

THE NATIONAL CREDIT REGULATOR

DECEMBER 2025

TERMS OF REFERENCE FOR THE APPOINTMENT
SERVICE PROVIDER TO CONDUCT ROOF
WATERPROOFING WORK.

RFQ: NCR994.12.2025

NON- COMPULSORY BRIEFING

DATE: FRIDAY 12 DECEMBER 2025

TIME: 09:00 AM

VENUE: 127-15TH ROAD, RANDJES PARK MIDRAND

DUE DATE: 19 DECEMBER 2025 AT 11H00 SHARP CAT

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

COPY: procurement@ncr.org.za

NB!! WE ONLY ACCEPT EMAILED PROPOSALS.

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 to conduct roof waterproofing work..

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 sixty (60) days from the due date for the submission of all bids.

4. Number of proposals

Each bid participant must email 1 their entire proposal, including all the documentation referred to in Section 7 below, in the format specified in that section. All submitted proposals will become the property of the NCR and will not be returned. The proposal must be signed and dated in black ink by the bidder or authorized representative of the bidder and initialled on each page.

5. Submission of proposals

- 5.1. Proposals must reach the offices of the NCR before 11:00AM on 19 December 2025, and must be emailed to rmaleka@ncr.org.za , procurement@ncr.org.za

a) RFQ No: NCR994.12.2025

b) TERMS OF REFERENCE FOR THE APPOINTMENT SERVICE PROVIDER CONDUCT ROOF WATERPROOFING WORK.

c) CLOSING DATE: 19 DECEMBER 2025 AT 11H00 AM,

5.2 Please note that this RFQ closes punctually at 11h00 on 19 December 2025.

No late submissions will be considered under any circumstances.

5.3 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.

5.4 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.

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

5.6 Submissions must not contain documents relating to any RFQ other than the one referred to in this RFQ.

5.7 The responses to the RFQ will be opened as soon as is practical after the expiry of the time advertised for receiving them.

5.8 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 Evaluation Committee. A minimum of 2 days' notice will be given to relevant participants in advance of the presentation date.

6. Timetable

Date & time	Activity
03/12/2025	Issue RFQ document
12/12/2025	Non-Compulsory Briefing
19/12/2025	Closing date
08/01/2026	Evaluations
15/01/2026	Appointment of a supplier

The 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.

7. 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	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-standard-bidding-documents/general-terms-conditions	Disqualification from process

8.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:

8.1 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

8.2 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

8.3 SMME's which are owned by Women.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	POINTS
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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

8.4 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	2
	0 – 29% owned by persons who are	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 conduct roof waterproofing work.

1. Background

An assessment was conducted by visually inspecting the roof, including the surface, flashing, and drainage systems. The inspection was conducted at the NCR (127 -15th Road, Randjespark, Midrand building).

Roof Description

The roof in question is a Flat concrete tile roof and a small portion of IBR Sheeting roof. The roof is approximately 1400 square meters in size.

Findings/Issues with Flat Concrete Tile Roofs

1. **Cracking and Damage:** Some of the tiles are cracked due to over time and not maintained, as result allowing water to infiltrate the roof structure.
2. **Tile Misalignment:** Some of the tiles are misaligned, creating gaps and vulnerabilities in the waterproofing system.
3. **Grouting and Pointing:** The grouting and pointing between tiles have deteriorated, allowing water to seep into the roof structure.

Findings/ Issues with IBR Sheeting

1. **Corrosion:** The metal layers of IBR sheeting have corroded due to over time and not maintained, compromising the waterproofing system.
2. **Seam Failures:** The seams between IBR sheets are failing, allowing water to infiltrate the roof structure.

Potential Areas of Concern

Based on the findings, the following potential areas of concern have been identified:

1. **Water Infiltration:** The presence of cracks, blisters, or other defects on the roof surface and compromised flashing allowing water to infiltrate the roof

structure, potentially causing damage to the building.

2. Drainage Issues: Clogged, damaged drainage systems causing water to accumulate on the roof, leading to water infiltration or other issues.

3. Membrane Deterioration: The deterioration of the waterproofing membrane compromises the roof's ability to prevent water infiltration.

2. Scope of work

2.1 Replace Flashing: Replace compromised flashing around the edges, vents, and water streams to prevent water infiltration.

2.2 Replace Drainage System: Replace clogged or damaged drainage systems to ensure proper water flow.

2.3 Replace Waterproofing Membrane: Replace compromised waterproofing membrane to prevent water infiltration.

2.4 Bidders are welcome to visit the site on the 12 December 2025 at 9:00 AM at NCR office.

3. Pre-requisites

3.1 The bidder must be registered on the Central Supplier Database (CSD). Proof of registration must be provided.

3.2 The service provider must be registered with the Construction Industry Development Board (CIDB) with a grading of **1SN or higher**. Proof must be submitted.

3.3 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.

3.4 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).

3.5 The preferred bidder must submit a Health and Safety File prior to the commencement of the project.

4. Pricing schedule

No	Description	Unit	Quantity	Rate	Price excluding VAT
1	Site establishment, permits and safety (signage & harnesses)	Item	1	R	R
2	Scaffolding erection, hire & hoisting (access for materials & men)	Sum	1	R	R
3	Surface cleaning and preparation (mechanical / jet wash) - concrete & IBR	m2	2000	R	R
4	Removal of existing damaged waterproofing / loose debris - concrete area	m2	750	R	R
5	Removal of rust, loose sheet & prepare seams - IBR area	m2	300	R	R
6	Localised repairs to substrate (polymer-modified mortar) - concrete (30% repair share)	m2	500	R	R
7	Localised repairs to IBR (seam/torn profile repair) - IBR (30% repair share)	m2	100	R	R
8	Primer application - entire concrete area pre-Membrane	m2	1700	R	R
9	Application of 2-layer torch-on waterproofing membrane (4mm) - concrete area	m2	100	R	R

10	IBR repair & protective coating (seam sealants, anti-corrosive primer & finish)	m2	300	R	R
11	Stone-chip protective finish over membrane (applied to concrete roof)	m2	1700	R	R
12	Detailing around upstands, outlets & penetrations (flashing, collars) – allowance	Item	1	R	R
13	Water testing (ponding test) and visual inspection / QA	Item	1	R	R
14	Final site cleaning, waste removal and handover	Item	1	R	R
15	OHS File	Item	1	R	R
16	Labour Cost	Item	1	R	R
17	Travel Cost	Item	1	R	R
18	Contingency Cost at 10%	Item	1	R	R
19	Price excluding 15%VAT			R	R
20	VAT@15%			R	R
21	Price including 15% VAT			R	R