

THE NATIONAL CREDIT REGULATOR

MARCH 2025

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
THE SUPPLY AND INSTALL SECURITY EQUIPMENT AT NATIONAL CREDIT
REGULATOR (NCR)**

RFQ NUMBER: NCR955.03.2025

DUE DATE: 26 MARCH 2025 AT 11H00

COMPULSORY SESSION: 20.03.2025 @ 11H00

NATIONAL CREDIT REGULATORY

127-15TH ROAD, MIDRAND

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

COPY: procurement@ncr.org.za

PART A- GENERAL TERMS OF CONDITIONS (SCM)

1. General Information for Bidders

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

General Terms

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

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

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

2. The Proposal Format

• Economy of proposal preparation

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

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

3. Validity of proposals

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

4. Submission of proposals

- 4.1. Proposals must reach Mlebepe@ncr.org.za , procurement@ncr.org.za before 11:00AM on 26 March 2025.
- a) RFQ No: NCR955.03.2025
- b) TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICED PROVIDE
SUPPLY INSTALL SECURITY EQUIPMENT NATIONAL CREDIT REGULATOR (NCR).
- c) CLOSING DATE: 26 MARCH 2025 AT 11H00 AM,
- 4.2. Proposals are to be submitted to Mlebepe@ncr.org.za , procurement@ncr.org.za
- 4.3. Please note that this RFQ closes punctually at 11h00 on 26 March 2025. No late submissions will be considered under any circumstances.
- 4.4. **All** the documentation referred to in Section 7 below must be submitted. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.

5. Timetable

Date & time	Activity
17/03/2025	Issue RFQ document
20/03/2025	Compulsory briefing session
26/03/2025	Closing date
27/03/2025	Evaluations by the Evaluation Committee
31/03/2025	Appointment

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

6. Documentation to be submitted.

Document that must be Submitted	Guideline		Consequence of Non-submission
Invitation to Bid – SBD 1	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Tax status SBD 1	Yes	Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. Proof of Registration on the Central Supplier Database Vendor number	Disqualification from process
Declaration of Interest – SBD 4	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Preference Point Claim Form – SBD 6.1	Yes	Non-submission will lead to a zero (0) score on Specific goals	Zero points awarded for specific goals
Registration on Central Supplier Database (CSD)	Yes	<p>The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If not registered, to complete the registration of company prior to submitting the proposal.</p> <p>Visit https://secure.csd.gov.za/ to obtain your vendor number starting with MAAA. Submit proof of registration.</p>	Disqualification from process
Acceptance of the General Terms and Conditions	Yes	https://www.ncr.org.za/index.php/procedure/tender-standard-bidding-documents/general-terms-conditions	Bidders to confirm that they read

7. Evaluation Criteria

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

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

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

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

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

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

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

7.3. SMME's which are owned by Women.

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

7.4. SMME's which are Youth owned business.

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

9. Evidence for specific goals

PROOF OF EVIDENCE TO SCORE SPECIFIC GOALS POINTS			
EVIDENCE	YES	NO	ATTACH EVIDENCE (indicate a page)
Share certificate			
ID Copies stamped by the commissioner of oath			
Sworn affidavits			
BBBEE certificates			
Proof of disability			
CIPC Documents			

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

10. Reporting of fraud and corruption

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

Fraud / Anti-Corruption Hotline

Report any incidents of wrongdoing to the KPMG Ethics Line

0800 20 53 17 (Toll Free)

TERMS OF REFERENCE

SCOPE OF WORK

ITEM	DESCRIPTION	QUANTITY
CEO access door biometric	Access power supply- PS49-3	1
CEO access door biometric	Back up battery	1
Executive door big boardroom	Replace faulty reader with new reader - LK347-1	1
Main entry access door	Replace faulty reader with new reader - LK347-2	1
Registration biometric reader	Access power supply - PS49-3	1
Registration biometric reader	Back up battery	1
Access control PoE Switch in the server room- Replace	NW297-1 Switch DS-3E1318P-EI 16P PoE Smart	1
NVR Recorder	16 channel- CD75	1
PoE switch	For cameras	1
Hard drive	CH22-10 SkyHawk Surveillance HDD 4TB SATA (equivalent or compatible)	1

TIMELINES

The expected timeline for the completion of this scope of work is within 1 week after the issuing of the Purchase Order.

MANDATORY REQUIREMENTS

- 1.1 The bidder must be registered on the Central Supplier Database (CSD). Proof of registration must be Provided
- 1.2 The service provider must have attended a compulsory site visit.
- 1.3 The service provider must be registered with the Private Security Industry Regulatory Authority (PSIRA). Proof must be submitted.
- 1.4 The preferred bidder must submit a Health and Safety plan / file to the NCR (**specific to the scope of work**) before commencement of the work.
- 1.5 The bidder must submit a letter from the Department of Labour (COIDA). The bidder must ensure compliance to the Occupational, Health and Safety Act 85 of 1993 for the duration of contract.
- 1.6 The bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and or damage ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this work. A copy of insurance must be submitted as proof.

ITEM	DESCRIPTION	QUANTITY	Unit Price	Price exclusive of VAT
CEO access door biometric	Access power supply- PS49-3	1		
CEO access door biometric	Back up battery	1		
Executive door big boardroom	Replace faulty reader with new reader - LK347-1	1		
Main entry access door	Replace faulty reader with new reader - LK347-2	1		
Registration biometric reader	Access power supply - PS49-3	1		
Registration biometric reader	Back up battery	1		
Access control PoE Switch in the server room- Replace	NW297-1 Switch DS-3E1318P-EI 16P PoE Smart	1		
NVR Recorder	16 channel- CD75	1		

PoE switch	For cameras	1		
Hard drive	CH22-10 SkyHawk Surveillance HDD 4TB SATA (equivalent or compatible)	1		
Installation and labour	Installation, labour and connection			
Health and Safety Plan /File	Health and Safety Plan /File	1		
Travel	Travelling cost			
Sub-total				
15% VAT				
Price inclusive of VAT				