National Credit Regulator
Advocating For Inclusive Credit

# THE NATIONAL CREDIT REGULATOR

## NOVEMBER 2026

## RFP NUMBER: NCR1058.11.2026

## 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 UMNGENI LOCAL MUNICIPALITY ON THE 27 NOVEMBER 2026

**DUE DATE: 20 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 20 NOVEMBER 2026.

**a) RFQ No: NCR1058.11.2026**

**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 UMNGENI LOCAL MUNICIPALITY ON THE 27 NOVEMBER 2026**

**b) CLOSING DATE: 20 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 20 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 |
|---|---|
| **17/11/2026** | Issue RFQ document |
| **20/11/2026** | Closing date |
| **20/11/2026** | Evaluations by the Evaluation Committee |
| **25/11/2026** | 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.<br>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**

**SPECIFICATION**

## TERMS OF REFERENCE

### 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:

- 27 November 2026 – Howick (Umngeni Local Municipality)

### 2. VENUE, CATERING AND PUBLIC ANNOUNCEMENT (PA) SYSTEM

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

### 3. VENUE:

3.1 Chairs x 40.

3.2 Tables x 3.

### 4. PA SYSTEM:

4.1 Microphone x 2

4.2 Speakers

4.3 Projector x 1

4.4 And the rest of the PA system equipment setup

### 5. CATERING SPECIFICATION:

Please provide a quote for breakfast and lunch as follows:

5.1 In total catering will be for 40 people;

5.2 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 od 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** | |