

**THE NATIONAL CREDIT REGULATOR**

**JULY 2025**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REMOVAL AND  
SECURE OFF-SITE STORAGE OF NCR OFFICE FURNITURE AND OTHER  
MOVABLE ASSETS FOR A PERIOD OF TWELVE (12) MONTHS AT THE  
NATIONAL CREDIT REGULATOR (NCR).**

**RFP NUMBER: NCR971.07.2025**

**COMPULSORY BRIEFING AND SITE INSPECTION**

**DATE: 01 AUGUST 2025 AT 10:00AM**

**ADDRESS: 232-15TH ROAD RANDJESPARK MIDRAND**

**(NCR OFFICES)**

**DUE DATE: 06 AUGUST 2025 AT 11H00 SHARP CAT**

**EMAIL YOUR SUBMISSION TO: [TMaseko@ncr.org.za](mailto:TMaseko@ncr.org.za)**

**COPY: [procurement@ncr.org.za](mailto: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 to appoint an ERP Solution Accredited Partner to provide, customised and implement the Finance and Procurement solution provide support and maintenance for a period of three (3) years.

#### **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](mailto:Tmaseko@ncr.org.za) , [procurement@ncr.org.za](mailto:procurement@ncr.org.za) before 11:00AM on 06 August 2025.

a) RFQ No: NCR971.07.2025

b) **TERMS OF REFERENCE FOR). THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REMOVAL AND SECURE OFF-SITE STORAGE OF NCR OFFICE FURNITURE AND OTHER MOVABLE ASSETS FOR A PERIOD OF TWELVE (12) MONTHS**

c) **CLOSING DATE: 06 AUGUST 2025 AT 11H00 AM,**

- 4.2. Proposals are to be submitted to [Tmaseko@ncr.org.za](mailto:Tmaseko@ncr.org.za) , [procurement@ncr.org.za](mailto:procurement@ncr.org.za)
- 4.3. Please note that this RFQ closes punctually at 11h00 on 06 August 2025. 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
28/07/2025	Issue RFQ document
01/08/2025	Compulsory Briefing and Site inspection
06/08/2025	Closing date
07/08/2025	Evaluations by the Evaluation Committee
22/08/2025	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	Disqualification from process

Document that must be Submitted	Guideline		Consequence of Non-submission
		tenure of the contract disclose the bidder's tax compliance status. Proof 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 <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number starting with MAAA.Submit proof of registration.	Disqualification from process
Acceptance of the General Terms and Conditions	Yes	<a href="https://www.ncr.org.za/index.php/procurement/tender-standard-bidding-documents/general-terms-conditions">https://www.ncr.org.za/index.php/procurement/tender-standard-bidding-documents/general-terms-conditions</a>	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
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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:

**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 youth	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 (TOR) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE REMOVAL AND SECURE OFF-SITE STORAGE OF NCR OFFICE FURNITURE AND OTHER MOVABLE ASSETS FOR A PERIOD OF TWELVE (12) MONTHS.**

**1. Background**

The National Credit Act 34 of 2005 (NCA), established the National Credit Regulator (NCR). The NCR promotes, amongst others, a fair and non-discriminatory market place for access to consumer credit and provides for the general regulation of consumer credit and improved standards of consumer information, prohibits unfair credit and credit-marketing practices, promotes responsible credit granting and use, and for that purpose prohibits reckless credit granting etc.

**2. Purpose**

The purpose of this TOR is to appoint a suitably qualified and experienced service provider for the removal and storage of office furniture, servers, stationery and equipment from the New Office to the Old Office and storage facility.

**3. Scope of work**

The Scope of Work includes the removal and storage of office furniture, servers, stationery and office equipment from the New Office to the Old Office and storage facility. **Storage will be for a period of twelve (12) months.**

**. The scope of work includes the following:**

- Dis-assembling of office furniture (as required) from the New Office
- Dis-assembling of three (3) from the New Office
- Transportation of furniture to the storage facility and **all chairs** to be delivered at the Old Office
- Removal of office furniture, stationery and office equipment.
- Re-assembling of office furniture (as required) at the storage facility.
- Proper labelling and tracking of furniture in order to reassemble to its original condition, ensuring that no parts are lost or damaged;
- Ensure that the necessary precautions are taken to prevent loss or damage of items being



moved and relocated including protection from weather or other damages during dis-assembly, during the move and on re-assembly;

- Ensure lift compliance by adhering to the weight capacities when transporting furniture if using the lift;
- The service provider shall comply with all legislation applicable to the provision of the contracted services, specifically but not limited to the Occupational Health and Safety Act, No. 85 of 1993.
- Adhere to applicable laws relating to parking on loading zones within the New Office as the premises is shared with another tenant and there are specified areas loading and off-loading; and
- Provide for adequate truck size and type of truck(s) to meet individual moving requirements from one location to another, within reasonable time frames.

The following items have been identified for removal, delivered and storage:

Point of collection	Item description	Quantity	Destination
NCR: 232-15 <sup>th</sup> Road Randjespark Midrand	All chairs	Grey chairs – 19 Silver chairs – 30 Orange chairs – 47 Boardroom chairs – 12 Office chairs - 69	NCR:127-15 <sup>th</sup> Road Randjespark Midrand
	Office desk	96	Storage Facility
	Boardroom table	2	
	Filing cabinets	30	
	Screen	Black screens – 6 Desk screens – 55 Covid19 clear screens - 23	
	Silver table	11	
	Board room sideboard cabinet	2	
	Credenza	21	
	Hands free sanitizer stands	20	

	Water dispenser	1	
	X-Ray machine	1	
	Walk through metal detector	1	
	White board	7	
	Television set	2	
	Round table	1	
	Shredding machine	2	
	Evacuation chair	1	
	Fridge	2	
	Urn	2	
	Microwave	2	
	Sick bay bed	2	
	Wheelchair	1	
	Room divider curtain	1	
	Storeroom shelve	6	
	Servers	2	

The removal and relocation involve the following services:

- Dis-assembling of office furniture (as required) from NCR premises;
- Dis-assembling of three servers from NCR premises (server room).
- Removal of office furniture, stationery and office equipment;
- Re-assembling of office furniture (as required) at storage facility;
- Proper labelling and tracking of furniture in order to reassemble to its original condition, ensuring that no parts are lost or damaged;
- Ensure that the necessary precautions are taken to prevent loss or damage of items being moved and relocated including protection from weather or other damages during dis-assembly, during the move and on re-assembly;
- To protect the finished surfaces such as door frames, walls, etc. at both the current and new premises during the removal process from structural damages;
- Ensure lift compliance by adhering to the weight capacities when transporting furniture if

using the lift as there are lifts at the new premises;

- The service provider shall comply with all legislation applicable to the provision of the contracted services, specifically but not limited to the Occupational Health and Safety Act, No. 85 of 1993.
- Adhere to applicable laws relating to parking on loading zones within the NCR premises as the new premises is shared with another tenant and there are specified areas loading and off-loading; and
- Provide for adequate truck size and type of truck(s) to meet individual moving requirements from one location to another, within reasonable time frames.

#### **4. NCR service expectations**

**As part of the service expectations, the following key elements need to be addressed and the ability to comply with these service expectations needs to be specifically addressed in the proposal. Failure to comply with, and specify these service expectations will result in the bid being disqualified:**

- The service provider must be able to provide through their own means all equipment, materials, supplies, removal trucks and related services necessary to provide the full removal and relocation services (this includes but is not limited to boxes, crates, tape, labels, padding, bubble wrap, protection material, trolleys etc)
- Must be able to provide a guarantee that all workmanship will be performed to the NCR's requirements and that defects/damages will be replaced at no extra cost to the NCR.
- Must be able to provide a guarantee that any damage, including damage to finished surfaces at both the current and new premises, will be repaired by the service provider to the satisfaction of the NCR, except if such damage was caused by NCR employees;
- Proof of Public Liability Insurance and other applicable insurances/guarantees is therefore compulsory; and
- All materials and waste removed from the NCR during any move shall be disposed off-site.

## **5. The proposal**

The bidder's proposal must include the following:

### **a. Project management**

- Roles of relevant staff that would be responsible for the service to be delivered and communication and supervision thereof;
- The designated point of contact with the NCR from the appointed supplier;
- Project/work plan with clear deadlines which should be provided

### **b. Company details**

- Management structure;
- A detailed company profile that outlines past experience (referring to the experience of the bidder to undertake the scope and scale of work involved) and relevant skills;
- Experience and profiles of all staff members forming part of the proposed team as well as resources of the bidder towards the deliverables.

### **c. Project Management**

- A brief description of the approach and methodology to addressing the objectives and specific requirements (This should demonstrate an understanding of the technical requirements).

### **d. Timelines/Turnaround times**

The project will be undertaken in two (2) phases

Phase 1 - Removal and relocation of office furniture and servers removal (as indicated above) deliver and re-assemble at the storage facility

Phase 2 - Removal of all chairs and be delivered at NCR premises (127 – 15<sup>th</sup> Road Randjespark Midrand)

**e. References**

- At least three contactable references: names and contact details of any past or present clients to which similar services have been supplied to over the past three (3) years.

**f. Additional Information**

- Any other information, including descriptions or recommendations the bidder considers will enhance its presentation.

**6. MANDATORY REQUIREMENTS**

**6.1. Mandatory**

<b>Finalisation of the project</b>	<b>Comply</b>	<b>Not Comply</b>
The Service Provider confirm that they will complete the project in three (3) days.		
<b>Substantiate / Comments</b>		

**6.2. Mandatory**

<b>COIDA certificate/ Valid certificate of good standing</b>	<b>Comply</b>	<b>Not Comply</b>
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<p>The Service Provider must attach a valid Certificate of Good standing from the Compensation Commissioner to comply with the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993 (COIDA). The successful bidder will be required to comply with the requirements of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).</p> <p><b>Note: COIDA certificate must NOT be older than twelve (12) months. Failure to submit a certified copy will lead to disqualification.</b></p>		
<b>Substantiate / Comments</b>		

### 6.3. Mandatory

<b>PUBLIC LIABILITY</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The service provider must provide and maintain public liability insurance and other applicable insurances/guarantees is therefore compulsory.</p> <p>Proof must be submitted.</p>		
<b>Substantiate / Comments</b>		

## 7. PRE-REQUISITE

The following is the pre-qualifying criteria that are applicable to this bid, any bidder who does not meet them will be disqualified and shall not be evaluated further:

- A bidder must attend the compulsory briefing session and sign the attendance register in order to submit a bid

- A bidder must be registered on Central Supplier Database (CSD)
- A bidder must have proven capacity, capability and dedicated resources to provide the services as requested in the Scope of Work and provide proof thereof
- The service provider must be able to provide through their own means all equipment, materials, supplies, removal trucks and related services necessary to provide the full removal and relocation services ( this includes but is not limited to boxes, crates, tape, labels, padding, bubble wrap, protection material, trolleys etc)
- Must be able to provide a guarantee that all workmanship will be performed to the NCRs requirements and that defects/damages will be replaced at no extra cost to the NCR.
- Must be able to provide a guarantee that any damage, including damage to finished surfaces at both the current and new premises, will be repaired by the service provider to the satisfaction of the NCR, except if such damage was caused by NCR employees;

## 8. PRICING SCHEDULE TO BE COMPLETED BY BIDDERS

Description	Quantity	Unit cost R (excluding VAT)	Total cost (inclusive VAT)
Removal and transportation (all items)			
Dis-assemble and Re-assemble of furniture and servers			
Storage (12 months)	12 months		
Delivery to NCR 127- 15 <sup>th</sup> Road Randjespark Midrand (chairs)	177 items		
Protective packaging and labelling material			
Goods in transit Insurance coverage			
Other costs (if any)			
<b>Total (VAT Incl.)</b>			