YOU ARE HEREBY INVITED TO PROVIDE A PROPOSAL IN RESPECT OF PROFESSIONAL SERVICES REQUIRED BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).			
BID DESCRIPTION	**REQUEST FOR PROPOSAL: MEMBERSHIP MANAGEMENT SYSTEM**		
BID NUMBER	**SACPCMP/03/26ICT**		
NAME OF INSTITUTION	The South African Council for the Project and Construction Management Professions (SACPCMP)		
THE PLACE WHERE GOODS ARE TO BE DELIVERED/ WORKS OR SERVICES ARE REQUIRED	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria 1685		
COMPULSORY REQUIREMENTS	- Please note that failure to submit compulsory documents may lead to disqualification. - Only emailed submissions will be accepted.		
RFP DISTRIBUTION DATE	**23 JUNE 2026**	**12h00**	
QUERIES CLOSING DATE	**11 JULY 2026**	**16h00**	
RFP CLOSING DATE	**14 JULY 2026**	**16h00**	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Nyiko Mashaba tenders@sacpcmp.org.za	
	Physical address	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand, Pretoria	
	Email	tenders@sacpcmp.org.za	
	Technical Queries (only)	Mike Chauke Mike.Chauke@sacpcmp.org.za cc: tenders@sacpcmp.org.za	
	Contact person	Admin Enquiries: Nyiko Mashaba tenders@sacpcmp.org.za	
CATEGORY	Request for Proposal		
SECTOR	Regulatory Council		
REGION	Gauteng Province		

1. Introduction

SACPCMP invites organisations to submit a comprehensive proposal to design, develop, implement, and support a Registration & Member Management System (MMS). The MMS will be SACPCMP's single source of truth for the full lifecycle of applicants and registered persons—covering registrations, assessments, exams/interviews, certification, CPD, education processes, finance, appeals and compliance—while integrating with our core finance and proctoring systems.

The solution must replace the current platform and must be delivered with strong configurability, a robust workflow engine, enterprise-grade security and auditability, and intuitive user experiences for both external users and SACPCMP staff.

2. Organisation Background

SACPCMP is the statutory body established to regulate the Project and Construction Management Professions in South Africa. We register professionals, accredit CPD, enforce compliance with rules for registration, and protect the public through standards, ethics and continuous professional development. Our operations include:

- Registration of candidates and professionals across recognised categories.
- Recognition of Prior Learning (RPL) and Candidate upgrade pathways (logbooks, POE, oral assessments).
- Examinations and interviews scheduling and remote proctoring.
- Certification, renewals and CPD compliance management (including exemptions, remediation and de-registration when necessary).
- Appeals, condonations and internal review processes.
- Finance and billing (invoicing, receipts, payment allocation via EFT and Netcash).
- High-volume communications, CRM and enquiry handling.

SACPCMP processes are documented in detail in the attached process flows and must be faithfully automated in the system. The MMS should reduce manual effort, eliminate duplication, and provide real-time visibility and controls.

3. Project Goals & Objectives

3.1 Primary goals

1. Unify data & workflows across Registration, Education, CPD, Finance, Legal on one platform.
2. Digitise and automate end-to-end processes with configurable workflows, SLAs, escalations and audit trails.
3. Enhance user experience for applicants, assessors, registered persons and staff via role-specific portals and dashboards.
4. Strengthen compliance with legislation (PCMPA, PAJA, POPIA), SACPCMP Rules for Registration, internal policies and audit requirements.
5. Improve insights through self-service reporting, analytics and operational dashboards.
6. Integrate seamlessly with Netcash, Sage Evolution, and Proctorio;
7. Provide modern APIs for future integrations (email/SMS/WhatsApp, BI, data exchange).

3.2 Measurable outcomes

8. 25–40% reduction in average application turnaround time within 12 months.
9. 90%+ assessor feedback within SLA.
10. 99%+ successful automated payment allocations from Netcash (immediately) and EFT within 24–72 hours of receipt.
11. 100% of unique certificate issuance for every certificate issued, supported by auditable checklists and e-signoffs.
12. 100% digital CPD evidence trail and real-time compliance status.

4. Scope of Work

4.1 User Experience

- Progressive, guided online application process with inline validation and auto-save.
- Mobile-first, responsive interface with offline resume support.
- Smart document uploader with live validation, OCR and classification.

- Contextual help and AI-powered chatbot for applicant support.
- Applicant dashboard to track status, applications, invoices, CPD, and communications.

4.2 Automation & Workflow

- No-code workflow engine to digitise all processes, with SLA timers and escalation rules.
- Automated document validation (OCR, quality scoring, duplicate detection).
- Auto-allocation of assessors with workload balancing and SLA reminders.
- Automated templated communications for all outcomes and reminders.
- System-enforced certificate issuance gates (Finance check, audit, Operations sign-off).

4.3 Finance & Payment Automation

- EFT and Netcash integration with auto-allocation and reconciliation.
- Exception queue for unmatched payments with suggested matches.
- Automated invoice generation for all fee types.
- Populate the monthly fees for the whole year in the system. This should allow the system to update the fees automatically monthly.

4.4 AI & ML Assistance

- Document classification and fraud detection with confidence thresholds.
- Duplicate identity detection across applicants and registered persons.
- SLA risk prediction to surface at-risk applications.
- AI-suggested communications for faster assessor/admin responses.
- AI-assisted application reviews

4.5 CRM & Communication

- Omni-channel case management (web, email, phone, WhatsApp, walk-ins).
- Knowledge base integration with templated responses.
- Automated notifications for deadlines, outcomes, reminders.

4.6 Data & Security

- POPIA-compliant data processing, encryption at rest and in transit.
- MFA, RBAC with field-level security for sensitive data.
- Immutable audit trail on every transaction.

4.7 Operations & Support

- Cloud-native architecture with autoscaling and resilience.
- DEV/QA/UAT/PROD environments with safe test data.
- Real-time monitoring and alerting on performance and errors.
- Daily backups and disaster recovery tested with RPO ≤ 4h, RTO ≤ 8h.

4.8 Minimal Intervention Design

- Automated reminders and escalation to reduce manual follow-ups.
- Batch operations with audit gates for bulk communications and certificates.
- Training and embedded walkthroughs for self-sufficiency.

4.9 KPIs for Success

- Reduce admin intervention in application processing by 60–80%.
- Cut average time to first decision to <7 days.
- 100% automated certificate issuance with zero errors.

5. User Personas & Roles

- Applicants and Candidate
- Registered Persons (post-registration)
- Assessors (external)
- Registration Department (administrators, coordinators, managers)
- Education Department (administrators, coordinators, managers)
- Legal and compliance (administrators, coordinators, managers)
- Finance Department (administrators, accountants, managers)
- Legal Operations Committee / Registrar / Council Secretariat
- CRM/Contact Centre Administrators
- System Administrators

Each role must have granular permissions (RBAC), menu visibility, workflow tasks, SLA metrics and audit logs.

6. Functional Requirements

6.1 Registration Lifecycle

- Online application with guided forms including mandatory areas, inline validation, required document uploads, and dynamic questions per registration category.
- System-generated application fee invoices; integration to payments with real-time status.
- Pre-assessment by Registration: configurable checklists, pass/fail with reasons, automated applicant notifications and Limited Special Dispensation allocation.
- Assessor allocation (multi-assessor capability): assign 1–3 assessors; set SLA = 10 business days (configurable) for feedback; automated reminders and escalation to Registration if overdue; automatic re-assignment rules.
- Assessor workspace: view application documents, annotate documents, capture structured feedback, recommend outcomes.
- Decisioning: Approved / Not Approved / LSD with templated reasons and merge fields; positive or negative outcome letters auto-generated, logged and sent.
- Exams or Interviews pathway: Mandatory videos, auto-invoice generation, payment stage, booking stage, capacity management, attendance capture, result recording, re-exam after waiting period rules, exam rules as per Rules for Registration.
- Certification: certificate list generation; internal audits; finance account confirmation; Operations approval/signature; formal issuance with certificate numbers and validity tracking.

6.2 Candidate & Upgrade Pathways

- Logbook uploads with admin review and pre-assessment.
- Upgrade application initiation after required candidacy period; rules engine ensures eligibility.

6.3 RPL (Recognition of Prior Learning)

- RPL application workflow with specialised evidence capture.
- POE submission, review workflow, feedback cycles, versioning.
- Oral assessment/interview scheduling, panel allocation, structured scoring rubric and outcome letters.
- Assessor feedback SLA and escalation rules; automatic cancellation after multiple failed submissions within specified timeframes.

6.4 CPD Management

- Automatic CPD cycle allocation on registration.
- Limited Special Dispensation management.
- CPD activity logging by registered persons; upload evidence; validation workflow.
- Exemptions and extensions request workflows with approval steps and expiry handling.
- Compliance tracking, remediation programme management, and automated de-registration workflow where non-compliance persists (with appeal option).
- CPD Service Provider accreditation application fully automated.
- CPD Reinstatement applications, tracking and reregistration management.

6.5 Appeals, Condonations and Internal Reviews

- Notice of Appeal application with fee managing; document bundle management.
- Legal Operations review; Registrar review and Council agenda packaging.
- Hearing scheduling; outcome recording; structured reasons; communication templates.
- Condonation application flow, fees, decisions, and linkage to appeal hearing.
- Internal review application flow, fees, decisions, and linkage to appeal hearing

6.6 Finance & Billing

- Invoicing for:

    - Application fees, exam/interview fees, certification fees, annual fees, appeal/condonation fees, internal review fees, re-exam fees, CPD admin where applicable, penalty fees and Logbook fees (scripts viewing fees). (System should be configured to issue all invoices upon receipt of payment.)
- Payment channels: EFT and Netcash; support for unique references; automatic allocation, including visibility where Netcash settlement typically reflects after - 3 days; reconciliation dashboard for Finance.
- Credit notes, reversals (with approvals), statements, ageing.
- Integration to accounting (Sage Evolution) for GL, debtors and audit.
- Moving member type on MM - Integration between MM and Accounting system, where the system can identify using the invoice number, whether the invoice is long outstanding (overdue), awaiting payments and current invoices. The move between stages should be automatic.
- Issue certificates on payment received (for existing members) - For existing members, upon receipt of payment, the system should issue the certificate and send a member a link to access the certificate.
- Penalties - Configurations where system is able to identify invoices that are due for penalty and charge the penalty to outstanding invoice. The penalty fee should be recorded in the correct General ledger accounts.
- The system should automatically send on a monthly basis, statements to members.
- Credit invoices expired - The system should be able to identify long outstanding invoices and credit all those invoices.
- Bulk invoicing should be system generated.

6.7 CRM / Enquiries & Communications

- Omni-channel intake (web form, email, phone log, walk-in/over-the-counter, WhatsApp) into a case with category, priority and SLA.
- Knowledge base and templated replies; bulk comms (email/SMS/WhatsApp) with opt-in tracking.
- Automatic event notifications (reminders, outcomes, overdue tasks) and preference centre.

6.8 Document & Records Management

- Secure document storage with versioning, virus scanning, and retention policies.
- OCR & full-text search; tagging by Application/Person.
- E-signatures/e-approvals for certificates and internal approvals.
- Printable letters/certificates with secure QR validation for each new certificate generated.

6.9 Workflow Engine & Business Rules

- No-code/low-code workflow designer to model stages, tasks, checklists, timers and escalations.
- SLA timers (working days/holidays), reassignment, queues and workload balancing.
- Configurable rules for eligibility, re-submission limits, waiting periods, and audit gates.

6.10 Integrations (minimum)

- Netcash: payment notifications & reconciliation; settlement/allocation status.
- Sage Evolution: customers/debtors, invoices, receipts, journals.
- Proctorio (or equivalent): secure online proctoring, identity checks, session artefacts.
- Email/SMS/WhatsApp gateways: transactional and bulk messaging.
- BI/Analytics: OData/SQL export or REST API for external reporting tools.

6.11 Data Migration

- Migration from current MM system: persons, accounts, registrations, historical applications, CPD records, finance (open items & history), documents, communications.
- Data quality plan (deduplication, normalisation), trial migration, reconciliation and sign-off.

6.12 Reporting & Dashboards

- Out-of-the-box dashboards per department: Registration pipeline, CBE Reports, Assessor SLA, Exams/Interviews schedule, bookings & pass rates, Certification readiness, Finance receipts & allocations, CPD compliance heatmap, Appeals status.
- Ad-hoc report builder; export to CSV/XLSX/PDF; scheduling & distribution.

7. Non-Functional Requirements

- Security: POPIA compliance; encryption at rest & in transit; RBAC; MFA; audit logs (immutable); field-level permissions for sensitive data.
- Browser/Mobile: Modern browsers; responsive design; optional mobile app proposal.

8. Data Model (Minimum Entities)

- Person (Applicant/Registered/Assessor/Staff): Identity, contact, demographics, employment, categories.
- Application: Registration Category, dates, status, documents, fees, outcomes.
- Assessment: Allocations
- Exams and Interviews
- Certificates
- CPD Cycle & Activities
- Finance (invoices, payments, allocations)
- Appeals, Condonation, Internal Reviews and Moderation
- Communications

9. Compliance & Audit

The MMS must:

- Provide POPIA compliance and PAIA support.
- Track immutable audit logs.
- Manage configurable retention schedules.
- Allow export of audit logs for external review.
- Manage admin access and permisions

10. Environments & DevOps

Environments: DEV, TEST, UAT, PROD.

- CI/CD pipelines with testing.
- Monitoring, alerting, vulnerability scanning.
- Log aggregation and secure storage.

11. Implementation Approach & Timeline

Phased approach required:

- Discovery & Design (requirements, BRS, solution design)
- Build & Configure (agile sprints)
- Integrations & Migration (iterative tests)
- UAT & Training
- Go-Live with Hypercare
- Stabilisation & handover

12. Acceptance Criteria

Examples:

- All workflows automated with SLA timers.
- 100% payment allocation automated or flagged to exception queue.
- Certificate issuance gated by Finance, Audit, Operations sign-off.
- Registration dashboards live
- CPD compliance dashboard live.
- Appeals, condonation and internal review fully digitised.
- Reports validated against reconciled data.

13. Training & Change Management

- Role-specific training programmes.
- Super-user training.
- Quick reference guides, video tutorials.
- Change communication plan.
- Adoption monitoring metrics.

14. Support, Maintenance & SLAs

- Support hours & escalation process.
- Severity-based SLAs.
- Patch & upgrade policy.
- Quarterly service reviews.

15. Deliverables

1. Signed BRS & Solution Design.
2. Configured MMS.
3. Integration connectors.
4. Migration scripts & sign-off.
5. Documentation & training.
6. Test plans & reports.
7. Go-live runbook.
8. Support agreement.

16. Vendor Proposal Submission Requirements

Proposals must include:

- Company overview.
- Relevant case studies.
- Solution architecture & hosting.
- Implementation methodology.
- Governance & risk management.
- Team structure & CVs.
- Project plan.
- Migration & integration strategy.
- Security & compliance.
- Support & SLA.
- Pricing: itemised breakdown & rate card.

17. BID EVALUATION PROCESS

The evaluation of quotations will be conducted in **four stages**:

i. Stage 1 – Administrative Compliance
ii. Stage 2 – Functionality (Technical Evaluation) (70)
iii. Stage 3 – Presentations (30)
iv. Stage 4 – Price and Specific Goals (80/20 Preference Point System**)**

Only bidders who successfully pass each stage will proceed to the next stage.

17.1**. STAGE 1:** ADMINISTRATIVE COMPLIANCE

During this stage, bids will be evaluated for compliance with the submission requirements.

No	Requirement	Status
1	Compliant and Valid Tax Clearance Certificate	Mandatory
2	CSD Registration Report	Mandatory
3	Completed Pricing Schedule	Mandatory
4	Completed and signed SDB 4 (Declaration of Interest	Mandatory
5	Completed and signed SDB 6.1. (Preferential Points Form)	For Points.

Bidders who fail to submit the above documentation will be disqualified from further evaluation.

17.2. **STAGE 2**: FUNCTIONAL REQUIREMENTS

Bidders must achieve a minimum score of **40 out of 70 points** in Stage 2 (Functionality) to proceed to Stage 3 (Presentation).

MINIMUM FUNCTIONAL REQUIREMENTS

No	**Criteria**	**Points**
1	**Experience, knowledge, and technical expertise**, including proven experience in implementing similar Member Management systems (System should be able integrate with CRM/ERP,etc). - 5 years+ = (10 Points) - 4 years = (8 Points) - 3 years = (5 Points) - 2 Years = (3 Points) - 1 Year = (0 Points). Bidders are required to submit a company profile that includes evidence of successfully completed projects of a similar nature, detailing relevant project timelines/dates as well as the contact details of a reference person.	**10 Points**

<table>
<tr><td>2</td><td>

Project Team Qualifications & Experience

The proposed team must include key personnel with the following minimum qualifications and experience.

Bidders must propose a suitably qualified and experienced project team with clearly defined roles and responsibilities. The team should, at a minimum, include the following key personnel.

a) Project Director
NQF Level 7 Qualifications or higher in ICT/computer science or equivalent (5 points), Minimum 5 years' experience in ICT/ system designs and development or related field (5 points),

b) ICT/ System Design and Development Specialist
➢ NQF Level 7 Qualification or higher (5 points), Minimum 5 years' experience (5 Points)

<table>
<tr><th>Sub-criteria</th><th>Points</th></tr>
<tr><td>Project Director qualifications and experience</td><td>10</td></tr>
<tr><td>ICT/System Design and Development Specialist qualifications and experience</td><td>10</td></tr>
</table>

Submission Requirements

Bidders must submit the following for all proposed key personnel:

- Detailed Curriculum Vitae (CV)
- Certified copies of qualifications
- Description of the individual's role in the project
- Proof of relevant experience in similar projects

</td><td>**20 Points**</td></tr>
<tr><td>3</td><td>

Methodology & Implementation Plan

Bidders must submit a detailed methodology outlining the approach, processes, times, risk management and governance.

<table>
<tr><th>Methodology Sub-criteria</th><th>Points</th></tr>
<tr><td>Phased Approach</td><td>5</td></tr>
<tr><td>Timelines</td><td>5</td></tr>
<tr><td>Risk Management</td><td>5</td></tr>
<tr><td>Governance</td><td>5</td></tr>
<tr><td>**Total**</td><td>20</td></tr>
</table>

</td><td>**20 Points**</td></tr>
<tr><td>4</td><td>**References**</td><td>**20**</td></tr>
</table>

	The bidder must submit details of at least three (3) similar projects completed within the past five (5) years. • 3 Reference = 20 • 2 Reference = 10 • 1 Reference = 5 The submitted project references must include: • Name of the client organisation • Project title and scope of work • Project value (optional) • Duration of the project • Contact person and contact details for reference purposes. SACPCMP reserves the right to verify any references provided.	
	Total Points	**70**

17.3. **STAGE 3**: System Demonstration / Presentation Evaluation (30 Points)

Bidders who achieve the minimum functionality threshold shall be required to present a live demonstration of the proposed solution. Failure to attend the presentation shall result in disqualification.

No	Criteria and description	Points
1	**Functional Fit** Alignment of system to SACPCMP requirements (registration, CPD, finance, workflows)	10
2	**Usability & User Experience** Ease of use, navigation, dashboards, and overall interface	5
3	**Workflow & Automation** Demonstration of automated processes, SLAs, and approvals	5
4	**Integration Capability** Ability to integrate with external systems (e.g., Netcash, Sage)	4
5	**Reporting & Analytics** Availability of dashboards and real-time reporting	3
6	Additional features enhancing efficiency (e.g., AI, automation)	3
	TOTAL	30

17.4. **STAGE 4**: PRICE AND SPECIFIC GOALS

Bidders must achieve a combined minimum score of **70 out of 100 points** for Stage 2 and Stage 3 to proceed to Stage 4 (Price and Specific Goals)

The **80/20 preference point system** will apply in accordance with the **Preferential Procurement Regulations, 2022**

Description	**Number of points for preference**
Price	80
Specific goals	**Number of points for preference**
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

18. PRICE SCHEDULE

All bidders must complete the pricing schedule below. Prices must be quoted in **South African Rand (ZAR)** and **include VAT where applicable**.

- Quotation must be submitted in the bidders` letter head.

No	Deliverables	Price (Excl. VAT)
1	Business Specifications Requirement documents	R
2	Solution Design and architecture document	R
3	Project Plan	R
4	Development Modules	R
	Registration Lifecycle	R
	Candidate & Upgrade Pathways	R
	RPL (Recognition of Prior Learning)	R
	CPD Management	R
	Appeals, Condonations and Internal Reviews	R
	Finance & Billing	R
	CRM / Enquiries & Communications	R
	Document & Records Management	R
	Integrations (minimum)	R
	Data Migration	R

	Reporting & Dashboards	R
5	Data Migration	R
6	Technical Support and Documentation	R
7	User Manuals	R
8	Training	R
Subtotal		R
VAT (15%)		R
Total Bid Price (Inc VAT)		R

Table 2: Monthly Support and Hosting fee

	Description	Price (Exc Vat)
	Hosting, 2nd Level support and Maintenance	R
Subtotal		R
VAT (15%)		R
Total Bid Price (Inc VAT)		R

19. Commercial & Legal

- SACPCMP retains full data ownership.
- POPIA DPA & confidentiality.
- SLA breach credits.
- Exit plan with data export & knowledge transfer.
- SACPCMP shall own all data, configurations, workflows, reports, documentation, and custom developments created specifically for SACPCMP. The service provider shall retain ownership of its pre-existing software, frameworks, and proprietary tools.

20. Appendices

Annexure A Process Flow

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

…….

…….

3. DECLARATION

I, the undersigned, (name)…… in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……	..……
Signature	Date
……	……
Position	Name of bidder

ANNEXURE 2

SBD 6.1

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/ Quotations:

- the 80/20 system for requirements with a Rand value of above R30,000 and up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and
(b) Specific goals

The maximum points for this bid/ Quotation are allocated as follows:

Description	**Number of points for preference**
Price	80
Specific goals	**Number of points for preference**
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.

1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender

1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

2. DEFINITIONS

Black People”	has the meaning assigned to it in section 1 of the Broad Based Black Economic Empowerment Act.
“Disability”	means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
Highest acceptable tender”;	means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders
Historically Disadvantaged Individual (HDI)”	means a South African citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the Interim Constitution); and/or who is a female; and/or who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI
People with disabilities”.	In terms of the Code of Good Practice on the Employment of Persons with disabilities: it is persons who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment
Price”	means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
SMMEs”	means small businesses; as defined in section 1 of the National Small Business Act, 1996 (Act No 102 of 1996) a separate and distinct business entity, including co-operative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is

	predominantly carried on in any sector or sub sector of the economy mentioned in Column I of the Schedule and which can be classified as a micro-, a very small, a small or a medium enterprise by satisfying the criteria 40 mentioned in columns 3; 4 and 5 of the' Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule.
"Specific goals"	means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
"Tender"	means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
Youth"	means persons between the ages of 14 and 35 as the National Youth Development Agency Act 54 of 2008.

(a) **"B-BBEE"** means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "**B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad- Based Black Economic Empowerment Act;

(c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or Quotations.

(d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) **"Functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **"prices"** includes all applicable taxes less all unconditional discounts;

(h) **"proof of B- BBEE status level of contributor"** means:

1) B-BBEE Status level certificate issued by an authorized body or person;
2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where-

Ps	=	Points scored for price of bid under
Pt	=	Price of bid under consideration
Pmin	=	Price of lowest acceptable bid

POINTS AWARDED FOR SPECFIC PREFERENTIAL GOALS

Specific goals	Number of points for preference	Number of points claimed (80/20 system) (To be completed by the tenderer)

More than 30% black shareholding or owned enterprise.	10	
More than 30% woman or women shareholding or owned enterprise.	2	
More than 30% youth shareholding or owned enterprise.	2	
More than 30% of people living with disability shareholding or owned enterprise.	1	
RDP Goals		
SMMEs	5	
TOTAL	**100**	

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: ……(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (***Tick applicable box***)

YE		NO	

7.1.1. If yes, please indicate:

i) What percentage of the contract will be subcontracted.....……%
ii) The name of the sub-contractor……..
iii) The B-BBEE status level of the sub-contractor.....……..
iv) Whether the sub-contractor is an EME or QSE (***Tick applicable box***)

YE		NO	

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	**EME** √	**QSE** √

Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company name firm…….

8.2 VAT registration number…….……

8.3 Company registration number…….…….

8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……..

……

……

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business……

8.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of the contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;

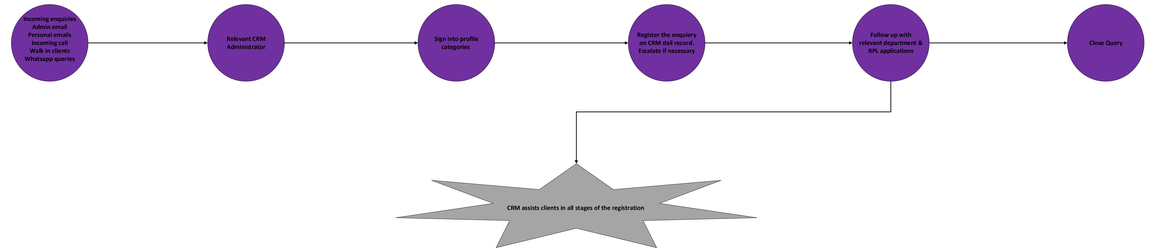
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years after the *audi alteram partem* (hear the other side) rule has been applied; and

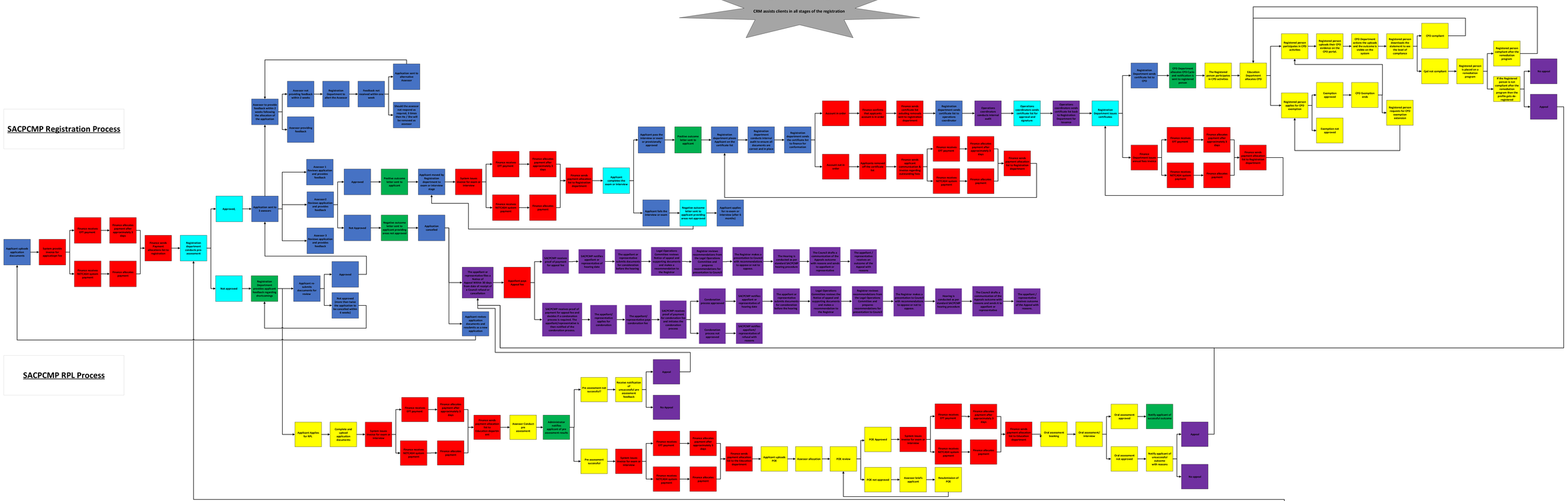
(e) forward the matter for criminal prosecution.

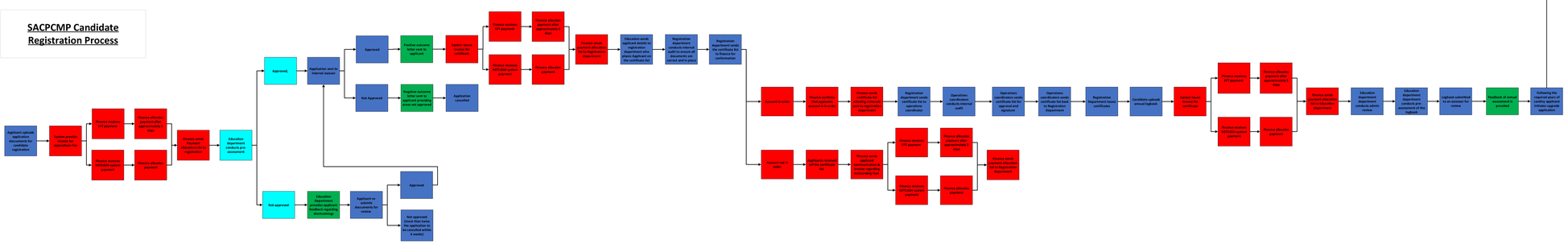
WITNESSES 1…… 2……	…… SIGNATURE(S) OF BIDDERS(S) DATE: …… ADDRESS: ……

SACPCMP CRM Process



SACPCMP Registration Process



SACPCMP RPL Process

SACPCMP Candidate Registration Process