

THE NATIONAL CREDIT REGULATOR

DECEMBER 2025

RFP NUMBER: NCR999.12.2025

**TERMS OF REFERENCE: APPOINTMENT OF SERVICE PROVIDER TO CONDUCT
ASSETS VERIFICATION FOR 2025/2026 AT NATIONAL CREDIT REGULATOR**

DUE DATE: 20 JANUARY 2026 AT 11H00 SHARP CAT

EMAIL YOUR SUBMISSION TO: Mlebepe@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/procurement/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 20 January 2026.

a) RFQ No: NCR999.12.2025

TERMS OF REFERENCE FOR THE APPOINTMENT SERVICES PROVIDER TO CONDUCT ASSETS VERIFICATION AT THE NATIONAL CREDIT REGULATOR (NCR).

b) CLOSING DATE: DECEMBER 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 20 January 2026. 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
12/12/2025	Issue RFQ document
20/01/2026	Closing date
21/01/2026	Evaluations by the Evaluation Committee
26/01/2026	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/document/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
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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

8.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.

9. 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

0800205317(TollFree

TERMS OF REFERENCES / SCOPE OF WORK:

1. Purpose

The purpose of the terms of reference is to request proposals from bidders to appoint a reputable Service Provider for assets verification, reconciliation and updating of the fixed assets register, identification of obsolete and non-working assets, conducting investigations on assets where necessary and preparation of assets report for management considerations.

2. BACKGROUND:

- 2.1** Section 38 of the PFMA mandates the Accounting Authority to ensure that proper control systems are in place for asset control and that preventative measures are in place to eliminate theft, losses, wastage and misuse of the entity assets. Furthermore, there are controls to ensure an effective efficient, transparent and economical use of assets.
- 2.2** Section 50 the PFMA states that the Accounting Authority for a public entity must exercise the duty of utmost care to ensure reasonable protection of the assets and records of the public entity.
- 2.3** Section 51 (c) states the general responsibilities of the Accounting Authority to include the safeguarding of the assets.
- 2.4** The NCR has approximately 1 900 movable assets located in outside storage facility, internal storages and the current offices.
- 2.5** The NCR is currently using a manual method for assets verification.

3. SCOPE OF WORK:

3.1 Assets verification

- Perform 100% verification of all movable assets using existing data in the Fixed Asset Register.

The verification must include the following:

- physical verification of all classes of assets currently on the FAR (FAR to floor).
- physical verification of all assets currently in the storage (in the premises and outside facilities)
- Identify barcoded assets not reflected on the Fixed Assets Register (Floor to FAR).
- Identify assets that are not barcoded and not on the Fixed Assets Register.
- Identify Assets which are damaged on the Fixed Assets Register.
- Indicate assets on the Fixed Asset Register that could not be found.
- Identify assets with duplicate asset numbers or barcode.
- Identify assets that are not used, in storages and indicate the condition of the assets.
- Identify the location of each asset –
 - Barcode, Room Type (Boardroom, Open Plan or Office)
- Identify Custodian Details – Custodian Name and Surname (for laptops and mobile phones).
- Identify the description Details – asset class, asset category, description and condition.
- Identify the asset Serial number (for all electronic equipment and mobile phones).

3.2 Reconciliation and updating of the fixed assets register

- Reconcile assets in the Fixed Asset Register as well as the verified assets. Discrepancies or differences arising from the verification must be reported. Reconciliation must include amongst others the following:
 - Reconciling the asset verified and asset not found
 - Updating the fixed asset register with the results of the verification process.
 - Reconcile the movement of assets, which includes disposed assets as well as assets that have changed location.
 - Conduct investigations on assets not found

3.3 Reporting

- Prepare an inventory list of assets per office/room. The list should be placed in the space where the assets are located, it must be visible and signed by the assets co-ordinator of that department.
- Prepare report on assets which are broken, damaged and no longer in use.
- Prepare a report work done in 3.1 and 3.2 above.

1. FUNCTIONALITY EVALUATION CRITERIA

The bidder's proposal will be scored according to the below points system and scoring criteria:

0 = Zero Experience / 0 and / or Irrelevant Information / No submission

1 = Poor.

2 = Does not meet the requirements.

3 = Partially meets the requirements.

4 = Meets the Requirements.

5 = Exceeds the Requirements.

Item No.	Criteria Description	Weighting										
1.	FUNCTIONALITY											
1	<p>Project plan</p> <p>The bidder must develop a project plan for facilitation of assets management in accordance with the required scope of work.</p> <table><tr><th>Project plan</th><th>Points</th></tr><tr><td>No project plan developed/Submission demonstrates no understanding of the required scope of work</td><td>0</td></tr><tr><td>Does not reflect understanding of asset management facilitation</td><td>1</td></tr><tr><td>Timelines, activities, or deliverables are incomplete or generic</td><td>2</td></tr><tr><td>Some alignment with the scope of work, but gaps remain (e.g., missing risk mitigation plan, insufficient</td><td>3</td></tr></table>	Project plan	Points	No project plan developed/Submission demonstrates no understanding of the required scope of work	0	Does not reflect understanding of asset management facilitation	1	Timelines, activities, or deliverables are incomplete or generic	2	Some alignment with the scope of work, but gaps remain (e.g., missing risk mitigation plan, insufficient	3	30
Project plan	Points											
No project plan developed/Submission demonstrates no understanding of the required scope of work	0											
Does not reflect understanding of asset management facilitation	1											
Timelines, activities, or deliverables are incomplete or generic	2											
Some alignment with the scope of work, but gaps remain (e.g., missing risk mitigation plan, insufficient	3											

	stakeholder engagement approach, incomplete deliverable schedule)		
	<p>Comprehensive and well-structured project plan. Clearly aligned with the required scope of work.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Detailed methodology • Clear phases and task breakdown • Realistic timelines and milestones • Defined deliverables • Roles and responsibilities 	4	
	<p>Exceptional and highly detailed project plan that adds value beyond expectations.</p> <ul style="list-style-type: none"> ➤ Includes: <ul style="list-style-type: none"> ✓ Advanced methodology (e.g., digital tools) ✓ Clear project governance structure ✓ Risk management and mitigation strategies ✓ Comprehensive stakeholder engagement plan ✓ Detailed quality assurance approach ✓ Monitoring and reporting mechanisms □ Demonstrates deep expertise in asset management. □ Innovative approach that improves efficiency, compliance, and output quality. □ Strongly aligns with and enhances the required scope of work 	5	

2	Bidder's experience The bidder must have minimum of 5 years proven experience in performing assets verification and producing a detailed GRAP required Fixed Assets Register.	30
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Experience	Points
Less than 1 year	0
Above 1 year to 2 years	1
3 – 4 years	2
5 years to 7 years	3
8 to 9 years	4
Above 10 years	5

Item No.	Criteria Description	Weighting
3	Project Manager's Experience The project manager should demonstrate minimum of 5 years' experience, knowledge and skills on managing assets management projects, CV must be attached.	20

Experience	Points
Less than 1 year	0
Above 1 year to 2 years	1
3 – 4 years	2
5 years to 7 years	3
8 to 9 years	4
Above 10 years	5

4	<p>Project Manager’s Qualification</p> <p>The Project Manager must possess a minimum of National Diploma (NQF level 6) in either of the following fields:</p> <p><input type="checkbox"/> Financial Management</p> <p><input type="checkbox"/> Cost and Management Accounting</p> <table><tr><th>Qualification</th><th>Points</th></tr><tr><td>No qualification</td><td>0</td></tr><tr><td>Matric or equivalent</td><td>1</td></tr><tr><td>National Certificate (NQF level 5 and below)</td><td>2</td></tr><tr><td>National Diploma (NQF level 6)</td><td>3</td></tr><tr><td>Bachelor’s Degree (NQF level 7)</td><td>4</td></tr><tr><td>Honour’s Degree (NQF level 8) and above</td><td>5</td></tr></table>	Qualification	Points	No qualification	0	Matric or equivalent	1	National Certificate (NQF level 5 and below)	2	National Diploma (NQF level 6)	3	Bachelor’s Degree (NQF level 7)	4	Honour’s Degree (NQF level 8) and above	5	10
Qualification	Points															
No qualification	0															
Matric or equivalent	1															
National Certificate (NQF level 5 and below)	2															
National Diploma (NQF level 6)	3															
Bachelor’s Degree (NQF level 7)	4															
Honour’s Degree (NQF level 8) and above	5															
5	<p>References</p> <p>Bidders must provide a minimum of 5 contactable references with assets verification and assets management projects work done, not older than 36 months from the bid closing date. Minimum of 5 references</p> <table><tr><th>Qualification</th><th>Points</th></tr><tr><td>No references</td><td>0</td></tr><tr><td>1 – 2 references contactable references with assets verification and assets management projects work done</td><td>1</td></tr><tr><td>3 – 4 references contactable references with assets verification and assets management projects work done</td><td>2</td></tr></table>	Qualification	Points	No references	0	1 – 2 references contactable references with assets verification and assets management projects work done	1	3 – 4 references contactable references with assets verification and assets management projects work done	2	10						
Qualification	Points															
No references	0															
1 – 2 references contactable references with assets verification and assets management projects work done	1															
3 – 4 references contactable references with assets verification and assets management projects work done	2															

	5 - 6 references contactable references with assets verification and assets management projects work done	3	
	7-8 references contactable references with assets verification and assets management projects work done	4	
	Above 9 references contactable references with assets verification and assets management projects work done	5	
	Total		100

Bidders must score a minimum of 70% to be eligible for the Price and SPECIFIC GOALS evaluation.

2. PRICING SCHEDULE:

The prospective bidder must complete the following pricing schedule and the actual proposal / quotation in line with the above scope must also be attached:

No.	Description	Costs (including VAT)	Comments (if any)
1.	Movable Assets Verification		
3.	Data Reconciliation & Reporting		
4.	Project Management & Support		
5	Other		
TOTAL		VAT 15%	R
		R	

Important to Note:

- All the prices must be inclusive of VAT if VAT registered

