

SACPCMP

The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

YOU ARE HEREBY INVITED TO BID (PROVIDE A PROPOSAL) IN RESPECT OF PROFESSIONAL SERVICES REQUIRED BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).			
BID DESCRIPTION	Consultant Services For Human Resources Services		
BID NUMBER	2022/01/01/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		
COMPULSORY REQUIREMENTS	<ul style="list-style-type: none"> - Please note that failure to submit compulsory documents may lead to disqualification. - Emailed submissions will be accepted. 		
NUMBER OF COPIES REQUIRED	Due to Covid-19 risks, only emailed submissions will be accepted		
RFP DISTRIBUTION DATE	04 February 2022	16h00	
QUERIES CLOSING DATE	7 February 2022		
RFP CLOSING DATE	18 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	
	Fax	No facsimile bids will be considered	
	Email	finance@sacpcmp.org.za	
	Queries (only)	finance@sacpcmp.org.za	

	Contact person	Admin Enquiries: Mr. Fortune Vukomba Technical Enquiries: Ms. Lekgetho tshidisolek@sacpcmp.org.za
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. BACKGROUND

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 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 who assist in the promotion of the professions under the SACPCMP (South African Council for the Project and Construction Management Professions) umbrella.

OPERATIONS

The SACPCMP operates in the Built Environment 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 National Minister of Public Works is the Executive Authority of the Council and communicates with the Council through the CBE, which is the overarching body that co-ordinate the activities of all the six Built Environment Councils.

2. SCOPE OF WORK

Below is a list of specific services that may be sought by the Council.

1. Human Resource Compliance Audit. Overall compliance assessment of the HR tasks (eg. COIDA, UIF, Labour)
2. HR Audit
 - Personnel Files
3. Background checks (10 employees)
4. Performance Management
 - Review performance contracts (link to Strategy)
 - Review Interim Performance management process
 - Design evaluation templates
5. Training and Organizational Development
 - Draft interim Succession Plan
 - Draft interim EE plan
6. Review of policies

3. MANDATORY REQUIREMENTS

3.1. Proposals will be disqualified or excluded under the following conditions:

- 3.1.1. Submission after the deadline.
- 3.1.2. Proposals submitted at incorrect location.
- 3.1.3. Proposals submitted via email or fax.
- 3.1.4. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- 3.1.5. 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.
- 3.1.6. Not including a valid original tax clearance certificate as well as BBBEE Original Certificate/ Sworn Affidavits.

4. EVALUATION CRITERIA

The SACPCMP will do the evaluation and adjudication after the proposal submission

deadline. The selection criteria will include the following:

- 4.1. Experience of your firm in relation to the scope of service required for an organ of the state.
- 4.2. A list of organisations where your firm conducted similar projects as the one that the SACPCMP requires.
- 4.3. Your staff assignments and availability to complete the project timeously.
 - 4.3.1. Participation of the partner or manager assigned to the project.
 - 4.3.2. Depth of Technical Resources (CV of the assigned manager).
- 4.4. Your staff stability history - what assurances can you provide regarding the assignment of your permanent personnel to the engagement.
- 4.5. Proposed fee for the engagement including a schedule for additional services that may be necessary beyond the scope of engagement.
- 4.6. Detailed project plan / methodology including your project approach.
- 4.7. Estimated number of hours to complete the project by classification of your employees i.e. partners, manager, assistant manager, administrators,
- 4.8. Planned project activities linked to a project calendar detailing the activities to be undertaken and the hours that will be required to execute the planned activities.

5. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- 5.1. Registration and good standing status of firm and team with:
- 5.2. A professional qualification can be an added advantage.
- 5.3. At least 5 years track record as a firm providing similar consulting work.
- 5.4. Experience gained in similar environment as the SACPCMP will be advantageous.

- 5.5. The firm, partner, manager and team should be free of any conflicts of interest related to the provision the required services.
- 5.6. At least three recent (not older than 3 years] written and contactable references from clients that you provided for similar human resource consulting services as the ones prescribed.
- 5.7. A brief Profile of the Service Provider in terms of composition of the team and its experience.
- 5.8. The Service Provider must develop a Project Plan detailing the approach in executing the Project.
- 5.9. The Service Provider should consider organisational trends and benchmark the approach.
- 5.10. The Resource Plan: Proposed Team, Qualifications, Experience of Team and Proposed days to deal with each milestone.

6. SPECIAL CONDITIONS

- 6.1. All enquiries must be made in writing to finance4@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.
- 6.2. SACPCMP reserves the right not to consider any proposal not fully completed.
- 6.3. 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 than the proposal.
- 6.4. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 6.5. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

6.6. Kindly note that SACPCMP is entitled to:

- 6.6.1. 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.
- 6.6.2. Verify any information contained in a proposal.
- 6.6.3. Not appoint any bidder.
- 6.6.4. Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof.
- 6.6.5. Disqualify proposals that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
- 6.6.6. 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.
- 6.6.7. 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.
- 6.6.8. Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- 6.6.9. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.

7. PROPOSAL

- 7.1. 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.

7.2. Responding firms will be evaluated on the quality of the written proposals as well as oral presentations to Management Committee.

7.3. Email proposals should be submitted by 16h00 on **21 February 2021** the following email addresses: finance@sacpcmp.org.za and finance4@sacpcmp.org.za

8. PROPOSALS SHOULD ADDRESS:

8.1. Understanding of the Request for Proposal

- a) Detailed proposal to include the firms understanding of the requirements in respect of the request for proposal as set out in section 2,
- b) The proposal must set out the firm's approach and end to end methodology in respect of the scope (including its Quality assurance and resolution processes) and any other value-added services to be provided to SACPCMP.

8.2. Functional minimum requirements

- a) The firm must provide full detail in its proposal in respect of the functional minimum requirements set out in section 3.
- b) Describe briefly the firms Secretariat methodology/approach and the technology to be used.
- c) Curriculum Vitae of the lead partner, manager and core team members must be included in the proposal.
- d) Describe the firm's quality control system and demonstrate briefly that the firm has established adequate quality control policies and procedures

9. BID EVALUATION:

9.1. First Evaluation process

The following functionality evaluation criteria will be used.

Area of Review	Score	Maximum Points
1. Project team: Qualifications of the proposed team		
Experience and Qualifications of the HR Team <i>Non submission of the CVs will result in no points being awarded.</i>	0.20	10
2. Technical Approach (Methodology)		
Proposal on project approach indicating a practical framework to demonstrate adequate understanding of Human resource services required.	0.40	40
3. Experience in undertaking Secreta projects		
3.1. Assessment of the Firm		
<p>Experience: The prospective suppliers must submit a CV highlighting experience in similar HR services required.</p> <p>7 years relevant experience or more = 15 points</p> <p>5-6 years relevant experience = 10 points</p> <p>3-4 years relevant experience = 5 points</p> <p>Less than 3 years relevant experience = 0 points</p>	0.05	15
<p>Service Provider's HR benchmarking experience in the public sector – indicating the total number of years. Firms must provide a schedule of the HR services performed and proof of projects completed in a form of letters of acknowledgement and confirmation letters from clients.</p> <p>5 = More than 10 years HR Consulting services experience in public sector,</p> <p>4 = 10 years HR Consulting services experience in public sector,</p> <p>3 = 8 to 9 years HR Consulting services experience in public sector,</p> <p>2= 5 to 7 years HR Consulting services experience in public</p>	0.05	5

<p>sector,</p> <p>1 = 2 to 4 years HR Consulting services experience in public sector, and</p> <p>0 = less than 2 years HR Consulting services experience in public sector.</p>		
Submission of the senior consultant's valid professional registration with a professional qualification is an added advantage	0.05	5
3.2. Assessment of the Engagement Partner		
<p>Engagement partner / manager – confirmation of experience in the public sector, this should be verified in terms of a CV supplied.</p> <p>5 = more than 15 years' experience,</p> <p>4 = more than 10 years but less than 15 years.</p> <p>3 = more than 5 years but less than 10 years.</p> <p>2 = more than 1 year and less than 5 years.</p> <p>1 = less than 1 years' experience; and</p> <p>0 = no CV included</p>	0.05	5
<p>Engagement partner / manager – confirmation of experience in the private sector, this should be verified in terms of a CV supplied.</p> <p>5 = more than 15 years' experience,</p> <p>4 = more than 10 years but less than 15 years.</p> <p>3 = more than 5 years but less than 10 years.</p> <p>2 = more than 1 year and less than 5 years.</p> <p>1 = less than 1 years' experience; and</p> <p>0 = no CV included</p>	0.05	5
Submission of the manager's valid professional registration with a professional qualification is an added advantage	0.05	5
4. Track Record		

<p>List of contactable applicable references for similar work undertaken.</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>✓ Must not be older than 3 years</p> <p>✓ Must be contactable and verifiable</p>	0.10	5
Total/Maximum points	100%	
Total points required to move to next level		70%

10. SCORING RULES

Unless otherwise specified above, scoring will be done as per below table.

SCORE	DESCRIPTION
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

For a bidder to be considered for the 2nd stage of evaluation they must attain a minimum threshold of not less than 70 points on functionality

10.1. Second Phase Evaluation

Second and final phase will be evaluated as follows:

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

11. Quotation Price

These requirements are only minimum requirements. It is required that Service provider familiarise himself/herself with the details of the services/ supplies to be able for him/her to quote accordingly. The quoted price must be in South African Rands and be inclusive of 15% Vat, if VAT registered vendor.

11.1. Pricing Schedule

PROJECT STRUCTURE (please include delivery costs, if any)			
ITEM NO	ITEM DESCRIPTION	UNIT PRICE	PRICING
1			

NB: Validity period for this RFP should be at least 3 Months from the date of submission.

12. Period of Contract

The contract is short term contract. Work will only commence upon the signing of the contract which will be followed with various purchase order/s for specific items as may be needed.

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. Evaluation Criteria

Proposals received will be evaluated according to the prescriptions of the Preferential Procurement Policy Framework Act no 5 of 2000, the Procurement Regulations of 2017 pertaining to the Act and SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply. For you to go the next phase of evaluation points of 80% must have been achieved.

15. Contract Management

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

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Authorised Bidder's Signature

Date

PLEASE NOTE

1. Any quotation submitted after the closing date and time shall **NOT** be considered.

2. Ensure that your proposal/ quotation clearly covers **ALL** the above aspects of the RFQ.
3. **DO NOT** include insurance to your quote as SACPCMP provides its own insurance.
4. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Proposal in **Supply Chain Management Department**.
5. The SACPCMP reserves the right to cancel the procurement process at any time without notice, and not issue the order.
6. Conditional quotations will be subject to SACPCMP acceptance and approval processes.
7. It is no longer compulsory for bidders to submit SBD 4, 8 & 9 together with this RFQ on the stipulated closing date.
8. The SACPCMP shall request the preferred bidder / service provider to complete and submit SBD 4, 8 & 9 before any awards are finalised. The SBD form shall be valid for a period of twelve (12) months from the date submitted. 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 result in SACPCMP terminating the service or contract.
9. Payment terms: compliant invoices will be processed within 30 days after receipt.

FOR OFFICE USE ONLY

RECEIVED BY: _____

COMPANY STAMP

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.

2. 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;

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
$\frac{Ps - P_{min}}{Ps - P_{min}}$		$\frac{Ps - P_{min}}{Ps - P_{min}}$
$\frac{Ps - 80}{Ps - P_{min}}$	or	$\frac{Ps - P_{min}}{Ps - P_{min}}$

Where-

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 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

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	<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*)

YE	<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:	EM E √	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 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:

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

Addendum B;
Valid Tax Clearance Certificate.