

SACPCMP

The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

INVITATION TO PROSPECTIVE BIDDERS TO SUBMIT PROPOSALS

| | | | |
|---|---|---|--------------|
| YOU ARE HEREBY INVITED TO BID (PROVIDE A PROPOSAL) IN RESPECT OF PROFESSIONAL SERVICE REQUIREMENTS BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP). | | | |
| BID DESCRIPTION | Virtual Proctoring and plagiarism software/services | | |
| BID NUMBER | 2021/12/01/PlagiarismSoftware | | |
| 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 | Online (virtually) | | |
| RFP DISTRIBUTION DATE | 7 December 2021 | Time | 15h00 |
| QUERIES CLOSING DATE | 17 December 2021 | Time | 16h00 |
| RFP CLOSING DATE | 7 January 2022 | Time | 16h00 |
| CONTACT DETAILS | Electronic bids | Electronic bids should be submitted to Fortune Vukomba finance@sacpcmp.org.za Cc: Sindi Kwenaithe Sindi.Kwenaite@sacpcmp.org.za | |
| | Physical address | 446 Rigel Ave South Rigel Office Park, Block A second Floor Erasmusrand 0181 | |
| | Tel | Admin Enquiries: 011 318 3402 Technical Enquiries: Sindi.Kwenaite@sacpcmp.org.za | |
| | Fax | No facsimile bids will be considered | |
| | Email | finance@sacpcmp.org.za | |
| | Queries (only) | Sindi.Kwenaite@sacpcmp.org.za or snrpradmin@sacpcmp.org.za | |
| | Contact person | Admin Enquiries: Mr. Fortune Vukomba Technical Enquiries: Ms Sindi Kwenaithe or Mr Nicholas Malebane | |
| CATEGORY | Professional Services: Provision of virtual proctoring software/services | | |
| SECTOR | Regulatory Council | | |
| REGION | Gauteng Province | | |
| COMPULSORY BRIEFING SESSION/SITE VISIT | Date | N/A | |
| | Time | N/A | |
| | Venue | N/A | |

A. SUMMARY BRIEF

1. INTRODUCTION

The South African Council for the Project and Construction Management Professions (SACPCMP) is a statutory body established by Section 2 of the Project and Construction Management Act (Act No.48 of 2000) (the Act), is a juristic person established for statutory professional certification, registration and regulation of Project and Construction Management Professions and specified professions recognised according to Section 18 (c) of the Act, in order to protect public interest. In line with the Construction Industry development initiatives, the Council continues to advance and promote the science and management practice of project and construction management, amongst others, thereby contributing towards promotion of the Construction and Built Environment industries.

It further regulates the Project and Construction Management Professions and specified professions recognised according to Section 18 (c) of the Act, to protect the public, by identifying the type and scope of work, registering professionals and maintaining a national register of professionals who adhere to a Code of Conduct.

2. BACKGROUND

According to the Section 19 (2) (a) of the Project and Construction Management Profession Act, 48 of 2000, the Council measures the competence of applicants before professionally registering them. The Council does this through different competency assessments methods and instruments, namely: reports, portfolios, logbooks, interviews and examinations.

The Council currently delivers paper-based designation examinations, managed by an external service provider who delivers, invigilates, and marks examinations at various examination venues around the country. Furthermore, the Council also conducts physical professional interviews at various venues. The delivery modes of these assessments were constantly disrupted by the adjusted COVID-19 restrictions. The Council is now transitioning to a fully digital solution for examinations and professional interviews. The Council has had a breach of its examination administration in the past, which was plagued with security vulnerabilities. It is important that the Council, when it transfers its examination administration and professional interviews to an online system, ensures that it is secure and erstwhile breachers are not possible.

3. PROJECT SCOPE

The Council will be handling this project in three phases. The purpose of this RPF is to procure services for Phase 2 of the Project.

Phase 2

Securing SACPCMP's assessment methods and instruments

1. Online Examinations

In order to secure the Council's online examinations, the Council must procure virtual proctoring software or services. The following security features must be ensured:

- Reliable verification of the identity of examination participant
- Securing of the examination environment
- Examination process security
- Lockdown browser technology (incl. shutting down disallowed browser activity)
- Live remote invigilation for the duration of the examination (optional)
- Examination participant behaviour reporting
- Incident management (incl. shutting down examination when a breach occurs)

2. Virtual Professional Interviews

The Council must also secure its virtual professional interviews either through a secure proctoring platform for this purpose or software that could be used to secure virtual meeting platforms like Zoom or Microsoft Teams.

- Reliable verification of the identity of interview participant
- Securing of the interview environment
- Lockdown browser technology (incl. shutting down disallowed browser activity)

3. Reports

Plagiarism software that detects copied work, or failure to acknowledge sources properly or the submission of another person's work as if it is the applicants own.

4. SCOPE OF WORK

The purpose of this RFP is to obtain the services required for Phase 2 of the project scope. These include the provision of:

- a) Virtual proctoring services or software for online examinations
- b) Virtual proctoring services or software for virtual professional interviews
- c) Plagiarism software

B. SUBMISSION REQUIREMENTS

5. QUERIES

All technical queries must be provided in writing and directed to Sindi.Kwenaite@sacpcmp.org.za or snrpradmin@sacpcmp.org.za and bid submission queries to finance@sacpcmp.org.za during office hours between 09h00 and 16h30. Please note that responses will be communicated to all bidders, and it is therefore the responsibility of the bidder or their representative to ensure that they provide correct email addresses on their documents.

6. SPECIAL CONDITIONS

The SACPCMP reserves the right not to consider any proposal not fully completed. By accepting to take part in the proposal process, you agree to keep in confidence all information imparted to you in relation with the proposal process, not to disclose it to third parties and not to use it for other purpose than the proposal. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal. Copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

Kindly note that SACPCMP is entitled to:

- 5.1. Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP's before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time.
- 5.2. Verify any information contained in a proposal.
- 5.3. Not appoint any bidder.

- 5.4. Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof.
- 5.5. Disqualify proposals that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
- 5.6. Not accept the lowest proposal or any proposal in part or in whole. The SACPCMP normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose proposal is technically acceptable and/or financially advantageous to the SACPCMP.
- 5.7. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 (thirty) days from the appointment date, the SACPCMP shall be entitled to appoint the contractor who was rated 2nd (second), and so on.
- 5.8. Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- 5.9. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.

7. SUBMISSION OF BIDS

Bids shall include all relevant information about the bidder as indicated in the advertisement, which will enable the SACPCMP to assess the service provider's competence. Responding service providers will be evaluated on the quality of the written proposals as well as oral presentations to Management Committee. All electronic proposals should be submitted by 16h00 on 7 January 2022 to:

The Finance Department
Subject Line: 2021/12/01/PlagiarismSoftware
Fortune Vukomba
Email: finance@sacpcmp.org.za

C. SUBMISSION DOCUMENT

8. FUNCTIONAL MINIMUM REQUIREMENTS OF THE PROPOSAL

A detailed proposal must be submitted in respect of the functional minimum requirements as follows::

- 8.1. the service provider's approach and end-to-end methodology and the technology to be used in respect of the scope of services for Phase 2,
- 8.2. any other value-added services to be provided to SACPCMP
- 8.3. Virtual demonstration of end-to-end methodology and technology for bid evaluation committee to evaluate technical specifications.

9. SUBMISSION

The following must be included in the bid in order for it to be considered a complete submission:

- 9.1. Company Information
 - 9.1.1. Company Profile
 - 9.1.1.1. The service provider must have a minimum of five (5) years' experience and expertise in providing similar service.
 - 9.1.1.2. Written and contactable client references on similar services (at least three (3)).
- 9.2. A proposal as described in Section 8.
- 9.3. Quotation/ Pricing
 - 9.3.1. Cost of all software and service costs must be provided in the quotation
 - 9.3.2. The quoted price must be in South African Rands and be inclusive of 15% Vat, if VAT registered vendor.
- 9.4. Forms

This relates to the application for inclusion in the Database of Service Providers

 - 9.4.1. SBD 6.1 Form
 - 9.4.2. National Treasury Central Supplier Database CSD Form (Proof of registration on the CSD needs to be provided)
 - 9.4.3. Tax clearance certificate (No service provider will be considered if their tax matters are not up to date with SARS.) (Addendum B)
 - 9.4.4. The service provider shall be an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) BBBEE recognition level. (Addendum A)

10. FAILURE TO COMPLY

Proposals will be disqualified or excluded under the following conditions:

- Any proposal submitted after the closing date and time shall **NOT** be considered.
- Ensure that your proposal/quotation clearly covers **ALL** the above aspects of the RFP.
- **DO NOT** include insurance to your quote as SACPCMP provides its own insurance.
- **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Proposal document.

- The SACPCMP reserves the right to cancel the procurement process at any time without notice, and not issue the order.
- Conditional quotations will be subject to SACPCMP acceptance and approval processes.
- The onus will rest with the service provider who has been awarded the services to inform SACPCMP of any changes to the information provided on such SBD forms. Failure to do so will result in misrepresentation of facts/ information and may results in SACPCMP terminating the service or contract.
- Payment terms: compliant invoices will be processed 30 days after receipt of invoice.

D. BID EVALUATION

11. FIRST EVALUATION PROCESS

The bid evaluation process is a two-step evaluation process and is expected to take place during January 2022 and to pass the first evaluation process, service providers need to score over 70. Scoring will be done as per below table, unless otherwise stipulated.

| SCORE CARD | |
|------------|---|
| 5 | Excellent - significantly exceed the acceptable level |
| 4 | Very good -exceeds acceptable standards |
| 3 | Satisfactory - acceptable standards |
| 2 | Poor -less than acceptable standards |
| 1 | Unsatisfactory - much less than acceptable standards |
| 0 | Unacceptable of no evidence |

The following functionality evaluation criteria will be used.

| AREA OF REVIEW | SCORE | MAXIMUM POINTS |
|---|-------|----------------|
| COMPANY PROFILE | | |
| <ul style="list-style-type: none"> • Well established entity • Properly resourced to provide comprehensive service • Able to provide suitable technical support • Credible Company history • Reputable Company footprint | 0.20 | 5 |
| EXPERIENCE | | |
| The company must have minimum of 5 years of experience (Experience in years of expertise in providing similar service) 5 = more that 5 years experience 4 = 5 years experience 3 = 4 years experience 2 = 3 years experience 1 = 2 years experience 0 = Less than 2 years experience | 0.10 | 5 |
| METHODOLOGY AND APPROACH | | |
| Credible methodology and approach | 0.10 | 5 |

| | | |
|---|-------------|-----------|
| Innovative use of technology | 0.10 | 5 |
| Compatibility with SACPCMP's current examination platform | 0.10 | 5 |
| Minimal complexity for user experience | 0.10 | 5 |
| Plagiarism software addresses SACPMP specific challenges | 0.10 | 5 |
| TRACK RECORD | | |
| List of contactable applicable references for similar work undertaken. 5 = 3- Written reference received 4 = 2- Written reference received 2 = 1- Written reference received 0 = 0- Written reference received ✓ <i>Must not be older than 3 years</i> ✓ <i>Must be contactable and verifiable (email addresses, contact person & contact number)</i> | 0.20 | 5 |
| Total/Maximum points | 100% | 40 |
| Total points required to move to next level | 70% | 28 |

12. SECOND EVALUATION PROCESS

Second and final phase will be evaluated as follows:

| Evaluation criteria | Points |
|-----------------------|-------------|
| Price | 80% |
| BBBEE | 20% |
| Maximum Points | 100% |

E. CONTRACT TERMS

13. PERIOD OF CONTRACT

The contract shall be for one (1) year. Work will only commence upon the signing of the contract which will be followed by various purchase order/s for specific items as may be needed.

14. GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract (GCC) as per National Treasury will apply. Service providers must familiarise themselves with these conditions as they will be applicable throughout the duration of the contract period.

15. CONTRACT MANAGEMENT

The Service Provider will be required to sign a Standard Contract based for the duration and value of services.

Authorised Bidder's Signature

Date

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT

This Request for Proposal (RFP) will be evaluated on functionality and the 80:20-point systems as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & SACPCMP's Supply Chain Management Policies and Procedures.

(For more information on the PPPFA please click on the link below
https://www.thedti.gov.za/economic_empowerment/docs/PPPFA%20Regulation.pdf)

TERMS AND CONDITIONS:

1. All goods or services procured will be subjected to SACPCMP Procurement Policy and Procedures.
2. It is the responsibility of the prospective bidders / service providers to submit valid Tax Clearance Certificates. Failure to do so may invalidate the bid submitted in terms of the RFP.
3. All invoices submitted for payment need to stipulate the **SACPCMP's VAT number; 4100199787** as per Section 20 of the VAT Act.) as well as that of the service provider (if VAT registered).
4. I (the service provider) certify that all the required information, relevant forms have been completed and furnished as part of the bid.
7. I (the service provider) hereby agree that should I be awarded this RFP and fail to deliver or perform on the award; the SACPCMP will have the right to enforce Regulation 13 of the Preferential Procurement Regulations.
8. This RFP is subject to the provisions made in the General Conditions of Contract, as issued by National Treasury, including its revisions.
9. I (the service provider) hereby agree that the SACPCMP may restrict me from business if my company does not perform or deliver on services/ supplies received.
10. I (the service provider) hereby agree that the onus is on the supplier not to accept orders or make deliveries that will result in overspending on the amount awarded on this RFP. I also accept that I will not be paid by the SACPCMP for any over expenditure.

SIGNATURE OF BIDDER: _____

CAPACITY: _____

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids/ proposals submitted. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS/ POTENTIAL SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

- 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) B-BBEE Status Level of Contribution.

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

| Description | Points |
|---|--------|
| Price | 80 |
| B-BBEE status level of contribution | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

1.6 Failure on the part of a bidder/ service provider to submit proof of B-BBEE Status level of contribution together with the bid, will be interpreted that preference points for B-BBEE status level of contribution are not claimed.

1.6 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.

DEFINITIONS

- (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 proposals.
- (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.

POINTS AWARDED FOR PRICE

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 | |
| $\square \square P_t \square P_{\min} \square$ | | $P_s \square 90 \square 1 \square P_t \square P_{\min} \square$ | |
| $P_s \square 80 \square 1 \square \frac{\square}{\square} \square$ | or | $\square \square \frac{\square}{\square} \square$ | |
| $\square \quad \quad \quad P_{\min} \quad \square$ | | $\square \square \quad \quad \quad P_{\min} \quad \square$ | |
| \square | | | |

Where-

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

4.1 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|----|--------------------------|----|--------------------------|

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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|----|--------------------------|----|--------------------------|

- 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 least 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/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 contributor has been claimed or obtained on a fraudulent basis or any of the conditions of 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 favorable 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: |

Addendum A.

B-BBEE Level of Contribution certificate – original or certified copy.

Addendum B.
Valid Tax Clearance Certificate