

THE NATIONAL CREDIT REGULATOR

AUGUST 2025

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE SUSTAINABILITY AND ENVIRONMENT, SOCIAL GOVERNANCE (ESG)
TRAINING FOR RISK AND AUDIT SERVICES AT THE NATIONAL CREDIT
REGULATOR (NCR).**

RFP NUMBER: NCR977.08.2025

DUE DATE: 25 AUGUST 2025 AT 11H00 SHARP CAT

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

COPY: procurement@ncr.org.za

PART A- GENERAL TERMS OF CONDITIONS (SCM)

1. General Information for Bidders

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

The NCR will determine which bidding organisation (“bid participant”), if any, is appointed in response to this request for submission to appoint an ERP Solution Accredited Partner to provide, customised and implement the Finance and Procurement solution provide support and maintenance for a period of three (3) years.

General Terms

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

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

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

2. The Proposal Format

- **Economy of proposal preparation**

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

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

3. Validity of proposals

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

4. Submission of proposals

- 4.1. Proposals must reach Tmaseko@ncr.org.za , procurement@ncr.org.za before 11:00AM on 25 August 2025.

a) RFQ No: NCR977.08.2025

TERMS OF REFERENCE FOR). THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUSTAINABILITY AND ENVIRONMENT, SOCIAL GOVERNANCE (ESG) TRAINING FOR RISK AND AUDIT SERVICES AT THE NATIONAL CREDIT REGULATOR (NCR).

b) CLOSING DATE: 25 AUGUST 2025 AT 11H00 AM,

- 4.2. Proposals are to be submitted to Tmaseko@ncr.org.za , procurement@ncr.org.za
- 4.3. Please note that this RFQ closes punctually at 11h00 on 25 August 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.
- 4.5. If responses are not delivered as stipulated in this Section 5.1, such responses will be considered “**late**”, and will not be considered for evaluation.
- 4.6. The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information.
- 4.7. Envelopes must not contain documents relating to any RFP other than the one referred to in this RFP.
- 4.8. The responses to the RFP will be opened as soon as is practical after the expiry of the time advertised for receiving them.

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

5. Timetable

Date & time	Activity
15/08/2025	Issue RFQ document
25/08/2025	Closing date
26/08/2025	Evaluations by the Evaluation Committee
19/09/2025	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	Disqualification from process

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

7. Evaluation Criteria

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

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

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

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

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

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

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

7.3. SMME's which are owned by Women.

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

7.4. SMME's which are Youth owned business.

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

9. Evidence for specific goals

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

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

10. Reporting of fraud and corruption

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

Fraud / Anti-Corruption Hotline

Report any incidents of wrongdoing
to the KPMG Ethics Line

0800

20

53

17

(Toll

Free

TERMS OF REFERENCE (TOR) FOR A SERVICE PROVIDER TO PROVIDE ESG TRAINING FOR RISK AND AUDIT SERVICES

1. Background

The NCR undertook its first annual organisational strategy workshop breakaway in November 2024 with the intention of developing the 5-year strategy and 3-year APP for the organisation. The process was also aimed at encouraging a culture of integrated planning to calculate the consequences of all planning decisions to be made and to have a holistic overview of the entire organisational performance, resources and be aligned to the Vision and Mission of the NCR. The outcome of the breakaway session amongst others was the recommendation to establish a 3rd programme namely: Sustainability and Environment, Social and Governance (ESG). The NCR has committed to implement the ESG within the organisation. To this effect a service provider will be procured to provide training to the Risk & Audit Services on development of the ESG strategy and the implementation thereof.

2. Scope of work

The NCR intends to acquire the services of a suitably qualified and experienced service provider to provide ESG training in Risk and Audit Services. The training should be conducted on a virtual platform. The scope should cover the following key focus areas but not limited to:

- ESG as defined by King IV.
- Key objectives of ESG;
- The roles and responsibilities of all role players;
- The ESG approach/model;
- Challenges to implementing ESG and steps to follow in implementing ESG;
- The ESG Framework –The purpose and what should it contain?
- The ESG Report – what should it contain?
- Monitoring and review etc.

3. THE FUNCTIONALITY EVALUATION CRITERIA

Minimum threshold of **70 points** should be obtained to qualify for the second phase. The functionality criteria will be evaluated based on the following:

Values: 1= poor

2= did not met requirements

3= partially met the requirements

4= meet the requirements

5= exceed the requirements

The following constitutes the minimum requirements/specifications:

Technical Evaluation Criteria	Scoring	Weight
A. Relevant qualification of allocated resources		
Project Team Leaders' relevant qualification in any field of study.	5 – Master's degree or higher or equivalent (NQF 9+)	20%
	4 – Hounours Degree or equivalent (NQF 8)	
	3 – Degree/B.Tech (NQF 7)	
	2 – National Diploma/ Advanced Certificate (NQF 6)	
	1 – Higher Certificate	
B. Relevant Professional Experience		
B1. Number of working years' experience in a similar or related project		
Project Team Leader Years of experience in related/similar project(s)	5 = 15 + years of experience	20%
	4 = 11 -14 years of experience	
	3 = 7 – 10 years of experience	
	2 = 3 – 6 years of experience	
	1 = 0 – 2 years of experience	
B2. Service provider number of year experience working/providing consulting services in ESG		
Number of years in experience working/providing consulting	5 = 5+ years of relevant experience	20%

services in ESG	4 = 4 years of relevant experience 3 = 3 years of relevant experience 2 = 2 years of relevant experience 1 = Less than 2 years of relevant experience	
C. Reference letters related in ESG training		
Provide signed reference letters with company letterhead indicating scope, project and contactable references within the last three years	5 = 6 or more reference letters 4 = 5 reference letters 3 = 4 reference letters 2 = 2 - 3 reference letters 1 = 0 – 1 reference letter	10%
D. Proposed training plan		
Provide training plan indicating: 1. An understanding of scope; 2. Approach to be adopted for the training. 3. Material/tools used; and 4. Completion timelines 5. Provision of Competency certificate upon completion of the training	5 = training plan addressing all 5 requirements 4 = training plan addressing 4 requirements 3 = training plan addressing 3 requirements 2 = training plan addressing 2 requirements 0 = no submission of training plan	30%
Total		100

Bidders are required to score a minimum of 70% points on functionality to qualify to be evaluated in the next level (BBBE and price). Bidders who do not score the minimum of 70% points on functionality will be disqualified and not be evaluated on price and BBBE