THE NATIONAL CREDIT REGULATOR

NOVEMBER 2026

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VENUE, CATERING SERVICES AND PA SYSTEM SERVICES FOR REGULATION 19(13) WORKSHOP IN KWAZULU-NATAL PROVINCE UNDER (MSUNDUZI LOCAL MUNICIPALITY) PIETERMARITZBURG ON THE 26 NOVEMBER 2026 FOR 40 PEOPLE

RFQ: NCR1062.11.2026

DUE DATE: 20 NOVEMBER 2026 AT 11H00 SHARP CAT

EMAIL YOUR SUBMISSION TO: rmaleka@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 for the appointment a service provider for a regulation 19(13) workshops in Kwazulu Natal – Pietermaritzburg (Msunduzi local municipality) on the 26 November 2026

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 11:00 AM on 20 November 2026, and must be emailed to rmaleka@ncr.org.za , procurement@ncr.org.za

a) RFQ No: NCR1062.11.2026

TERMS REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VENUE, CATERING SERVICES AND PA SYSTEM SERVICES FOR REGULATION 19(13) WORKSHOP IN KWAZULU-NATAL PROVINCE UNDER (MSUNDUZI LOCAL MUNICIPALITY) PIETERMARITZBURG ON THE 26 NOVEMBER 2026 FOR 40 PEOPLE

CLOSING DATE: 20 NOVEMBER 2026 AT 11H00 AM,

5.2 Please note that this RFQ closes punctually at 11h00 on 20 November 2026. 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
11/11/2026	Issue RFQ document
17/11/2026	Closing date
17/11/2026	Evaluations
23/11/2026	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/procument/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
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

TERMS OF REFERENCE- APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VENUE, CATERING SERVICES AND PA SYSTEM SERVICES FOR REGULATION 19(13) WORKSHOP IN KWAZULU-NATAL PROVINCE UNDER (MSUNDUZI LOCAL MUNICIPALITY) PIETERMARITZBURG ON THE 26 NOVEMBER 2026 FOR 40 PEOPLE

1. SCOPE OF WORK.

Provision of Catering Services for Regulation 19(13) Workshop

The appointed service provider will be required to provide Venue, catering and PA System Services for the Regulation 19(13) Workshop to be held as follows:

- 26 November 2026 – Pietermaritzburg (Msunduzi Local Municipality)

The services are required for one (1) day.

VENUE, CATERING AND PUBLIC ANNOUNCEMENT (PA) SYSTEM

The National Credit Regulator (NCR) requests quotations for Venue, catering and PA System:

2. VENUE:

2.1 Chairs x 40.

2.2 Tables x 3.

3. PA SYSTEM:

3.1 Microphone x 2

3.2 Speakers

3.3 Projector x 1

3.4 And the rest of the PA system equipment setup

4. CATERING SPECIFICATION:

Please provide a quote for breakfast and lunch as follows:

4.1 In total catering will be for 40 people;

4.2 Tea, coffee, muffins/sandwich and scones

5.3 pre-packs will contain: 1 choice of starch, 1 choice of meat, 1 beverage, and chakalaka and 1 potato salad;

5.3.1 serving of 1 Choice of Starch (Rice/Pap)

5.3.2 serving of beef stew;

5.3.3 serving of chicken should be 1 pieces;

5.3.4 Cutlery (knives and forks) and serviettes should be included as part of the service.

6. The specifications are for 40 pax – please provide a generic quote for the specifications.

DESCRIPTION	ITEM	QUANTITY	
Breakfast	Tea	**40**	
	Coffee		
	Muffin/Sandwich		
	Scones		
Lunch	**STARCH**		
	Pap	**40**	
	Rice		
	MEAT		
	Roasted chicken	**40**	
	Stew Beef		
	SALADS		
	Chakalaka	**40**	
	Potato salad		
Beverages	330ml Soft drinks,	**40**	
	330ml Water		
Cutlery		**40**	