



# **THE NATIONAL CREDIT REGULATOR**

**JANUARY 2018**

**TERMS OF REFERENCE**

**OFFICE RENOVATIONS**

**DC DEPARTMENT**

**RFQ NUMBER: NCR471.01.18**

**COMPULSORY BRIEFING SESSION:**

**07.02.18 @ 11H00 – 127 15<sup>TH</sup> ROAD,  
RANDJESPARK**

**CLOSING DATE: 13.02.18 @ 11H00**

**TERMS OF REFERENCE**  
**OFFICE RENOVATIONS – DC DEPARTMENT**

**1. Objective**

To change the current office layout to an open plan by removing the dry walls between the DC main office, DC Manager's office and the PDA team's office.

**2. Specification**

- a) Dry walling - Breaking and rebuilding walls;
- b) Creating three enclosed offices within the space;
- c) Disassemble and assemble one bulk filer;
- d) Painting of the walls;
- e) Replacing ceiling tiles where needed;
- f) Installation of new carpets in the affected areas;
- g) Include an office layout design in the proposal; and
- h) Work to be completed within two and a half days or two days (Friday after hours, Saturday and Sunday).

**3. Additional information**

- a) Brief company profile.
- a) Experience in the relevant areas.
- b) Clientele.
- c) A proposal including methodology.
- d) Confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time and meet the necessary deadlines.
- e) The percentage of the work if any that will be outsourced to third parties.
- f) The proposal should contain a work plan, showing tasks, timelines etc.
- g) Contact details of at least three references from amongst recent clients with whom similar work has been conducted in the past 12 Months.

- h) Bidders must also submit a proof of registration on the central supplier database (CSD) system. (National Treasury system).
- i) BBBEE certificate or affidavit.
- j) Tax clearance certificate.
- k) Certificate of incorporation / legal status:-
  - i. Company registration documents
  - ii. Certified copy of directors identity documents