

**THE NATIONAL CREDIT REGULATOR**

**MAY 2020**

**TERMS OF REFERENCE FOR PROVISION OF BBEEE VERIFICATION SERVICES TO THE NCR**

**DUE DATE: 29 MAY 2020 @ 16:00 via e-mail**

[**tmakoloko@ncr.org.za**](mailto:tmakoloko@ncr.org.za)

**TERMS OF REFERENCE**

**PROVISION OF BBBEE VERIFICATION SERVICES**

## Background

The National Credit Regulator (NCR), was established in terms of section 12(1) of the National Credit Act (NCA) Act 34 of 2005, came into being on 1 June 2006. The National Credit Regulator (NCR) is responsible for the regulation of the South African credit industry. The strategic objectives the NCR pursues are as follows:

* + To promote responsible credit granting.
  + To protect consumers from abuse and unfair practices in the consumer credit market and address over-indebtedness.
  + To enhance the quality and accuracy of credit bureau information.
  + To monitor and improve NCR’s operational effectiveness.
  + To ensure effective implementation of the National Credit Amendment Act (NCAA).
  + To facilitate effective registration of persons and entities

## Introduction and objective

These terms of reference are intended to provide a scope of work and deliverables to appoint BBBEE verification agency to compile a balance score card, do the required verification in relation to the BBBEE for a period of 12 Months (2019/20 fiscal year).

Please note the following regarding the NCR:

* Is a schedule 3A public entity reporting directly to the DTI.
* Currently have 180 employees.
* This will be the third time we get verified as an entity.
* Is based in Midrand, all employees and documents will be available at this office.
* Has an annual turnover of over R32 million on revenues and R 81 million grants from the National Treasury per financial year.
* Have outsourced internal auditors and AG is the external auditors

## Scope of work

The appointed service provider will be required to but not limited:

* Perform a verification based on an updated scorecard for public entities;
* Scorecard compilation;
* Develop a detailed annual plan indicating scope for each internal audit;
* Discuss coverage with Management;
* Report on the findings/gaps and recommendations management;
* Provide reliable, quality results, maintain confidential and ethical requirements regarding business information;
* Finally issue NCR with BBBEE certificate before end of July 2020;
* The service provider must ensure that all work conforms to the BBBEE Act and SANAS standards.

## Timing of assignments

It is required that the entire verification process with the output be finalised by end July 2020 for the first year and before end of July for the second year of the contract.

## Competence requirements

The service provider should meet the following competency requirements:

* Be independent of the organization;
* Be competent with the professional practice;
* Be a certified by SANAS (South African National Accreditation System) and possesses current knowledge of the updated;
* Be well vested in the best practices and BBBEE Act; and
* Mus have done similar verification in some other public entities

## Prices schedule including VAT detailing:

* A total price for the project,
* Price must be all inclusive of disbursement and travel costs
* NCR would prefer to engage a service provider on a fixed fee for the entire verification process

## Functionality evaluation criteria

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Weight** |
| 1 | **Technical Approach and Execution Plan**   * Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the requirements of the TOR. * The bidder must also outline how information will be collected for various elements of the scorecard, an example must be attached. | 40 |
| 2 | **References**   * Did the bidder submit at least three relevant and contactable clients ( With emails and contact numbers) that were serviced in the past 12 months | 10 |
| 3 | **Internal capacity and experience**  Proposals should clearly indicate whether or not bid participants have the **internal capacity** to meet the requirements of the TOR   * Past experience in similar work of this nature * Team member experience (accompanied by brief CV’s) * Bidders ‘track record * The team leader should at least have 5 years’ experience in the BBBEE verification field * The bidder must have at least performed same work in the Public sector . | 40 |
| 4 | **Project plan**  Proposal should include a plan detailing the sequence of the process and how will the NCR timeline be met. | 10 |

Bidders are required to score a minimum of 70% points on functionality to qualify to be evaluated in the next level (BBBEE and Price). Bidders who do not score the minimum of 70% points on functionality will be disqualified and not be evaluated on price and BBBEE. Bidders will be required to come to NCR offices to present and present their methodology which will be scored based on the above functionality criteria.

## Documents to be submitted

* Brief company profile, as relevant to the above mentioned terms of reference.
* Confirm your availability to undertake this exercise at the appropriate time and meet the necessary deadlines.
* Any other information which the bidder may deem necessary and relevant for the bid.
* Brief curriculum vitae of proposed team to be assigned to the project.
* Details of at least three (3) prior verifications, including the contact details of the references.
* Pricing schedule with breakdown of hourly rates
* Bidders shall include all relevant information about the bidder, which will assist the NCR to assess the service provider’s competence.
* BBBEE certificate/ affidavit.
* Company registration documents.
* Registered on the Central supplier database (CSD).

## Conflict of interest

Service providers are required to provide services that are professional, objective and impartial. Service providers must ensure that there is no conflict of interest between existing assignments, obligations and responsibilities to other clients and the services set out in the TOR. In the event of any uncertainty in this regard, full disclosure in the submitted proposal should be considered. Non-disclosure of a conflict of interest may be grounds for termination of any contract.

## Confidentiality agreement

The successful service provider may have access to confidential data or information. The appointment of a successful bidder is subject to that bidder agreeing to the contents of, and signing, the NCR’s standard Non-Disclosure Agreement.

**10. Conditions of the bid**

The appointed professional service provider is duly bound to observe confidentiality requirements and compliance with all relevant laws and regulations of South Africa.

**11. Submission of proposals**

Proposals must reach the offices of the NCR before **29 May 2020**, and must be enclosed in a sealed envelope which must have clearly inscribed on the outside:

1. **TERMS OF REFERENCE FOR PROVISION OF BBBEE VERIFICATION SERVICES.**
2. **METHOD OF SUBMISSION: E-MAIL:** [**tmakoloko@ncr.org.za**](mailto:tmakoloko@ncr.org.za)
3. **CLOSING DATE: 29 May 2020 Time: 16:00**

Proposals are to be submitted through e-mail: **tmakoloko@ncr.org.za**, or in the reception area at NCR offices. Please note that this RFQ closes punctually at **16:00**. No late submissions will be considered under any circumstances. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.

1. **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, **20%** of the points awarded will be based on B-BBEE codes system.