



THE NATIONAL CREDIT REGULATOR

APRIL 2026

TERMS OF REFERENCE: APPOINTMENT OF THE SERVICES PROVIDER TO INSTALL AND IMPLENTATIONS OF A SECURE, ENTERPRISE GRADE WIRELESS NEXTWORK INFRACTURE NATIONAL CREDIT REGULATOR 127 15TH ROAD, RANDJIESPARK, MIDRAND

RFQ: NCR1024.03 .2026

DUE DATE: 17 APRIL 2026 AT 11H00 SHARP CAT EMAIL YOUR

SUBMISSION TO: mlebepe@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 N

PART A- GENERAL TERMS OF CONDITIONS (SCM)

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 to supply and deliver branded collateral and promotional items.

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 (PPFPA), 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-biddingdocuments/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 24 April 2026, and must be emailed **mlebepe@ncr.org.za**, **procurement@ncr.org.za**

a) RFQ No: NCR1024.03.2026

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b) CLOSING DATE: 24 APRIL 2026

5.2. Please note that this RFQ closes punctually at 11h00 on 24 APRIL 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
17/04/2026	Issue RFQ document
24/04/2026	Closing date
28/04/2026	Evaluations
15/05/2026	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 nonsubmission
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	<p>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.</p> <p>Visit https://secure.csd.gov.za/ to obtain your vendor number starting with MAAA. Submit proof of registration.</p>	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
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Total maximum points	20	80
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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
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8.2 SMME's which are owned by People with disability

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
SPECIFIC GOAL	ACHIEVEMENT LEVEL	POINTS
	81% - 100% owned by women	7
Persons historically disadvantaged on the basis of gender – Women	51% - 80% owned by women	5
	31% - 50% owned by women	3
	0 – 30% owned by women	1

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.

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.

TERMS OF REFERENCE / SCOPE OF WORK

BACKGROUND:

The NCR currently does not have an enterprise wireless network capability. Staff rely entirely on the wired Local Area Network (LAN) to access organisational systems and services.

This environment presents several operational limitations:

- Staff mobility within the office environment is restricted.
- Meeting rooms and collaborative areas cannot effectively support laptops, mobile devices, or wireless collaboration technologies.
- Additional network cabling would be required to support new workspaces or devices.
- In addition, NCR's current lease agreement for the existing offices expires at the end of August 2026.
- As a result, investing in upgrades or expansion of the existing LAN infrastructure would be costly and may not provide long-term value should NCR relocate to new premises.
- A wireless infrastructure provides a more flexible and scalable solution that can support current operational needs while remaining reusable should NCR move to another office location.

PROPOSED SOLUTION

- The ICT Division proposes the deployment of a centrally managed enterprise Wi-Fi infrastructure designed to provide secure, high-performance wireless connectivity throughout the NCR offices.

The proposed deployment includes:

- Installation of **21 enterprise-grade wireless access points** positioned strategically to ensure optimal coverage and performance across the office floors.
- Dual-band wireless coverage operating on **2.4 GHz and 5 GHz frequencies**.
- Support for modern wireless standards including **Wi-Fi 6 (802.11ax)** to ensure high performance and compatibility with modern devices.
- Centralised management, monitoring, and configuration of all wireless access points.
- The wireless layout was designed based on a WLAN planning exercise that evaluated signal propagation, structural characteristics of the building, and optimal access point placement to achieve effective signal coverage.

SECURITY CONSIDERATIONS

Security will form an integral part of the wireless infrastructure implementation.

The following security controls will be implemented:

- **Enterprise authentication (802.1X)** integrated with NCR Active Directory.
- **Encrypted wireless communication** using WPA2-Enterprise / WPA3 standards.
- **Network segmentation** to isolate wireless traffic from critical internal systems.
- Separate **secure staff and guest wireless networks**.
- Centralised monitoring, logging, and access control for auditing and incident response.
- These measures will ensure that the wireless infrastructure aligns with NCR's information security policies and protects sensitive regulatory information.
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COST CONSIDERATIONS

LAN Infrastructure Upgrade Costs

- To expand the existing wired LAN infrastructure to meet current and future connectivity requirements, NCR would need to invest in:
 - Additional structured cabling installation
 - Network switch upgrades
 - Additional patch panels and network points
 - Labour and infrastructure modifications
- These upgrades would represent a significant capital investment in a building where NCR's lease is nearing expiration, and the infrastructure may not be transferable to new premises.

Wireless Infrastructure Costs

The proposed wireless solution primarily involves:

- Enterprise wireless access points
- Wireless network management capability
- Installation and configuration services
- Compared to extensive LAN upgrades, the wireless infrastructure represents a more cost-effective and flexible investment, particularly given the potential relocation of NCR offices.

SITE LAYOUT AND FLOOR PLANS

- In order to assist prospective bidders in understanding the NCR office layout and wireless coverage requirements, floor plans and wireless coverage simulations are attached as annexures to this document.

- The annexures provide an indication of:
- Office layout and workspace distribution
- Proposed access point placement
- Simulated wireless signal coverage
- Building structural considerations affecting wireless propagation
- The information contained in the annexures is intended to guide bidders in preparing their proposals and determining the appropriate equipment and installation requirements.
- Bidders may propose adjustments to the final access point placement based on their own technical assessment, site verification, and best practice wireless design principles.

STRATEGIC BENEFITS

The implementation of an enterprise Wi-Fi infrastructure will provide the following benefits to NCR:

- Reliable wireless connectivity across the office environment.
- Improved staff productivity through enhanced mobility.
- Support for modern collaboration tools, laptops, and mobile devices.
- Reduced reliance on additional network cabling.
- Flexible infrastructure that can **be redeployed if NCR relocates to new premises**.
- Centralised management and monitoring of wireless network usage and performance.
- Enhanced support for future digital initiatives and smart meeting environments.

IMPLEMENTATION APPROACH

The project will be implemented in the following phases:

- a) Final verification of access point placement.
- b) Preparation and configuration of supporting network infrastructure.
- c) Installation of wireless access points across the NCR office floors.
- d) Integration with NCR Active Directory and security policies.
- e) Testing, optimisation, and validation of wireless coverage.
- f) Commissioning and operational rollout.

Implementation will be scheduled over two weekends to minimise disruption to normal business operations.

DELIVERABLES:

- Supply, deliver, and install the required enterprise-grade wireless access points and associated equipment as per NCR's technical requirements.

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- Configure and integrate the wireless infrastructure with the NCR network environment, including integration with Active Directory authentication services where applicable.
- Configure secure wireless network access, including staff and guest wireless networks, in accordance with NCR information security policies.
- Implement network segmentation and encryption controls to ensure that wireless network access is appropriately secured.
- Conduct site testing and optimisation to ensure adequate wireless signal coverage and performance across the NCR office environment.
- Provide system documentation, including configuration details, network diagrams, and operational manuals.
- Provide knowledge transfer and basic training to NCR ICT staff on the management and monitoring of the wireless infrastructure.
- Provide vendor support and warranty documentation for the deployed equipment.

PRICING SCHEDULE

Bidders are required to provide a detailed pricing schedule covering all components required for the successful implementation of the wireless infrastructure.

Item	Description	Quantity	Unit Price	Total Price
1	Enterprise Wireless Access Points	21		
2	Wireless Management / Controller Capability	1		

3	Installation and Configuration Services	1		
4	Wireless Network Security Configuration	1		
5	Testing and Optimization	1		
6	Documentation and Training	1		
7	Warranty and Support	1		
Total Cost (Inclusive of VAT)				

Pricing submitted must include all equipment, licensing (if applicable), configuration, and installation costs required to deliver a fully operational wireless solution

TIMELINES:

- The expected timeline for the completion of this scope of work is within 1 month after the issuing of Purchase Order.

MANDATORY REQUIREMENTS

- Bidders must provide proof of authorisation or partnership with the proposed equipment manufacturer.
- Bidders must demonstrate experience in the deployment of enterprise wireless infrastructure solutions.
- All equipment supplied must be enterprise-grade and suitable for corporate environments.
- The proposed solution must support secure authentication mechanisms, encryption, and integration with enterprise network environments.
- Bidders must provide warranty and support information for all supplied equipment.
- Pricing must be submitted on the bidder's official company letterhead and must clearly indicate whether prices are inclusive or exclusive of VAT.
- Bidders must comply with all NCR procurement and SCM requirements.

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