



INVITATION TO PROSPECTIVE BIDDERS TO SUBMIT QUOTATIONS

YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) IN RESPECT OF PROFESSIONAL SERVICES REQUIRED BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).			
BID DESCRIPTION	PROVISION OF EMPLOYEE WELLNESS PROGRAMME PARTNER FOR A PERIOD OF 3 YEARS		
BID NUMBER	2022/01/02/HR		
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 Rigel Office Park Erasmusrand Pretoria		
RFQ DISTRIBUTION DATE	2 February 2022	09h00	
QUERIES CLOSING DATE	7 February 2022		
RFP CLOSING DATE	21 February 2022	16h00	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Fortune Vukomba finance@sacpcmp.org.za	
	Physical address	International Business Gateway, Gateway Creek, Corner New and 6 th roads Midrand, Gauteng 1685	
	Tel	Admin Enquiries: 011 318 3402 Technical Enquiries: finance@sacpcmp.org.za	
	Fax	No facsimile bids will be considered	
	Email		
	Queries (only)	finance@sacpcmp.org.za	

	Contact person	Admin Enquiries: Mr. Fortune Vukomba
CATEGORY	To provide professional services as per the brief.	
SECTOR	Regulatory Council	
REGION	Gauteng Province	
COMPULSORY BRIEFING SESSION/SITE VISIT	Date	N/A
	Time	N/A
	Venue	N/A

1. PURPOSE

The South African Council for the Project and Construction Management Professions (SACPCMP) seeks to appoint services of Employee Wellness Programme specialists to assist support SACPCMP wellness programme initiatives.

Service providers are invited to participate and to submit a proposal to render the required services.

2. BACKGROUND

The SACPCMP was established by an Act of Parliament (Project and Construction Management Professions Act, 48 of 2000) to regulate the Project and Construction Management professions. This includes the registration of professionals practicing these professions. Over the years, the regulatory scope of the SACPCMP has been expanded to include the Construction Health and Safety as well as Building Inspectors professions.

Aims

SACPCMP is concerned with the personal health and wellbeing of its employees and their immediate families. It recognises that personal and work-related problems may have an adverse effect on an employees' wellbeing and their ability to perform their jobs. The SACPCMP therefore seeks to create and sustain an environment where staff performance is enhanced thereby supporting employee wellness. As opposed to being reactive to wellness problems, the SACPCMP aims to proactively prevent poor staff wellness by promoting personal health and wellbeing. The Employee Wellness Policy provides a holistic approach towards employee wellbeing and the approach includes the following components:

- Employee Assistance Programme
- Occupational Health and Safety
- HIV & AIDS
- Wellness Management

3. SCOPE OF WORK

The appointed service providers will be required to provide the following services, among others:

EMPLOYEE WELLNESS INTERVENTIONS

Interventions shall be a combination of a reactive and/or proactive response to assist employees with their problems. All programmes will be incorporated under the four categories which are included below:

Managing Employee Assistance Programme (counselling, managing substance abuse, absenteeism and incapacity).

The Employee Assistance Programme (EAP) will provide short term counselling to employees experiencing any form of work and personal problems that may interfere with his/her ability to perform their duties.

Managing HIV/AIDS in the workplace (prevention, education, care and support).

SACPCMP is committed to develop and implement strategies aimed at driving awareness of the HIV and AIDS pandemic and build capacity to develop management and employees to deal with the impact of HIV and AIDS in the workplace.

Managing Occupational Health and Safety (risk assessment and management).

Managing Employee Programme (physical, emotional, mental wellbeing, training and development, stress management, personal and financial management)

The purpose of this programme is to proactively encourage employees to take charge and manage their own health by adopting positive lifestyles. The programme will include but not be limited to interventions such as the promotion of balanced harmonious lifestyles that incorporate:

- a) good nutrition
 - b) reasonable physical exercise
 - c) positive mental and emotional imaging and living
 - d) positive social engagements and
 - e) spiritual edification
- 1) **Counselling Service** - Entitlement: The EAP counsellor will provide all employees with up to six face-to-face counselling sessions not exceeding one hour per case in any twelve-month period. Supportive counselling will also be provided telephonically and through email. Appointments to see a counsellor can be made directly at the EAP office through phone and email. (Current staff compliment 30).
- 2) **Life Management Services.**
- Debt management and
 - Advocacy
 - Money management (Budgeting)
 - Legal advice and guidance

- Family Care
- 3) Programme Management: Client Services
- 4) Absenteeism and Incapacity Solutions
- 5) Employee Health Screening
- 6) Medical Health Assessments
- 7) Awareness Education and Training

4. **Mandatory Requirements**

Proposals will be disqualified or excluded under the following conditions:

- i. submission after the deadline.
- ii. proposals submitted via other methods different from those stated in the TOR.
- iii. service providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- iv. not including a valid original tax clearance certificate as well as bbbee original certificate/ sworn affidavits.

5. **EVALUATION CRITERIA**

The SACPCMP will do the evaluation and adjudication after the proposal submission deadline. The selection criteria will include the following:

- a. Experience of your firm in relation to the scope of services required for an organ of the state.
- b. A list of organisations where your firm conducted similar projects as the one that the SACPCMP requires.
- c. Depth of the technical resources (CVs of the people to work on the assignment to be submitted).
- d. Proposed fee for the engagement including a schedule for additional services that may be necessary beyond the scope of engagement.
- e. Detailed plan / methodology including your project approach.

6. **MINIMUM FUNCTIONAL REQUIREMENT**

The service provider should meet the following minimum requirements:

- a. At least 5 years track record Employee Wellness services.
- b. Experience gained in similar environment as the SACPCMP will be advantageous.
- c. The firm, partner / manager and team should be free of any conflicts of interest related to the provision of the required services.
- d. At least five written and contactable references (not older than five years) from clients that you have provided similar services to.
- e. A brief Profile of the Service Provider in terms of composition of the team and its experience.
- f. The Resource Plan: Proposed Team, Qualifications, Experience of Team.
- g. Failure to submit proof of registration with the Employee Assistance Professionals

7. SPECIAL CONDITIONS

- a. All enquiries must be made in writing to finance@sacpcmp.org.za during office hours between 08h00 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.
- b. SACPCMP reserves the right not to consider any proposal not fully completed.
- c. 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.
- d. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- e. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.
- f. Kindly note that SACPCMP is entitled to:
 - i. Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs 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.
 - ii. Verify any information contained in a proposal.
 - iii. Not appoint any bidder.
 - iv. Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof.
 - v. Disqualify proposals that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
 - vi. 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.
 - vii. 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.
 - viii. Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
 - ix. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.

8. PROPOSAL

- a. 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.
- b. Responding firms will be evaluated on the quality of the written proposals as well as oral presentations to Management Committee should this be necessary.
- c. Written proposals should be submitted by 12h00 on 14 February 2022 via the following email address: finance@sacpcmp.org.za

9. First Evaluation process

Area of Review	Score	Maximum Points
1. Number of years rendering Employee Wellness Services.		
Number of years the company has been rendering Employee Wellness Programs. Company profile clearly indicating the number of years in business providing employee wellness services.	0.40	5
Methodology and Approach		
DESCRIPTION		
The service provider must demonstrate their understanding of the key requirements and expectations of SACPCMP as outlined in this document. A detailed approach, methodology and tools on how they will assist SACPCMP in achieving the objectives of this request must be provided.	0.40	5

2. Track Record		
List of contactable applicable references for work undertaken by the Service Provider. The service provider must have dealt with public and private organisations of at least 50 employees. At least the references (3) to be supplied Must have dealt with large organisations (Generic). The submitted references must be indicated	0.20	5
Total/Maximum points	100%	
Total points required to move to next level		70%

10. Second Phase Evaluation

The first phase evaluation will be based on the following:

Evaluation criteria	Points
PRICE	80%

BBBEE	20%
Maximum Points	100%

PERIOD OF CONTRACT

The appointment of service providers on the panel of service providers shall be for a period of months. The legal services will be procured on an “as and when needed” basis.

11. 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.

12. CONTRACT MANAGEMENT

The Service Providers will be required to sign a Standard Contract in respect of each legal services they are appointed for.

Authorised Bidder’s Signature

Date

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT

This request for quotation (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)

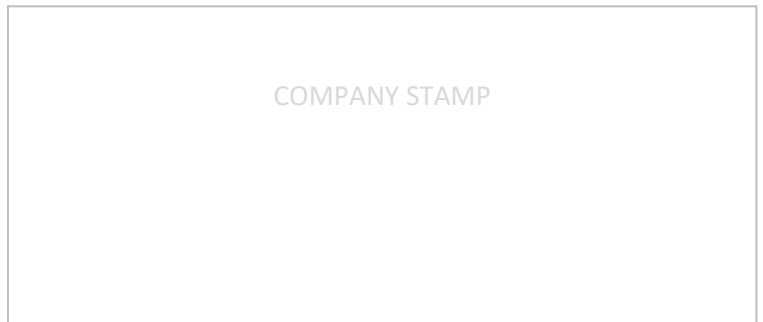
TERMS AND CONDITIONS:

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \square \square \frac{Pt - P_{min}}{P_{min}} \square & & P_s \square 90 \square 1 \square \frac{Pt - P_{min}}{P_{min}} \square \\
 \\
 \frac{P_s \square 80 \square 1}{\square} \frac{\square}{P_{min}} \square & \mathbf{or} & \square \square \frac{\square}{\square} \square \\
 \square & & \square \square \frac{\square}{P_{min}} \square \\
 \square & &
 \end{array}$$

Where-

P_s	=	Points scored for price of bid under consideration
P_t	=	Price of bid under consideration
P_{min}	=	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		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 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)

Addendum A.

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

Addendum B.
Valid Tax Clearance Certificate