **10.4. RESPONSE TO RFP-CONFIDENTIALITY**

Response to RFPs must clearly indicate whether any information conveyed to or requested from NWHC is confidential or should be treated confidentially by NWHC. In the absence of any such clear indication in writing from a response to RFP, NWHC shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to NWHC that information or any response to RFP requested from NWHC is or should be treated confidentially, NWHC shall treat such information or response to RFP confidentially,

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unless NWHC believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- NWHC shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and NWHC is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, NWHC shall not release such information to other Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;
- Where NWHC is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, NWHC may:
  - I. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by NWHC; or
  - II. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of NWHC to release such information; or
  - III. refrain from releasing the information and/or response to RFP, in which event NWHC shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of NWHC or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

### **10.5. RESPONSE TO THE RFP – RFP DISQUALIFICATION**

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by NWHC from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) NWHC may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to NWHC.

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### **10.6. CORRUPTION, GIFTS AND PAYMENTS**

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of NWHC or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, NWHC shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Sub Contractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

### **10.7. INSURANCE**

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by NWHC may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

### **10.8. NO CONTACT POLICY**

Bidders may only contact the bid administrator of NWHC as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.

### **10.9. CONFLICT OF INTEREST**

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. NWHC may disqualify the response to RFP from

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further participation in the event of a failure to comply with this provision. NWHC views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

#### **10.10. COLLUSION AND CORRUPTION**

Any Bidder shall, without prejudice to any other remedy available to NWHC, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by NWHC a material part of its response to RFP; or
- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998).
- . The Bidders represents that the Bidder has not, directly or indirectly, entered into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Bidding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Bidding. The Bidder undertakes that in the process of the Bid but prior to NWHC awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify NWHC of such any agreement, arrangement or understanding or any such like.; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

#### **10.11. CONSORTIUM CHANGES**

If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Response to RFP must notify NWHC in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- NWHC shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where NWHC is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and



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disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to NWHC within 10 (TEN) days of its receipt of the decision of NWHC, upon receipt of which NWHC shall -

- I. Evaluate the alternative proposed for suitability to NWHC, and where the alternative is accepted by NWHC, inform the Bidder in writing of such acceptance and NWHC shall reassess the response to RFP against the RFP requirements and criteria; or
- II. Where the alternative is not accepted by NWHC, inform the Bidder in writing of such non- acceptance as well as its disqualification from the RFP Process.
- III. Where NWHC is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and NWHC shall reassess the response to RFP against the RFP requirements and criteria.

#### **10.12. COSTS OF RESPONSE TO THE RFP SUBMISSION**

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. NWHC shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, NWHC shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

## **11 CONDITIONS OF TENDER**

### **General**

- Actions** NWHC 's *Representative* and each *tenderer* submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective.
- Interpretation** Terms shown in *italics* vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract.

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Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the *tender returnables* are deemed to be part of these Conditions of Tender.

The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender.

### **Communication**

Each communication between NWHC and a *tenderer* shall be to or from NWHC 's *Representative* only, and in a form that can be read, copied and recorded. Communication shall be in the English language. NWHC takes no responsibility for non-receipt of communications from or by a *tenderer*.

### **NWHC 's rights to accept or reject any tender**

NWHC may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. NWHC or NWHC 's *Representative* will not accept or incur any liability to a *tenderer* for such cancellation and rejection, but will give reasons for the action. NWHC reserves the right to accept the whole or any part of any tender.

After the cancellation of the tender process or the rejection of all tenders NWHC may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

### **Tenderer's obligations**

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

#### **Eligibility**

Submit a tender only if the *tenderer* complies with the criteria stated in the Scope of work/ specification.

#### **Cost of tendering**

Accept that NWHC will not compensate the *tenderer* for any costs incurred in the preparation and submission of a tender.

#### **Check documents**

Check the *tender documents* on receipt, including pages within them, and notify NWHC 's *Representative* of any discrepancy or omissions in writing.