

SACPCMP

The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

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	IMPLEMENTATION OF A DOCUMENT MANAGEMENT SYSTEM – SHAREPOINT ONLINE / INTRANET		
BID NUMBER	ICT03/2023		
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	SACPCMP Offices 446 Rigel Avenue South 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. - Only emailed submissions will be accepted. 		
RFQ DISTRIBUTION DATE	16 October 2023	09h00	
QUERIES CLOSING DATE	23 October 2023	16h00	
RFQ CLOSING DATE	06 November 2023	16h00	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to S bongile 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)	Jubilee Phetogo Lekganyane phetogo.lekganyane@sacpcmp.org.za cc: tenders@sacpcmp.org.za	
	Contact person	Admin Enquiries: tenders@sacpcmp.org.za	
CATEGORY	To provide professional services as per the brief.		
SECTOR	Regulatory Council		

REGION	Gauteng Province	
COMPULSORY BRIEFING SESSION/SITE VISIT	Date	24 October 2023
	Time	09:00
	Venue	MS Teams

1. BACKGROUND

The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 22 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 five Built Environment Councils.

2. SCOPE OF WORK

2.1 The SACPCMP seeks to appoint a suitably experienced service provider to implement a Document Management System / Intranet, which will be based on Microsoft SharePoint online. The SACPCMP comprises of the following departments:

- i. **Operations**
 - a. Customer Relations Management
 - b. Education
 - c. Registrations
 - d. Legal
- ii. **Finance**
 - a. Supply Chain Management
 - b. Asset Management
 - c. Debtors
- iii. **Business Services**
 - a. Stakeholder Relations and Communication
- iv. **The Registrar's Office**
 - a. Manager in the Registrar's Office
- v. **Human Resources**
- vi. **Risk Management and Strategy**
- vii. **Information Technology and Communications**

2.2 The service provider is expected to:

2.2.1 Organise Data that is on OneDrive per department prior to moving it to Microsoft SharePoint Online. This layout will be aligned with the SACPCMP's organisational design (structure) as listed in 2.1.

2.2.2 Ensure the correct permissions are applied as per user requirements on Microsoft SharePoint online.

2.2.3 Adoption of appropriate business analysis processes for the elicitation of these requirements will form part of the project activities.

2.3 Handling of Documents and Electronic Records requests and responsible for document retention, data lifecycle management, and easy/efficiency.

2.4 Creation of the necessary policies, procedures and automate where possible, both documented and technological.

2.5 To provide online (Microsoft teams – training will be recorded) training / workshop to users, including:

2.5.1. Hold one training session per department.

2.5.2 Hold an additional one for the Executive Committee.

2.6 Provide technical support for a period of 12 months.

2.7. Data governance and reporting to be performed monthly. This includes the provision of relevant reports to management and advise on the optimal use of the solution.

3. COMPETENCY AND EXPERTISE REQUIREMENTS

3.1 The service provider should be able to:

3.1.1 Provide signed references on client’s company letterhead of successfully executed project where development, implementation, maintenance and support were done on SharePoint Online for a period not older than 5 years ago, i.e., from October 2018 onwards. See table (b) of Annexure A to provide the necessary information.

3.1.2 Provide a team that comprises of:

a. A Project Manager who should hold certification or be certified or accredited in Project Management and provide his/her CV with experience in SharePoint work.

b. Team Member(s) who have the desired competency and experience in the deployment and maintenance of MS SharePoint Online and provide his/her CV with experience in SharePoint work.

c. Any changes to the core team supplied as part of this submission MUST be communicated to the SACPCMP in writing and the replacement resource must be of the same level of experience or more.

4. DURATION OF THE CONTRACT

4.1 The contract will be valid from the contract signing date by both parties for a period of 12 months. The SACPCMP and the awarded service provider will agree on the completion dates of each part of the work which may have shorter completion dates.

5. TECHNICAL EVALUATION

	Criteria	Scoring Guidelines	Points
1	<p>Company Experience The bidder must have demonstrable experience in providing in SharePoint Online deployment and maintenance as a Document Management System / Intranet. The bidder must provide 3 contactable references of similar work done in the past 5 (five) years i.e., reference letters on clients’ letterheads.</p> <p>The bidder must be Microsoft Certified Partner</p>	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • 3 or more relevant reference letters= 25 points • 2 relevant reference letters = 18 points • 1 relevant reference letter = 9 points • No relevant reference letter = 0 points 	25
		<p>Microsoft Gold Certified Partner = 25 Microsoft Silver Certified Partner = 18 Microsoft Certified Partner = 10</p>	25

2	<p>Team Experience</p> <p>The bidder's key personnel of the proposed team must have relevant qualifications, skills, and experience in SharePoint Online deployment and maintenance as a Document Management System / Intranet.</p> <p>NB: Qualifications and proof of other documents must be attached.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties (based on the scope of work) of this service and the key personnel responsible for each specialty. <p>Please refer to Table (b) Annexure A of this document for the format in which the required information must be provided.</p> <ul style="list-style-type: none"> • Detailed CVs of the key personnel; and the CVs must clearly highlight relevant IT skills, e.g., SharePoint deployment, Content Management System, service management etc. areas of competence and years of experience relevant to the tasks and objectives of this service request as outlined in this RFP. • Copies of relevant training certificates 	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • 8-year experience with a minimum of NQF 6 = 25 points • 5-year experience with a minimum of NQF 6 = 20 points • 3-year experience with a minimum NQF level 6 = 9 points • Non-submission of CV(s) or less than 3-year experience or irrelevant experience = 0 points 	25
3	<p>Implementation Plan</p> <p>The bidder must provide the approach that will be followed to set up the solution to enable the required Document Management System / Intranet The approach must address, but not limited to,</p> <ol style="list-style-type: none"> 1) Project Management methodology 2) Project Phases (based on delivery timelines) 3) Project Activities 4) Reporting 5) Assumed Risks and Mitigations 	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Project plan with all (5) key areas addressed with a project methodology, = 25 points • Project plan with (4) key areas addressed with a project methodology, = 14 points • Satisfactory: Project plan with (3) key areas addressed with no project methodology = 6 points • Non-responsive: No project plan = 0 points 	25

	Total	100
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The minimum weighting threshold for technical / functional evaluation is 70%. Any bidder scoring less than 75% or 75 weight will be disqualified from further evaluation.

6. MANDATORY REQUIREMENTS

6.1. Quotations will be disqualified or excluded under the following conditions:

- 6.1.1. Submission after the deadline.
- 6.1.2. Quotations submitted at incorrect location.
- 6.1.3. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- 6.1.4. Not including a valid original tax clearance certificate as well as BBEE Original Certificate/ Sworn Affidavits and CSD certificate
- 6.1.5. The bidder must be Microsoft Certified Partner.

7. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- 7.1. Registration and CSD good standing status of form
- 7.2. A brief Profile of the Service Provider
- 7.3. At least three reference letters for similar work. This information must be supplied on the clients' company letterhead. This reference must be for work not older than three years.
- 7.4. A project plan of either similar work that has been previously carried out or a plan on how this project will be executed.
- 7.6. Any changes to the core team supplied as part of this submission MUST be communicated to the SACPCMP in writing and the replacement resource must be of the same level of experience or more.

8. SPECIAL CONDITIONS

- 8.1. All enquiries must be made in writing to tenders@sacpcmp.org.za, during office hours between 09h00 and 16h30.
- 8.2. SACPCMP reserves the right not to consider any Quotation not fully completed.
- 8.3. 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.

- 8.4. The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- 8.5. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.
- 8.6. Kindly note that SACPCMP is entitled to:
 - 8.6.1. 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.
 - 8.6.2. Verify any information contained in a Quotation.
 - 8.6.3. Not appoint any bidder.
 - 8.6.4. Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof.
 - 8.6.5. Disqualify Quotations 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 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.
 - 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 RFQ as a whole or in part without furnishing reasons and without attracting any liability.
 - 8.6.9. This Quotation and its acceptance shall be subject to the terms and conditions contained in this RFQ document.

9. QUOTATION

- 9.1. Email Quotations should be submitted by **16h00 on 06 November 2023** the following email addresses: tenders@sacpcmp.org.za

10. BID EVALUATION:

- 10.1. Evaluation

Please ensure your costing breakdown specifies relevant phased approach in delivering the required services.



PROJECT STRUCTURE (please include delivery costs, if any)				
ITEM NO	ITEM DESCRIPTION	QTY		
1				
2				
3				
4				
5				
6	Maintenance and support			

Please indicate how the line items above are factored into your costing breakdown of services.

NB: Validity period for this RFQ should be at least 6 Months from the date of submission.

12. Period of Contract

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

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.

15. Contract Management

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

Authorised Bidder's Signature

Date

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
Technical Criteria Evaluation	??
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 authorised 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \square \square \text{ Pt } \square \text{ P min } \square & & \text{Ps } \square 90 \square 1 \square \text{ Pt } \square \text{ P min } \square \\
 \\
 \text{Ps } \square 80 \square 1 \frac{\square \square}{\square \square} \square \square & \text{or} & \square \square \frac{\square \square}{\square \square} \square \square \\
 \square & & \square \square \text{ P min } \square \\
 \square & &
 \end{array}$$

Where-

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

Pmin	=	Price of lowest acceptable bid
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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:	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 certificates, 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.

BIDDER'S EXPERIENCE AND PROPOSED PROJECT TEAM

Table (a) - Details of the bidder's current and experience deploying and supporting SharePoint Online / Intranet

Client's Name	Project Description	Project Cost	Project timelines	Details of services rendered and Bidder's responsibilities	Name, title, and telephone contact of client

Table (b) - Details of the key personnel of the bidders' proposed team, including the Team Leader

Name	Position	Role / Duties	Project timelines	Relevant experience	
				Project description, Client, Project Period	Project Cost