National Credit Regulator
Advocating For Inclusive Credit

THE NATIONAL CREDIT REGULATOR

OCTOBER 2026

RFP NUMBER: NCR1049.10.2026

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PURCHASE OFFICE AND HOME ERGONOMIC EQUIPMENT, ASSISTIVE DEVICES, SUPPLY AND INSTALL AT THE NATIONAL CREDIT REGULATOR.

DUE DATE: 02 NOVEMBER 2026 AT 11H00 SHARP CAT

EMAIL YOUR SUBMISSION TO: TMaseko@ncr.org.za
COPY: procurement@ncr.org.za

127 - 15th Road, Randjespark, Midrand | PO Box 209 Halfway House,1685 | Tel (+27) 011 554 2600 | www.ncr.org.za
Toll share: 0860 627 627 / 0860 NCR NCR

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.

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 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 11:00AM on 02 NOVEMBER 2026.

a) RFQ No: NCR1049.10.2026

THE APPOINTMENT OF A SERVICE PROVIDER TO PURCHASE OFFICE AND HOME ERGONOMIC EQUIPMENT, ASSISTIVE DEVICES, SUPPLY AND INSTALL AT THE NATIONAL CREDIT REGULATOR.

CLOSING DATE: 02 NOVEMBER 2026 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 02 November 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
23/10/2026	Issue RFQ document
02/11/2026	Closing date
03/11/2026	Evaluations by the Evaluation Committee
23/11/2026	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/procument/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	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 purchase office and home ergonomic equipment, assistive devices, supply and install at the NCR premises situated at 127 – 15th Road Randjespark Midrand.

1. **Background**

   In August 2022 one of the NCR employees was diagnosed with a disc degenerative disease of the lumbar spine. This disease causes severe lower back pains that radiate from the back to the lower leg. As a result of the chronic pain, in April 2023 the consulting neurosurgeon recommended a procedure called rhizotomy to assist with the relief of the pain and this procedure was performed in April 2023. Although the procedure provided the much needed relief, the employee reports that pains still persists.

   To further manage this condition, the employee was referred to a physiotherapist which the employee have been consulting with since April 2023 to date. In addition to physiotherapy, there are some lifestyle adjustments that the employee has to make i.e. taking regular breaks from sitting, ensuring correct sitting and sleeping posture, general adherence to ergonomic workstation guidelines, streching and others.

2. Scope of work includes purchasing, supplying and installation of the following office equipment and office assertive devices be equivalent to the following:

   Office equipment:

   2.1. Ergonomic adjustable footrest

   https://ergotherapy.co.za/products/kelly-footrest

   2.2. Portable lumbar support cushion

https://www.amazon.com/Obus-Forme-Lowback-Backrest-Support/dp/B000FJUA8S?th=1

2.3. Sit-stand desk converter

https://ergotherapy.co.za/products/varidesk-desk-converter

Assertive devices:

2.4. Dual monitor arm

https://ergotherapy.co.za/products/vari-dual-monitor-arm

2.5. Two monitors

https://www.dellonline.co.za/products/dell-se2725hm-27-inch-1920-x-1080p-full-hd-5ms-ips-monitor-210-bqzw-325375?variant=46342116540664&sfdr_ptcid=43786_617_726179255&sfdr_hash=aff1495829c7917eefec45d4cf3f1ea9&utm_source=www.dellonline.co.za&utm_medium=sf&utm_campaign=googleads&gad_source=1&gad_campaignid=17304307388&gbraid=0AAAAABJFIXIWzIOekuguYYNJgZpJrxMm4&gclid=CjwKCAiAI-_JBhBjEiwAn3rN7anxU-MRsaYIDy48p_DGq9BXlxd7F3DAfR1y0kwIA3mqVJ5Y-JDgchoCtXkQAvD_BwE

2.6. Separate keyboard and mouse (wireless)

https://www.incredible.co.za/volkano-krypton-series-wireless-keyboard-and-mouse-combo?gad_source=1&gad_campaignid=17190957074&gbraid=0AAAADI0iFbk08VUqq90Zm_5dxQz_Vh9w&gclid=CjwKCAiAI-_JBhBjEiwAn3rN7VvY9mREGMHbLXnahZFI7OOfTOO1NRxP6aH1S8gACRaZ_YmL46W-FBoC1AoQAvD_BwE

3. Pre-requisite

a. The Bidder must be registered on the Central Supplier Database (CSD). Proof must be submitted.

b. The office equipment must be endorsed by the Chiropractic Association of South Africa or South African Society of Physiotherapy.

4.Additional information

a. A warranty should also be provided on the office equipment and assertive devices.

b. The bidders should include pictures of the office equipment and assertive devices together with the quotations.

5.Pricing schedule

Description	**Quantity**	**Unit Price**	**Price excluding VAT**
Ergonomic adjustable footrest	2	**R**	**R**
Portable lumbar support cushion	2	**R**	**R**
Sit-stand desk converter	2	**R**	**R**
Dual monitor arm	2	**R**	**R**
Monitors	4	**R**	**R**
Keyboard (wireless)	2	**R**	**R**
Mouse (wireless)	2	**R**	**R**
Labour (installation)	1	**R**	**R**
Travelling costs	1	**R**	**R**
Price exclusive of VAT			**R**
VAT@15%			**R**
Price inclusive of VAT			**R**