

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	Appointment of a service provider to assist with the sustainability programme the South African council for the Project and Construction Management Professions (SACPCMP) (Pricing Protocol, Diversify revenue streams)		
BID NUMBER	FIN/01/02/2022		
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 Erasmusrand Pretoria		
RFQ DISTRIBUTION DATE	14 February 2022	09h00	
QUERIES CLOSING DATE	21 February 2022		
RFP CLOSING DATE	28 February 2022	16h00	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Fortune Vukomba tenders@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: Tenders@sacpcmp.org.za	
	Fax	No facsimile bids will be considered	
	Email	finance@sacpcmp.org.za	
	Queries (only)	tshidisoлек@sacpcmp.org.za	
	Contact person	Admin Enquiries: Mr. Fortune Vukomba Technical Queries: Ms Tshidiso Lekgetho (Acting Finance Executive)	

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. INTRODUCTION

The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions 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 thereby contributing towards promotion of the construction and built environment industries.

It further regulates the Project and Construction Management Professions 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.

It also accredits Project and Construction Management programmes at tertiary educational institutions to ensure that graduates are employable within the industry upon completion of their studies and recognises Voluntary Associations which assist in the promotion of the professions under the SACPCMP (South African Council for the Project and Construction Management Professions) umbrella.

2. BACKGROUND

- 2.1 The SACPCMP adopted the Council for the Built Environment Guideline Tariff of Fees Policy Framework on the 30 September 2020. In terms of the adopted framework, the council must annually review the guideline tariff of fees.

Council identified sustainability as an imperative objective to ensure long term delivery of SACPCMP and identified 3 areas to achieve that.

- Diversify Revenue streams – The aim is to reduce over reliance on revenue from registration and focus on 7 revenue generating mandates
- Implement pricing protocol that is cost reflective – To ensure that projects/services offered are self-funding
- Optimize use of external service providers- to realise efficiencies

OPERATIONS

The SACPCMP operates in the Built Environment space alongside the other six Councils being the South African Council for the Architectural profession (SACAP), the Engineering Council of South Africa (ECSA), The South African Council for the Landscape Architectural Profession (SACLAP), The Council for the Quantity Surveying Profession (SACQSP) and the South African Council for the Property Valuers Profession (SACPVP). The Minister of Public Works and Infrastructure is the Executive Authority of the Council and communicates with the Council through the CBE, which is the overarching body that co-ordinates the activities of all the six Built Environment Councils.

4. SCOPE OF WORK

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

4.1 Revenue: Diversify Revenue Streams

1. Revenue Streams Diagnostic report
2. Quantified Revenue Streams report
3. Initiatives to increase Revenue report
4. Implementation plan
5. Revenue Strategy

4.2 Pricing Protocol

6. Review of the current cost of mandate

Exploring different methods of managing and assigning cost in creating value.

(e.g activity-based costing, inclusion of fixed and variable costing in setting the prices, or a more suitable method for price setting)

- Identify the major activities that give rise to the overheads
 - Determine what causes the cost of each activity (cost driver)
 - Calculate the total cost for each activity (the cost pools)
 - Calculate a cost per cost driver
 - Allocate the overhead cost to produce lines based on their usage of the cost driving activities
 - Calculate the overhead cost per unit for each item of output
 - Identify other direct costs to calculate the full-service cost
7. Draft Cost breakdown diagnostic report
 8. Implementation plan

4.3 External Service Providers

9. Diagnostic report on the current state of the use of external service providers

5. MANDATORY REQUIREMENTS

Proposals will be disqualified or excluded under the following conditions:

- 5.1.1. Submission after the deadline.
- 5.1.2. Proposals submitted via other methods different from those stated in the TOR.
- 5.1.3. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- 5.1.4. Not attending the mandatory briefing session where such is required. It should be noted that the person attending the briefing session should sign the correct legal name of the bidder.
- 5.1.5. Not including a valid original tax clearance certificate as well as BBBEE Original Certificate/ Sworn Affidavits.
- 5.1.6. The supplier must be registered with the Central Supplier Database(CSD)

6. EVALUATION CRITERIA

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

- 6.1. Experience of your firm in relation to the scope of services required for an organ of the state.
- 6.2. A list of organisations where your firm conducted similar projects as the one that the SACPCMP requires, for reference purposes.
- 6.3. Depth of tested experience of the technical resources (CVs of the people to work on the assignment to be submitted).
- 6.4. Proposed fee for the engagement including a schedule for additional services that may be necessary beyond the scope of engagement.
- 6.5. Detailed plan / methodology including your project approach on handling the matters listed herein.

7. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- 7.1 Relevant registration with the professional bodies (may be advantageous).
- 7.2 At least 5 years track record as a consulting firm providing similar services.
- 7.4 Experience gained in similar environment as the SACPCMP will be advantageous.
- 7.5 Adequate set of mix of skills of the team (e.g. Commercial services, costing, Market analysis, etc)
- 7.6 The firm, partner / manager and team should be free of any conflicts of interest related to the provision of the required services.
- 7.7 At least five written and contactable references (not older than five years) from clients that you have provided similar services to.
- 7.8 A brief Profile of the Service Provider in terms of composition of the team and

its experience.

- 7.1. The Resource Plan: Proposed Team, Qualifications, Experience of the individual members of the Team.

8. SPECIAL CONDITIONS

- 8.1. All enquiries must be made in writing to tenders@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.
- 8.2. SACPCMP reserves the right not to consider any proposal not fully completed.
- 8.3. 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 other than the proposal.
- 8.4. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 8.5. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.
- 8.6. Kindly note that SACPCMP is entitled to:
 - 8.6.1. 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.
 - 8.6.2. Verify any information contained in a proposal.
 - 8.6.3. Not appoint any bidder.

- 8.6.4. Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof.
- 8.6.5. Disqualify proposals that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
- 8.6.6. 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.
- 8.6.7. 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.
- 8.6.8. Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- 8.6.9. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.

9. PROPOSAL

- 9.1. 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.
- 9.2. Responding firms will be evaluated on the quality of the written proposals as well as oral presentations to Management Committee should this be necessary.
- 9.3. Written proposals should be submitted by **16h00 on 28 February 2022** via the following email address: tenders@sacpcmp.org.za

10. First Evaluation process

Area of Review	Score	Maximum Points
1. Project team: Qualifications of the proposed team		
<p>Confirmation that the staff to be assigned in will meet the expected technical requirements.</p> <p>Criteria of Qualifications acceptable for this project to must be in Finance and Accounting as majors</p> <p>The proposed team must have a mix of skills and knowledge including for CA(SA), CIMA, CFA and/or master's in finance.</p> <p><i>The proposed team CV's must indicate Cost Reflective Tariff design and Affordability assessment work experience</i></p> <p><i>Non submission of the CVs will result in no points being awarded.</i></p>	0.20	5
<p>2. Understanding the brief</p> <p>21. Provided detailed plan on how the project will be carried out (considering all the 9 deliverables)</p> <p>Note in relation to 4.2 Pricing Protocol</p> <p>Please cover at least these 4 areas</p> <ol style="list-style-type: none"> 1. Financial Modelling, 2. Cost Breakdown principles to be applied and why, 3. Tariff Design and 4. Explain Affordability principles to be applied and relevance 	0.30	5
3. Experience in undertaking projects		
Assessment of the Firm		
<p>Firm's experience – indicating the total number of years. Service providers must provide a schedule of services performed, and proof of similar projects (Work on Cost Reflective Tariff design, and Affordability assessment work.) completed in a form of letters of acknowledgement and confirmation letters from clients.</p> <p>5 = More than 10 years Cost Reflective Tariff design and Affordability assessment work experience</p>	0.30	5

<p>4 = 10 years Cost Reflective Tariff design and Affordability assessment work experience.</p> <p>3 = 8 to 9 years Cost Reflective Tariff design and Affordability assessment work experience.</p> <p>2= 5 to 7 years Cost Reflective Tariff design and Affordability assessment work experience</p> <p>1 = 2 to 4 years Cost Reflective Tariff design and Affordability assessment work experience</p> <p>0 = less than 2 years Cost Reflective Tariff design and Affordability assessment work experience.</p>		
Proof of registration with professional body in respect of the Team leader	0.05	5
Proof of registration with professional body in respect proposed team members	0.05	5
4. Track Record		
<p>List of contactable applicable references for work undertaken by the Service Provider.</p> <p>i. 5- Written reference received 5</p> <p>ii. 4- Written reference received 4</p> <p>iii. 3- Written reference received 3</p> <p>iv. 2- Written reference received 2</p> <p>v. 2- Written reference received 2</p> <p>vi. No applicable reference received (0)</p> <p>✓ <i>Must not be older than 3 years</i></p> <p>✓ <i>Must be contactable and verifiable</i></p>	0.10	5
Total/Maximum points	100%	
Total points required to move to next level		70%

11. First Phase Evaluation

The first phase evaluation will be based on the following:

Evaluation criteria	Points
BBBEE	80%
Functionality	20%
Maximum Points	100%

12. Second Phase Evaluation

Second and final phase will be evaluated as follows:

Evaluation criteria	Points
Price	100%
Maximum Points	100%

13. Pricing Schedule

Deliverable	Rate	Number of Hours	total
Revenue: Diversify Revenue Streams			
Revenue Streams Diagnostic report			
Quantified Revenue Streams report			
Initiatives to increase Revenue report			
Implementation plan			
Revenue Strategy			
Total			
Pricing Protocol			
Review of the current cost of mandate			
Draft Cost breakdown diagnostic report			
Implementation plan			
Total			
External Service Providers			

Diagnostic report on current state			
Total			

PERIOD OF CONTRACT

The appointment of service providers on the panel of service providers shall be for a period of 30 days (once- off project).

13. 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.

14. CONTRACT MANAGEMENT

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

Authorised Bidder’s Signature

Date

15. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT

This request for quotation (RFQ) 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.p
df\)](https://www.thedti.gov.za/economic_empowerment/docs/PPPFA%20Regulation.pdf)

16. TERMS AND CONDITIONS:

- (a) All goods or services procured will be subjected to SACPCMP Procurement Policy and Procedures.

- (b) 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 RFQ.
- (c) 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).
- (d) (the service provider) certify that all the required information, relevant forms have been completed and furnished as part of the bid.
- (e) (the service provider) hereby agree that should I be awarded this RFQ and fail to deliver or perform on the award; the SACPCMP will have the right to enforce Regulation 13 of the Preferential Procurement Regulations.
- (f) This RFQ is subject to the provisions made in the General Conditions of Contract, as issued by National Treasury, including its revisions.
- (g) 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.
- (h) 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 RFQ. 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 the 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \frac{Ps}{P_{min}} \times 80 & & \frac{Ps}{P_{min}} \times 90
 \end{array}$$

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***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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 operation.....

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 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:
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Addendum A.

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

Addendum B.
Valid Tax Clearance Certificate