

THE NATIONAL CREDIT REGULATOR

OCTOBER 2025

**TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SERVICE PROVIDER
FOR REPLACEMENT, INSTALLATIONS AND REPAIRS OF AIRCONDITIONING
UNITS AT THE NATIONAL CREDIT REGULATOR (NCR).**

RFP NUMBER: NCR989.10.2025

COMPULSORY BRIEFING AND SITE INSPECTON

DATE: 10 NOVEMBER 2025 AT 10:00AM

**ADDRESS: 127-15TH ROAD RANDJESPAK MIDRAND (NCR
OFFICES)**

DUE DATE: 17 NOVEMBER 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/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 Tmaseko@ncr.org.za , procurement@ncr.org.za before 10:00AM on 17 November 2025.

a) RFQ No: NCR989.10.2025

b) TERMS OF REFERENCE FOR). APPOINTMENT OF THE SERVICE PROVIDER FOR REPLACEMENT, INSTALLATION AND REPAIRS OF AIRCONDITIONING UNITS AT THE NATIONAL CREDIT REGULATOR (NCR

c) CLOSING DATE: 17 NOVEMBER 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 17 November 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
31/10/2025	Issue RFQ document
10/11/2025	Compulsory Briefing and Site inspection
17/11/2025	Closing date
18/11/2025	Evaluations by the Evaluation Committee
30/11/2025	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	Disqualification from process

Document that must be Submitted	Guideline		Consequence of Non-submission
		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	<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 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 for the appointment of a service provider to repair, install and repair air conditioning units.

1. Purpose

The NCR would like to appoint a service provider to replace, instal and repair air conditioning units.

2. Pre-requisites

- 2.1 The bidder must be registered on the Central Supplier Database (CSD). Proof of registration must be provided.
- 2.2 The bidder must have attended a **compulsory site visit**.
- 2.3 The service provider must be registered with the Construction Industry Development Board (CIDB) with a grading **ME1** or higher. Proof must be submitted.
- 2.4 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.
- 2.5 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. (Public Liability).
- 2.6 The preferred bidder must submit a Health and Safety File prior to the commencement of the project.

3. Scope of work

3.1 The following work to be conducted

No	Replacement	New Installation	Repairs	Quantity	Location
1		✓		2	Reception
2	✓			1	Security and Facilities
3		✓		1	Big Boardroom
4	✓			1	Small Boardroom
5	✓			1	COO office
6	✓			1	PA office
7	✓			1	Risk Office
8		✓		1	Executive Legal Advisor
9	✓			1	Executive Legal Advisors
10		✓		1	Human Resources Open office

11	✓			1	ICT Supervisor
12	✓			1	ICT / Complaints Manager
13		✓		1 new installation and remove 2 cassettes	Investigation open office
14	✓			1 new installation and remove 2 cassettes	Registrations Open office
15	✓			1	Registrations Back office
16	✓			1	CP Open office
17	✓			1	Education Boardroom
18			✓	1	Call Centre open office
19			✓	1	Security guard house

4. Pricing Schedule

Description	Quantity	Unit Price	Price excluding VAT
Repair air conditioning units	2		R
Replace air conditioning units	12		R
Instal new air conditioning units	6		R
Remove air conditioning unit, repair ceiling and paint (where applicable).	18		R
Accessories: including – <ul style="list-style-type: none"> ▪ electrical cable ▪ communication cable ▪ Isolators ▪ circuit breakers – CBI 20 amp ▪ copper pipes ▪ gas refill ▪ PVC trunking 	1		R
Health and Safety File	1		R
Certificate of Compliance (COC)	1		R
Labour	Indicate number of hours		R

Travelling costs			R
Price exclusive of VAT			R
VAT@15%			R
Price inclusive of VAT			R