NATIONAL HOME BUILDING

NHBRC®

REGISTRATION COUNCIL

ASSURING QUALITY HOMES

Terms of Reference

NATIONAL HOME BUILDING
NHBRC®
REGISTRATION COUNCIL
ASSURING QUALITY HOMES

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF 200 LAPTOPS (ONCE-OFF)

RFP NO.:	**NHBRC 13 /2026 (Re-advert)**
CLOSING DATE:	**03 December 2026**
TIME:	**11:00**
BID SUBMISSION	**https://www.etenders.gov.za/**

VIRTUAL NON-COMPULSORY BRIEFING SESSION

DATE:	**18 NOVEMBER 2026**
TIME:	**11:00**
VENUE:	**MICROSOFT Link**

https://teams.microsoft.com/meet/3247738967226799?p=tfGdliJylyYl6XtWJm

1. TERMS AND CONDITIONS

1.1. This Request for Proposal (RFP) has been compiled by the NHBRC, and it is made available to the Bidders on the below basis.

1.2. Bidders submitting a Bid in response to this RFP are deemed to do so on the basis that they acknowledge and accept the terms and conditions set out below:

a) The Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up-to-date for the duration of the contract.

b) The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.

c) The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.

d) If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case may be. No oral amendments by any person will be considered or acknowledged.

e) The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.

f) This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.

g) A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted, and no agreement will be deemed to be reached with any Bidder, unless and until a binding Agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.

h) The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences

thereof in terms of the law of the jurisdictions in which they are located.

i) Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.

j) Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.

k) No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.

l) Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to disqualify the relevant Bidder from any further participation in the Bid process. The NHBRC shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any Bidder", and as to what constitutes a "core member of a Bidder" for purposes of such approval. Any request for such approval shall be made to the NHBRC's Supply Chain Management ("SCM") in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.

m) Briefing Session: There will be a non-compulsory hybrid briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.

n) Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.

o) The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.

p) All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.

q) The bid submitted by the Bidder shall be considered irregular if it shows any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make an award in the best interest of the company.

r) The NHBRC reserves the right to accept or reject the Proposal.

s) RFPs shall be rejected, among other reasons, where Bids are received after the closing date and time as specified in the RFP.

t) Potential service provider(s) shall be disqualified and their Bids not considered among other reasons, for any of the following specific reasons:

    a) If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
    b) The Bid contains irregularities.

u) The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the presentation. All expenses must be borne by the bidder.

v) All costs associated with the preparation and submission of the Bid are the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.

w) This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.

x) All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2. ABOUT THE NHBRC

2.1. The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 ("the Act"). Section 3 of the Act provides that the objects of the NHBRC are to:

- represent the interests of housing consumers by providing warranty protection against defects in new homes;
- regulate the home building industry;
- provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- establish and promote ethical and technical standards in the home building industry;
- improve structural quality in the interests of housing consumers and the home-building industry;
- promote housing consumer rights and to provide housing consumer information;
- communicate with and to assist home builders to register in terms of this Act;
- assist home builders, through training and inspection, to achieve and maintain satisfactory technical standards of home building;
- regulate insurers contemplated in section 23 (9) (a); and
- in particular, achieve the stated objectives of this section in the subsidy housing sector.

The Council is furthermore empowered by the Act:

- "to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
- "to engage in undertakings to improve ethical and technical standards in the home building industry;
- "to keep a record of competent persons"; and
- "to generally do all things necessary or expedient to achieve its objectives and the objectives of this Act."

a) The NHBRC's primary mandate is to manage the risk of structural defects in the home building industry and in so doing, protect the consumer. A prime activity of the NHBRC is to manage its risk exposure in terms of the warranty scheme, in order to ensure that it is not unduly exposed to claims. The current risk management tools being used by the Council include the Registration of Home Builders, enrolment and inspection of homes, the Home Building Manual which incorporates designs and construction rules, and the appointment of competent persons by the Home Builder to perform certain tasks.

b) The NHBRC's goal is to ensure capital preservation to ensure it remains financially viable to meet claims as they arise and that no recourse to the Minister of Human Settlements for additional funds is necessary at any time in terms of section 17(3)-(5) of the Act.

c) The annual actuarial report is required in terms of the Housing Consumers Protection Measures Act, to value the actuarial liabilities of the NHBRC's warranty fund.

d) The investment strategy should be implemented with due regard to the liabilities of the NHBRC, the nature of the funds in general, Solvency Assessment and Management (SAM) and the low-risk tolerance and return requirements of the Council.

3. NHBRC OFFICES

3.1. The NHBRC is a medium-sized organization with a staff complement of approximately 620 employees. The NHBRC's Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying size and 12 Satellite Offices which are located in the following areas:

	NHBRC OFFICE LOCATIONS		NHBRC OFFICE LOCATIONS
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Modimolle) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberly) - Provincial	22	Gauteng (Pretoria) – Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

4. INTRODUCTION

4.1. The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the home building industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organizational scorecard.

VISION

To be the Champion of the Housing Consumers.

MISSION

To Protect the Housing Consumers and to Regulate the Homebuilding Environment.

MOTTO

Assuring Quality Homes.

STRATEGY OF NHBRC

The strategy of the NHBRC is based on the following pillars:

- To ensure that housing consumers and home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund.

5. BACKGROUND

5.1. **PURPOSE**

5.1.1. The National Home Builders Registration Council (NHBRC) has identified a need to procure 200 laptops for administrative and core business functions.

5.1.2. Consequently, the NHBRC hereby issues this Request for Proposal (RFP) to solicit bids from suitably qualified, experienced, and reputable service providers for the supply, delivery, and during warranty of laptops in accordance with the specifications contained herein.

5.1.3. The purpose of the RFP is to contract with a suitably qualified service provider with the requisite capacity to execute this project within scope, time, and cost for the NHBRC

6. OBJECTIVES

6.1. The primary objectives of this RFP assignment are:

6.1.1. To procure two hundred (200) brand new, high-performance, and reliable laptops from a reputable manufacturer or distributor.

6.1.2. To ensure the timely delivery of all units to the specified location.

6.1.3. To guarantee that all laptops are configured according to the NHBRC's standard software and security requirements.

6.1.4. To provide the necessary after-sales support and warranty services.

7. SCOPE OF WORKS

7.1. The service provider is/are required to supply and deliver laptops (including accessories, i.e, bags, mouse and cable locks)

7.2. The Extended warranty: On-site warranty extended to 5 years for all laptops. The warranty must cover on-site support, labor, parts, and repairs for the full 5-year period.

7.3. Genuine Windows 11 Pro OEM license to be provided.

7.4. Original power adapter & all standard accessories.

7.5. All devices must be brand-new, sealed, and not grey imports.

7.6. The appointed supplier must provide one tangible sample of each accessory (laptop trolley bag, laptop backpack, and wireless mouse) for NHBRC approval before full-scale delivery.

7.7. The bidders must quote on the exact models and specifications under the scope of work.

7.8. The successful bidder will be required to supply and deliver 200 laptops and configure the items listed below.

7.9. The bidder must provide a commitment letter stating that all devices have a three-year warranty with the extension of five years

7.10. The service provider must take note of the categories listed below, the model, technical specification and quantity of the procurement of laptops

8. LAPTOP SPECIFICATIONS

8.1. Laptop Specifications per Category

Category	Model & Quantity	Minimum Technical Specifications
1. **Executive Devices**	HP Elite x360 1040 G11 **Quantity: 15**	**Processor:** Intel® Core™ Ultra 7 (155H) **Memory:** 32GB LPDDR5x **Storage:** 1TB NVMe SSD **Mobile broadband**: Intel XMM 7560 LTE Advanced Pro Cat 16 **Ports**: 2x Thunderbolt 4 with USB Type-C 40Gbps signaling rate (USB Power Delivery, DisplayPort 1.4); 2x USB Type-A 5Gbps signaling rate (1x charging); 1x HDMI 2.1; 1x stereo headphone/microphone combo jack. **Display:** 14” WUXGA (1920×1200) pixels, Touch, IPS, 400 nits, Low Blue Light **Graphics:** Intel® Integrated Graphics **Camera:** 1080p FHD + Privacy Shutter **Connectivity:** Wi-Fi 6E & Bluetooth 5.3 **Weight:** ≤ 1.5 kg **OS:** Windows 11 Pro 64-bit **Form Factor:** Convertible 2-in-1 (touch + 360° hinge) **Colour:** Silver **Warranty:** 3-Year On-Site / Next Business Day, extended to 5 years. Next business day accidental damage protection warranty Travel Bundle Warranty Extension-615H1AV **or equivalent**."
2. Power User Devices	HP EliteBook 650 G10 **Quantity: 25**	**Processor:** Intel® Core™ i7 (13th Gen) **Memory:** 16GB DDR4 RAM (expandable) **Mobile broadband**: Intel XMM 7560 LTE Advanced Pro Cat 16 **Ports**: 2x Thunderbolt 4 with USB Type-C 40Gbps signaling rate (USB Power Delivery, DisplayPort 1.4); 2x USB Type-A 5Gbps signaling rate (1x charging); 1x HDMI 2.1; 1x stereo headphone/microphone combo jack. **Storage:** 512GB NVMe SSD **Display:** 15.6" FHD (1920x1080) Pixel;IPS, Anti-Glare, 250 nits **Graphics:** Integrated Intel® Iris® Xe Graphics **Ports:** Rich port selection, including RJ-45 LAN **Connectivity:** Wi-Fi 6E & Bluetooth 5.3

		Camera: HD/FHD with Privacy Shutter **OS:** Windows 11 Pro 64-bit **Warranty:** 3-Year On-Site / Next Business Day extended to 5 years. Next business day accidental damage protection warranty Travel Bundle Warranty Extension-615H1AV **or equivalent**."
3. Standard User Devices	**HP ProBook 455 G10** **Quantity: 160**	**Processor:** AMD Ryzen™ 5 (7000 series) **Memory:** 16GB DDR4 **Mobile broadband**: Intel XMM 7560 LTE Advanced Pro Cat 16 **Ports**: 2x Thunderbolt 4 with USB Type-C 40Gbps signaling rate (USB Power Delivery, DisplayPort 1.4); 2x USB Type-A 5Gbps signaling rate (1x charging); 1x HDMI 2.1; 1x stereo headphone/microphone combo jack. **Storage:** 512GB NVMe SSD **Display:** 15.6” FHD (1920×1080) Pixel, IPS, Anti-glare **Graphics:** AMD Radeon Integrated Graphics **Connectivity:** Wi-Fi 6E & Bluetooth 5.3 **Camera:** HD/FHD with Privacy Shutter **OS:** Windows 11 Pro 64-bit **Warranty:** 3-Year On-Site / Next Business Day extended to 5 years. Next business day accidental damage protection warranty Travel Bundle Warranty Extension-615H1AV **or equivalent**."

8.2. **Associated Accessories:**

Item	Quantity	Specification
Laptop Trolley Bag	40	Executive-style, padded, designed to fit and protect a 16-inch laptop.
Laptop Backpack	160	Padded, durable, and designed to fit a 16-inch laptop. Colour: Black or Dark Grey
HP Wireless Mouse	200	HP, USB / Bluetooth wireless connectivity. **or equivalent**."
Cable Lock	200	Combination Cable Locks

8.3. **ESTIMATED TIME OF DELIVERY AND ADDRESS**

8.3.1. The NHBRC will expect the delivery of the equipment six (6) WEEKS after the Acceptance of the Contract. and all items must be delivered to:

NHBRC HEAD OFFICE

27 LEEUWKOP ROAD, SUNNINGHILL

2157

9. TECHNICAL DATA TO BE SUBMITTED BY THE BIDDER

9.1. The NHBRC requires the Goods or Services of interested and competent organisations or companies that are experienced in the supply, support and of the laptop and the Service Provider is expected to provide proof of expertise.

9.2. Requisites of the Service Provider:

A detailed proposal:

- Understanding of terms of reference.
- Quality Assurance measures (process and control).
- Summary of projects executed and completed in the last five (05) years.
- Detailed Pricing Schedule per laptop (Refer to Annexure A for cost breakdown as attached to this document)
- Reference letters from previous and or current clients confirming that they have been involved in supplying laptops.

9.3. **Summary of projects executed and completed**

9.3.1. The bidder must have completed laptop services projects. The bidder must submit a summary of the projects in the format presented below: **(Input below MUST correspond with reference letters submitted from their clients**

9.3.2. **Project Summary Submission**

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel

9.4. **Proposed Equipment Delivery Plan**

9.4.1. Bidders must submit the following information:

9.4.1.1. Equipment Delivery Plan

9.4.1.1.1. The bidder should provide a comprehensive delivery plan that confirms and includes full technical datasheets for all proposed laptop models and accessories (with pictures);

9.4.1.1.2. Clearly outlines delivery timelines from order confirmation to final delivery;

9.4.1.1.3. Demonstrates the Bidder's ability to meet the required delivery obligations.

10. TECHNICAL AND PRICE EVALUATION CRITERIA

10.1. **BID EVALUATION**

10.1.1. In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (03) stages, namely:

10.1.1.1. Stage 1: Compliance check of bid requirements.

10.1.1.2. Stage 2: Functional Evaluation Criteria

10.1.1.3. Stage 3: Price and Preference Points Evaluation

10.2. **MINIMUM QUALIFYING THRESHOLD TO PROCEED TO STAGE 3: 80 POINTS**

10.3. **STAGE 1: COMPLIANCE CHECK OF BID REQUIREMENTS**

Mandatory documents as per the Checklist in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with the "mandatory documents to be submitted for disqualification" will result in the disqualification of the Bidder.

Submission of false, fraudulent, or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract. In this regard, the NHBRC reserves its rights to take appropriate legal action.

- Bids must fully comply with all the mandatory requirements for STAGE 1 to qualify for STAGE 2: Functional Evaluation.
- Bids that fail to comply with the requirements of Stage 1 will be invalidated or disqualified from the process.

MANDATORY DOCUMENTS TO BE SUBMITTED FOR DISQUALIFICATION		
No.	**Bidders shall take note of the following bid conditions / Mandatory Submissions.**	**Yes/No**
1.	**Pricing Schedule (Annexure A)** – Must be completed and signed, including a detailed cost breakdown and escalation per annum. Must be signed by the bidder or an authorised individual (with resolution attached). *If not signed, the bidder is disqualified.*	
2.	**SBD 4** – Bidder Disclosure Form completed and signed (Complete online electronic document through eTender)	
3.	Bidders must provide valid proof of authorization or accreditation as approved resellers of the laptop brands quoted. The bidder must be certified as a preferred partner or accredited agent by the manufacturer If the bidder is not the manufacturer of the laptop they propose in the bid. The evidence of certification/accreditation (Valid at the time of the bid closure and appointment) must be submitted with the bid proposal. If the bidder is a supplier and not a manufacturer or agent, a letter from the company indicating that you are purchasing from the accredited company with the manufacturer must be submitted. **The bidder must take note that failure to submit the certification/letter/proof that they are approved laptop resellers will result in disqualification.**	

LEGISLATIVE DOCUMENTS TO BE SUBMITTED NOT FOR DISQUALIFICATION		
No.	**Bidders shall take note of the following bid conditions / Mandatory Submissions.**	Yes/No
1.	**SBD 1** – Invitation to Bid completed and signed (Complete online electronic document through eTender)	
2.	**SBD 6.1** – Preference Claim Form completed and signed (even if no points claimed) (Complete online electronic	

	document through eTender)	
3.	Latest CIPC Documents	
4.	Valid SARS-issued PIN Code	
5.	Signed teaming agreement (where applicable)	
6.	Certified Identification documentation of company directors	

Note: The NHBRC will be using the General Conditions of Contract (GCC) as issued by the National Treasury and SLA for the management of the contract

10.4. **STAGE 2: FUNCTIONALITY EVALUATION**

10.4.1. The Bidders' information will be scored according to the following point systems:

The following values and formulae will be applicable when evaluating the bid

5 = Excellent 4 = Very good 3 = Good 2 = Average 1 = Poor 0 = Non-compliance

No.	Evaluation Criteria	Description	Weight
1	**Bidders Experience**	The bidder must have experience in supplying and delivering laptops. A company profile must be provided, highlighting relevant projects illustrating the service provider's expertise in these areas. The profile must indicate that the company has experience in supplying and delivering laptops. **Scoring Allocation** • No experience = **0 Points** • One year of experience =**1 point** • Two years of experience -**2 Points** • Three years of experience =**3 Points** • Four years of experience =4**Points** • Five years or more of experience **5 Points**	**10**
2	**Quantities of Laptops supplied**	Quantities of laptops supplied and delivered per project in the last five years. Please provide evidence in the form of a document ranking projects from highest to lowest quantities and supported by the client's details (Name, contact details, and delivery note), delivery date **Scoring Allocation** • No laptops provided**= 0 Points** • Less 25 Laptops provided **= 1 Point** • 26 – 50 Laptops provided **= 2 points** • 51 – 100 Laptops provided **=3 points**	**20**

		• 101 – 150 Laptops provided **= 4 points** • 151 and more Laptops provided **= 5 points**	
3.	**Client Reference Letters**	The Service Provider **MUST** provide verifiable written reference letters from clients, confirming the successful supplying and delivering of laptops. These references MUST specifically relate to projects where such services were fully implemented and completed. **The reference letters provided by the Service Provider's clients must include the following details**: • Company Name • Company Letterhead • Project Description • Contact Person and contact telephone numbers • Project Start Date • Project Completion Date • The reference letter must be dated from 2019 to date • The letter must be signed by a duly authorised person. **NB:• NHBRC reference letters, projects that are still in progress, and appointment letters will not be considered.** **<u>Bidders Reference Letters</u>** • 0 reference letter= **0 Points** • 1 reference letter = **1 Point** • 2 reference letters = **2 Points** • 3 reference letters = **3 Points** • 4 reference letters = **4 Points** • 5 reference letters or more = **5 Points** **NB: Reference letters will be inextricably linked to the bidders' experience**	**30**
4	**Warranty Requirements**	The bidder must provide an extended 5-year warranty issued by the manufacturer/supplier for all laptops. **<u>Scoring Allocation</u>** • No Extended 5-year warranty provided = **0 Points** • Extended 5-year warranty provided = **5 Points**	**40**
TOTAL			**100 Points**

MINIMUM QUALIFYING REQUIREMENT	80 Points

The minimum threshold for functionality is 80 points or greater out of 100 points. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and preference points.

10.4.2. **STAGE 3: PRICE AND PREFERENCE POINTS EVALUATION**

10.4.2.1. Only bids that obtained a minimum qualifying score **(80 points)** for **Stage 2 (Functional Requirements)** will be evaluated further.

10.4.2.2. The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations about the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), and the Preferential Procurement Regulations, 2022, and bids will be adjudicated in terms of the (80/20) preference points system. Points are awarded to bidders based on the below:

80/20 Preference point system (for the acquisition of services, works, or goods with a Rand value not more than R 50 million) (all applicable taxes included)

$$P_S = 80\left(1 - \frac{P_t - P_{min}}{P_{min}}\right)$$

Where;

P_s = Points scored for the comparative price of the bid or offer under consideration

P_t = Comparative price of the bid or offer under consideration

P_{min} = Comparative price of the lowest acceptable bid or offer.

10.4.2.3. The points scored will be rounded off to the nearest two decimal places.

10.4.2.4. The points will be awarded to a Bidder in accordance with the table below:

10.4.2.4.1. A maximum of 20 points may be awarded to a bidder for Preference Points specified in the tender.

Preference Points	Points Allocated
Women	12
Youth	6
Disabilities	2
TOTAL	**20 Points**

10.4.2.5. The following formula must be applied to calculate the number of points for preference points

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership Preference Points

NOP = The maximum number of points awarded for Preference Points

EP = The percentage of equity ownership

10.4.2.6. *The points scored for price will be added to the points scored for preference points to obtain the Bidders total points scored out of 100 points.*

11. AVAILABILITY OF THE RFP DOCUMENT

11.1. Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) and National Treasury eTender Portal (https://www.etenders.gov.za/) from the **11th November 2026.**

11.2. There will be online non-compulsory briefing session that will be held on **18th November 2026 at 11h00**

11.3. Link for virtual non-compulsory briefing session:

11.4. The link can also be accessed on the NHBRC website: www.nhbrc.org.za/current-tenders

12. RFP CLOSING DATE

12.1. RFP Proposal should be marked for Attention: Supply Chain Manager and submitted online via National Treasury eTender Portal (https://www.etenders.gov.za/) on or before **03 December 2026 at 11h00**.

12.2. **No physical or emailed RFP proposals will be accepted.**

12.3. **No late submissions will be accepted**.

13. VALIDITY PERIOD OF BIDS

13.1. All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

14. ENQUIRIES DIRECTED TO

14.1. The administrative enquiries may be directed to:

Department: Supply Chain Management

Contact Person: Mr Kabelo Phalane

E-mail address: Kabelo@nhbrcsa.onmicrosoft.com

14.2. Clarifications and enquiries should be sent to Kabelo@nhbrcsa.onmicrosoft.com, tenders@nhbrc.org.za.

14.3. Responses will be communicated during weekdays, between Monday and Friday from 8:30 to 16:30.

15. SUBMISSION OF PROPOSALS

15.1. ONLINE BID SUBMISSION

15.1.1. Bidders must submit their bids online through the e-Tender Publication portal.

15.1.2. The online e-Tender publication portal can be accessed at the following link: https://www.etenders.gov.za/

15.1.3. The guide for online bid submission is attached.

15.1.4. Bidders are to adhere to all the rules for the online bid submission.

15.1.5. Non-compliance with online bid submission WILL invalidate the bidder's response.

16. DISCLAIMER

16.1. DUE DILIGENCE

16.1.1. The State reserves the right to:

16.1.2. Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.

16.1.3. Conduct due diligence prior to final award or at any time during the contract period, and this may include pre-announced/ non-announced site visits. During the due diligence process, the information submitted by the bidder will be verified, and any misrepresentation thereof may disqualify the bid in whole or in part.

16.1.4. Conduct any evaluation verifications prior to final award or at any time during the contract term period.

16.2. NEGOTIATIONS

16.2.1. The State reserves the right to negotiate with the shortlisted bidders prior to or post-award. The terms and conditions for negotiations will be communicated to the shortlisted bidders prior to the invitation to negotiations. This phase is meant to ensure value for money is achieved through the measure of quality that will assess the monetary cost of the goods or services against the quality and/or benefits of those goods or services.

16.3. RIGHT OF AWARD

16.3.1. The State reserves the following rights –

16.3.2. Not to make any award in this bid or accept any bids submitted,

16.3.3. Appoint one service provider

16.3.4. Request further technical information from any bidder after the closing date,

16.3.5. Verify information and documentation of the bidder(s),

16.3.6. To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post-award, and

16.3.7. If an incorrect award has been made, to remedy the matter in any lawful manner it may deem fit.

16.4. FRONTING

16.4.1. The NHBRC supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable.

16.4.2. The NHBRC, in ensuring that bidders conduct themselves in an honest manner, will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in this bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition, be established during such enquiry/investigation, the onus will be on the bidder to prove that fronting does not exist.

16.4.3. Failure to do so by the bidder within a period of fourteen (14) days from the date of notification by NHBRC may invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the NHBRC may have against the bidder concerned.

16.5. RESPONSIVE BIDS

16.5.1. Bidders are required to submit responsive bids by completing the electronic bidder's declaration. Non-submission of SBD 4 will invalidate the bid response.

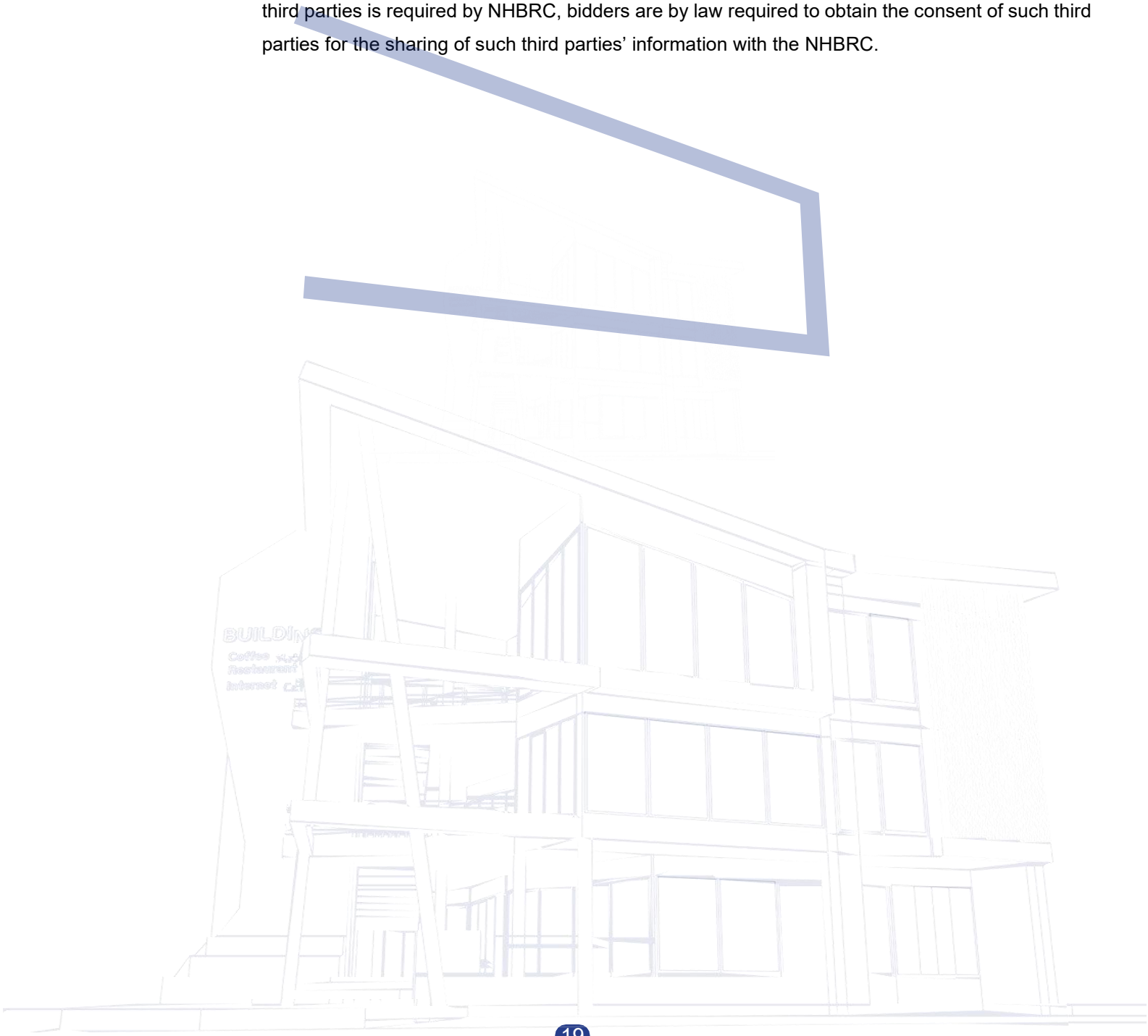
17. POPIA

17.1. The NHBRC is committed to adhering to the Protection of Personal Information Act 4 of 2013 and the Promotion of Access to Information Act 2 of 2000. To this end, the NHBRC has published its Information Manual on its website, which regulates how NHBRC processes information.

17.2. The NHBRC requires the information requested in bids for the purpose set out in paragraph 2.5 of the Manual. Further, the Manual confirms that NHBRC processes the information requested in bids from prospective service providers and third parties in paragraph 3.4.

17.3. Bidders should note that the NHBRC is committed to securing all the information submitted from bidders, in terms of paragraph 6 of the Manual. (included on the NHBRC website)

17.4. Bidders are in turn required to comply with the tender requirements, and when the information of third parties is required by NHBRC, bidders are by law required to obtain the consent of such third parties for the sharing of such third parties' information with the NHBRC.



18. PRICING SCHEDULE ANNEXURE A

18.1. Cost Breakdown Table: Bidders must comply with the following requirement when calculating their price. Note: All prices must be inclusive of VAT.

The bidder must refer to (the Scope of Works mentioned in sections 7 & 8)

ITEM DESCRIPTION AS PER SECTION 7	QUANTITY	TOTAL COST EXCLUDING)	TOTAL (INCLUDING VAT)
Business Executive Devices • **Model: HP Elite x360 1040 G11 or equivalent."**	**15**		
Power User Devices • **Model: HP EliteBook 650 G10 or equivalent."**	**25**		
Standard User Devices • **Model: HP ProBook 455 G10 or equivalent."**	**160**		
Laptop Trolley Bag	**40**		
Laptop Backpack	**160**		
HP Wireless Mouse or equivalent."	**200**		
Cable Lock	**200**		
Cost of delivery (Once off)			
TOTAL COST (Excl VAT)			
TOTAL COST (Incl VAT)			

Bidder signature (not bidder's initials)
DATE:

The bidder MUST take note of the following:

- *The cost breakdown must be duly signed by the bidder/ and or a duly authorized individual by way of resolution, which must be attached to the bid. If there is no signature on the pricing schedule,* ***the bidder will be disqualified****.*
- *An incomplete cost breakdown will result in the* ***bidder being disqualified****; no alterations can be made after submission of the bid.*

- All prices must be VAT Inclusive and must be quoted in **South African Rand (ZAR).**

NB: Validity Period of Quotation

- The prices quoted by the bidder must remain firm, fixed and valid for a minimum period of ninety (90) days from the closing date of the Request for Proposal (RFP). No price adjustments, increases, or additional charges will be permitted.
- The bidder must clearly indicate the validity period of the quotation in the submitted pricing schedule. Any quotation with a validity period shorter than ninety (90) calendar days may be deemed non-responsive.

NB: Laptop pricing:

- Given the nature of IT equipment and potential fluctuations in exchange rates and manufacturer pricing, bidders must ensure that the quoted prices remain valid for the full 90-day period, irrespective of market fluctuations.

NB: The Service provider should carry their own travel and accommodation costs (if any).