

THE NATIONAL CREDIT REGULATOR

AUGUST 2025

TERMS OF REFERENCE: APPOINTMENT A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO REMOVE AND UNINSTALL BRANDING/SIGNAGE AT THE NATIONAL CREDIT REGULATOR'S PREMISES SITUATED AT 232-15th ROAD IN MIDRAND AND RE-INSTALL SOME SIGNAGE AT THE AT THE NATIONAL CREDIT REGULATOR'S PREMISES SITUATED AT 127-15th ROAD IN MIDRAND

RFQ NUMBER: NCR979.08.2025

DUE DATE: 27 AUGUST 2025 AT 11H00 SHARP CAT

BRIEFING SESSION: 25 AUGUST 2025 @ 14:00

232 -15TH ROAD MIDRAND (NCR OFFICES)

EMAIL YOUR SUBMISSION TO M 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.

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 lebepe@ncr.org.za , procurement@ncr.org.za before 11:00AM on 27 AUGUST 2025

4.2 RFQ No: NCR979 .08.2025

TERMS OF REFERENCE: APPOINTMENT OF AN A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO REMOVE AND UNINSTALL BRANDING/SIGNAGE AT THE NATIONAL CREDIT REGULATOR'S PREMISES SITUATED AT 232-15th ROAD IN MIDRAND AND RE-INSTALL SOME SIGNAGE AT THE AT THE NATIONAL CREDIT REGULATOR'S PREMISES SITUATED AT 127-15th ROAD IN MIDRAND

4.3 CLOSING DATE: 27 AUGUST 2025 AT 11H00 AM

4.4 Proposals are to be submitted to lebepe@ncr.org.za , procurement@ncr.org.za

4.5 Please note that this RFQ closes punctually at 11h00 on 27 AUGUST 2025. No late will be considered under any circumstances.

4.6 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

4.6 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.

4.7 The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information

4.8 Envelopes must not contain documents relating to any RFP other than the one referred to in this RFP

4.9 The responses to the RFP will be opened as soon as is practical after the expiry of the time advertised for receiving them

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
21/08/2025	Issue RFQ document
25/08/2025	Compulsory briefing session
27/08/2025	Closing date
27/08/2025	Evaluations by the Evaluation Committee
30/08/2025	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/procurement/tender-standardbiddingdocuments/general-termsconditions	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:

7.6 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

7.7 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

7.8 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

7.9 SMME's which are Youth owned business.

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
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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. QAAQQAxdf

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

SCOPE OF WORK OR SPECIFICATIONS:

1.PURPOSE:

The purpose of these terms of reference is to appoint a suitably qualified and experienced branding/signage service provider to remove and uninstall branding/signage at the National Credit Regulator's (NCR) premises situated at 232-15th road in Midrand (New Building) and re-install some signage at the NCR premises situated at 127-15th road in Midrand (Old Building). All work to be carried out by the service provider must be completed within 7 days from date of appointment

There are various types of signs at the NCR New Building, the sizes, materials and the information below is provided to ensure that service providers can provide proper quotes for the project as well as be able to use the extraction technique relevant for the purpose of removal of the signage are stipulated below.

Bidders to note that as this project is being undertaken under very tight timelines

External branding and signage

i. Building sign facing highway (x1)

- Aluminium backing board
- Aluminium cut out letters in full colour
- mounted via pins to create the 3D look • Size: 12m (l) x 3m (h)

ii. NCR Signs - Metal cut-out letters (x 2)

- Metal cut-out letters
- Anodised metal (polished finish) cut-out letters of NCR logo
- Mounted on wall with barrel spacers

Allocation:

At reception exterior entrance (x2)

Size 1: 2m (l) x 0.5m (h)

Size 2: 4.5 m (l) x 0.85m (h)

These signs will be re-installed at the NCRs Old Building – the exact location for the signage will be specified to the successful bidder.

The **building sign facing highway** is installed on the back wall of the building which is 6-8m high and facing a wall. This sign is electrified. The electrification has a power point installed with sufficient capacity to power up the signage. Other specs for this electrified sign are as follows:

- 20 Amp single phase power supply to power the signage (230V)
- Power originates from the NCR distribution board (DB) situated on the second floor
- Day/night switch to activate the signage is installed
- Industrial weatherproof isolating point to is available within arm's length of the signage to ensure safety and ease of maintenance
- Cable which is robust and durable with adequate thickness is required for 110m exposed roof space
- PVC 20mm pipe is installed for mechanical protection and to safeguard the cable from exposure to the elements
- Secure pipes work and cable mechanically with galvanised saddled to the existing structure with water tight rubbers around text screws (quantity 180-200)

A. The 2 signs at the reception exterior entrance are installed at the front of the building which is 6-8m high.

Requirements for the removal of the external signs:

Compliance:

- Registered electrical contractor: GN02540
- Qualified Installation Electrician: IE30869
- Letter of Good Standing
- Ability to work at heights - so safety protocols in accordance with the OHS Act need to be complied with.
- Safety and OHS Act compliant
- Wireman's licence

- Certificate of compliance (CoC) post installation is required for electrical alteration to the DB

All the signage below must be returned to the National Credit Regulator after its removal from the National Credit Regulator's premises situated at 232-15th road in Midrand

iii. Chromadek entrance sign at NCR entrance outside the main gate for outside wall (x1)

- Full colour print on white chromadek
- Size: 1.5m (l) x 0.85m (h)

iv. Parking (x 40)

- Full colour vinyl prints on metal
- Mounted/fixed to parking structure
- Size: 400mm (l) x 150mm (h)

Allocation:

Visitors (x4)

Disability (x1)

Managers (x4)

NCR Staff (x30)

Loading zone (x1)

Generic signs (x5)

- Dibond brushed aluminium plaque (matt)
- Dibond aluminium composite 3mm thick
- Black text
- Mounted/fixed to surface
- Size: 600mm (l) x 600mm (h)

v. External way-finder (x 2)

- Full colour Vinyl sticker
- Size: 1200mm (l) x 300mm(h)

vii. Designated smoking area (x1)

- Steel
- Photoluminescent (glow-in-the-dark)
- Full colour vinyl prints on metal (with text and smoking icon)
- Size: 600mm (l) x 40mm (h)

b. Internal branding and signage

On glass door at reception (x1)

- Frosted glass vinyl with raised 3D acrylic lettering
- NCR – orange and grey (as in NCR logo)
- National Credit Regulator (NCR orange)
- Size of frosted glass vinyl: 1800 mm(h) x 2100 mm(l)

NCR logo for reception wall – Metal cut-out letters (x1)

- Metal cut-out letters
- Anodised metal (polished finish) cut-out letters of NCR logo
- Mounted on wall with barrel spacers

Door nameplates (x 25)

- Dibond brushed aluminium plaque (matt)
- Dibond aluminium composite 3mm thick
- Black text
- Mounted/fixed to door •
- Size: 400mm (l) x 150mm (h)

Allocation:

Consultation Room Boardroom

Meeting Room (x2)

Kitchen (x2)
Storeroom (x2)
Registrations Department
Cleaning Equipment & Supplies
Chill & Spill
Change Room
Sick Bay
Authorised Personnel Only (x2)
Complaints Department
Call Centre
Investigations Department
Utility Stationery, Printing and Filing (x3)
Utility and Stationery Storeroom
ICT Support
Server Storeroom
Server room

Privacy Signs - Occupied/Vacant sliding signs (x 3)

- Silver
- Approximately 180cm (l) x 50mm (h)

Internal way-finder (x 6)

Departments and Stairwell

- Dibond brushed aluminium plaque (matt)
- Dibond aluminium composite 3mm thick
- Black text
- Mounted/fixed to walls
- Size: 500mm(l) x 150mm (h)

Allocation:

NCR → (x3)

Call Centre →

Complaints →

Lift (NCR ↑)

- Full colour Vinyl sticker
- Size: 1200mm (l) x 300mm (h)

vi. Frosted glass vinyl for glass partitions/doors (x12)

- (x6) (office partition) Size of frosted glass vinyl: 600mm (l) x 2100mm (h)
- (x1) (office partition) Size of frosted glass vinyl: 1000mm (l) x 2100mm (h)
- (x5) (Boardroom glass stacker doors) Size of frosted glass vinyl: 738 mm (l) x 2391mm

vii. Frosted glass vinyl for sliding door at Reception

Size of frosted glass vinyl: 2100 (l) x 2100mm (h)

4. MANDATORY REQUIREMENTS

- The following are the Mandatory criteria that are applicable to this bid, any bid who does not meet them will be disqualified and shall not be evaluated further
- A bidder must attend the compulsory on-site briefing session at the NCR premises and sign the attendance register.
- The bidder must be registered on Central Supplier Database (CSD). The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number
- Bidders must submit at least Three (03) reference letter with contactable details of previous organizations / clients where they removed and install Brading /signage services were successfully provided. The reference should clearly indicate all the details of companies where the services were provided to. Due diligence may be conducted to confirm the information provided.

ANNEXURE A – Pricing Schedule

a. Labour Cost – for removal of signage at 232-15th Road premises

Description	Internal Branding (Incl. VAT)	External Branding (Incl. VAT)	Total Cost (Incl. VAT)
Removal			
Grand Total (incl. VAT)			

b. Labour Cost – for re-installation of signage at 127-15th Road premises

Description	Internal Branding (Incl. VAT)	External Branding (Incl. VAT)	Total Cost (Incl. VAT)
Installation			

Grand Total (incl. VAT)	
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c. Total Project Cost

Description	Total (incl. VAT)
Labour Cost – for removal	
Labour Cost – for re-installation	
Other (if any)	
Grand Total (incl. VAT)	

