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| 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 | For the appointment of an Event Service Provider for specific event services for the SACPCMP Conference to be held in November 2023 | | |
| BID NUMBER | COM02/2023 | | |
| 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 | TBC (Gauteng) | | |
| COMPULSORY REQUIREMENTS | <ul style="list-style-type: none"> - Please note that failure to submit compulsory documents may lead to disqualification. - Only emailed submissions will be accepted. | | |
| RFQ DISTRIBUTION DATE | 21 August 2023 | 09h00 | |
| QUERIES CLOSING DATE | 30 August 2023 | 16h00 | |
| RFQ CLOSING DATE | 02 September 2023 | 16h00 | |
| CONTACT DETAILS | Electronic bids | Electronic bids should be submitted to Sbongile Shabalala tenders@sacpcmp.org.za | |
| | Physical address | SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria | |
| | Fax | No facsimile bids will be considered | |
| | Email | tenders@sacpcmp.org.za | |
| | Queries (only) | Dinaledi Nteleki Dinaledi.nteleki@sacpcmp.org.za | |
| | Contact person | Admin Enquiries: Sbongile Shabalala tenders@sacpcmp.org.za | |
| CATEGORY | For the appointment of an Event Service Provider for the SACPCMP Conference to be held in November 2023. | | |
| SECTOR | Regulatory Council | | |
| REGION | Gauteng Province | | |

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 five 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

The SACPCMP invites proposals from suitable Service Providers for the provision of specific event requirements and services or parts thereof for the SACPCMP Conference to be held in November 2023. These services may include, but not be limited to, the following services.

2.1 CONFERENCE PROGRAMME DEVELOPMENT AND PRINTING

The Service provider shall:

- Design, layout and development of a hard-copy conference/masterclass programme
- Design, layout and develop a digital conference programme that can be loaded to either phone or tablet via QR code.
- Ensure that the Conference Programme is printed and available for masterclasses/conference (2 days) and available to all conference attendees. Conference programme to include sponsor and partner details, logos, and conference speaker line-up. Size recommended is A5, gloss print of approximately 30 to 40 pages (approx. 900 copies)
- The service provider shall assist the Conference Committee to produce the conference abstracts and ensure that at least one month before the Conference, provided that SACPCMP reserves the right to make such abstracts available, on the SACPCMP website.
- Development of digital post-conference report document with all necessary educational papers included.

2.2 REGISTRATION ASSISTANCE SERVICES

The service provider shall provide:

- Assistance on populating a database with the delegate details and relevant delegate type, including paid and free attendees/delegates.
- Cross reference the database, to ensure correct registration members/delegates in allocated categories.
- Generate catering lists detailing various dietary requirements associated with the above database.
- Assist the SACPCMP Finance Team in cross-checking payments received or reconciled with the delegate lists.
- Correspond the above-mentioned database of all delegates/attendees via the system, to link with a unique barcode generation and delegate badge.
- Set up a unique conference communication email for sending barcoded delegate badges to all delegates/attendees, and email all delegate barcodes prior to the event. Have a reminder email sent to all delegates two days prior, and the day prior, to the events (masterclasses and conference) with the barcode included.
- Effect an onsite welcoming and registration procedure, inclusive of the collection and handling of all outstanding fees. (Have at least one portable payment facility portal available on the day of conference and masterclass).

- Setup a welcome desks/registration area at the venue to receive and welcome the delegates. Format of the desks to be discussed with the conference team.
- Ensure branding of the welcome desks are cohesive and reflect the relevant event sponsors.
- Ensure all delegate name badges are prepared for issuing on the morning of both the masterclasses and conference. This must be done, as much as possible in advance of the event. No fumbling with delegate badges on the day of the masterclasses and conference!
- Delegate name badge production and distribution & scanning of name badges for masterclasses and conference for CPD allocation also to be included.
- Assist with SACPCMP team in managing all welcome desks/registration areas.

2.3. TECHNICAL SERVICES

The service provider shall:

- Develop, set-up, co-ordinate all technical services for both masterclasses and conference. This will include:
 - Audio visual and staging requirements, working along with what the venue (Emperors Palace can provide) as per agreed upon with the client, and other services as required.
 - This must include screens alongside the main venue area and breakaway areas so as to capture all event content. This must also include mics for the panels discussions, roving mics for questions etc.
 - Photography of all sessions for masterclasses and the full conference (including break-away sessions).
 - Videography of all sessions for masterclasses and conference presentations/speakers (including break-away sessions).
 - Additional lighting and sound as and where needed to ensure good quality video recording and photos.
 - Option to have the conference available to remote attendees (professional livestream and online conferencing services)

Example images of staging and screens set-ups that would be preferable are below:





2. MANDATORY REQUIREMENTS

- 2.4. Quotations will be disqualified or excluded under the following conditions:
- 2.4.1. Submission after the deadline.
 - 2.4.2. Quotations submitted at incorrect location.
 - 2.4.3. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
 - 2.4.4. Not including a valid original tax clearance certificate as well as BBEE Original Certificate/ Sworn Affidavits and CSD certificate
 - 2.4.5. Your quotation and proposal should include, in addition to the scope of services above, your design rates for electronic marketing material related to the conference.

3. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- 3.4. Registration and CSD good standing status of form
- 3.5. At least three recent (not older than 3 years) written and contactable references from clients that you provided for similar graphic design services as indicated.
- 3.6. A brief Profile of the Service Provider.

3.7. A portfolio of examples of similar services that have been provided to other conference events, showing staging photos, event photos, registration desk set-ups and examples of conference programmes would be preferable.

4. SPECIAL CONDITIONS

4.4. All enquiries must be made in writing to tenders@sacpcmp.org.za, during office hours between 09h00 and 16h30.

4.5. SACPCMP reserves the right not to consider any Quotation not fully completed.

4.6. By accepting to take part in the Quotation process, you agree to keep in confidence all information imparted to you in relation with the Quotation process, not to disclose it to third parties and not to use it for other purpose than the Quotation.

4.7. The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.

4.8. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.

4.9. Kindly note that SACPCMP is entitled to:

4.9.1. Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQ's before the closing date. All Respondents, to whom the RFQ documents have been issued, will be advised in writing of such amendments in good time.

4.9.2. Verify any information contained in a Quotation.

4.9.3. Not appoint any bidder.

4.9.4. Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof.

4.9.5. Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.

4.9.6. Not accept the lowest Quotation or any Quotation 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 Quotation is technically acceptable and/or financially advantageous to the SACPCMP.

4.9.7. 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.

4.9.8. Cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.

4.9.9. This Quotation and its acceptance shall be subject to the terms and conditions contained in this RFQ document.

5. QUOTATION

5.4. Email Quotations should be submitted by **16h00 on 02 September 2023** to the following email addresses: tenders@sacpcmp.org.za

6. BID EVALUATION:

6.4. Evaluation

Evaluation phase will be evaluated as follows:

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

7. 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.

7.4. PRICING SCHEDULE

NB: Validity period for this RFQ should be at least 12 Months from the date of submission and note any escalation costs related to options 2 and 3.

8. Period of Contract

This contract will be valid based on the options provided and work will only commence upon the signing of the Service Level Agreement contract which will be followed with various purchase order/s for specific items as may be needed.

9. 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.

10. Evaluation Criteria

Quotations 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.

11. 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

PLEASE NOTE

1. Any quotation submitted after the closing date and time shall **NOT** be considered.
2. Ensure that your Quotation/ 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 Quotation **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/ Quotations 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/ Quotations:

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

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

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid/ Quotation 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 Quotations.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B- BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;

- (i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

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

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"/> |
|----|--------------------------|----|--------------------------|

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 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.
