

## **CBE 2/2025: POOL OF SUPPLIERS FOR PROMOTIONAL MATERIALS FOR A PERIOD OF THREE YEARS**

## 1. BACKGROUND

The Council of the Built Environment (CBE) is a statutory body established in terms of the Council for Built Environment Act (No. 43 of 2000) and an entity of the Department of Public Works and Infrastructure (DPWI). The CBE is a Schedule 3A public entity and is subject to compliance with the Public Finance Management Act (PFMA) Act No. 29 of 1999 and Treasury regulations.

Sections 3(c) and (d) of the CBE Act mandate it to promote ongoing human resource development in the built environment, and to facilitate participation by the built environment professions in integrated development in the context of achieving national goals. It is an overarching body mandated to lead, regulate, coordinate and advise the six Professional Councils of the Architectural Profession, Landscape Architectural Profession, Engineering Profession, Property Valuers Profession, Project and Construction Management Professions, and Quantity Surveying Profession. The CBE currently has working relationships with the following professional bodies as part of the built environment family – South African Council for Planners, Environmental Assessment Practitioners Association of South Africa, and South African Geomatics Council. In the main, the central mandate of the Council for the Built Environment is to:

- transform the Built Environment Industry
- create skilled Built Environment professionals
- expedite the empowerment of women, youth and persons with disabilities

The objects of the CBE are to-

- promote and protect the interests of the public in the built environment;
- promote and maintain a sustainable built environment and natural environment;
- promote ongoing human resource development in the built environment;
- facilitate participation by the built environment professions in integrated development in the context of national goals;
- promote appropriate standards of health, safety and environmental protection within the built environment;
- promote sound governance of the built environment professions;
- promote liaison in the built environment in the field of training, both in the Republic and elsewhere, and to promote the standards of such training in the Republic;
- serve as a forum where the representatives of the built environment professions may discuss the relevant required qualifications; standards of education; training and

competence; promotion of professional status; and legislation impacting on the built environment.

- ensure the uniform application of norms and guidelines set by the councils for the professions throughout the built environment.

The CBE's key priorities focus on the following strategic areas:

- Capable and Developmental Built Environmental Professional Bodies
- Built Environment Education and Career Advancement
- Research, Policy, Advocacy and Transformation
- Protect and Promote Public interest

## **2. OBJECTIVE**

The objective of this project is to appoint a Pool of suitable suppliers for a period of three years to provide promotional materials on a "as and when required." The adequate supply of promotional material will strengthen and enforce the entity's brand identity at all CBE engagements.

## **3. SCOPE OF WORK**

- The pool of service providers will be responsible for supplying, designing, delivering and customising (where applicable) the categories of promotional items listed under Annexure A on an "as and when required" basis.
- Bidders will not be required to provide all items at once.
- Some of these items may be required to be produced in braille.
- All items designed and produced must meet CBE's branding guidelines, quality standards, and specifications.
- In the event that the CBE requires a promotional item(s) that are not listed in Annexure A, bidders must submit a quotation for the item(s) within 3 days of request. The selected service provider will be required to deliver the item(s) within 5 days from notice of acceptance.

**Bidders in the appointed pool will be utilised on a rotational basis as and when required. Promotional items must be delivered to the CBE office. Should an event be held within**

**the same location of a supplier, the selected supplier will be required to deliver the materials directly to the event venue.**

#### **4. SPECIFICATIONS OF ITEMS AND SERVICE**

Bidders must refer to **Annexure A** for the detailed specifications of promotional materials and populate the cost for each item accordingly.

**Bidders must submit a contingency plan for work stoppage for whatever reason (e.g. staff shortage, load shedding, machine failure) so that delivery time is not compromised.**

#### **5. REQUIRED SKILLS, EXPERIENCE AND EXPERTISE**

The bidding organisation must preferably have three (3) years of experience in supplying promotional materials. A company profile, clearly indicating the number of years of experience and range of services offered must be provided.

The bidding organization is required to have access to a Project/Key Account Manager (preferably with five (5) years of experience) and a Graphic Designer (with preferably three (3) years of experience) as key resources (even if these are contracted).

**In the event that these key resources change, the appointed service provider must provide a resource of the same number of years of experience indicated above.**

The bidding organization must have an understanding of the CBE's CI Manual and sector. This Manual is available from the CBE upon request.

Preferably, bidders are required to submit two (2) signed reference letters for similar work undertaken for previous clients. The reference letters must:

- contain valid contact details
- be on the official letterhead of the issuing company
- contain a valid signature of a designated official of the issuing company
- not be older than 3 years

## 6. BRANDING AND QUALITY ASSURANCE

The appointed service provider must ensure that:

- All work produced conforms to the highest professional standards in terms of appeal, appearance and CI compliance
- Quality and durability of materials sourced, attention to detail in artwork and overall appearance will be important factors during evaluation
- All work produced by the appointed service provider becomes the intellectual property of the CBE upon conclusion of the project.
- Technical specifications/files and data relating to the project must be handed over to the CBE in order to conclude the project
- Service providers are cautioned to observe the copy right conditions in utilising materials produced for the CBE to other clients
- All goods and services must receive CBE approval prior to print/production/purchase.

## 7. COST

Bidders must complete the pricing of ALL Promotional Material Items listed under **Annexure A**. **Failure to provide a unit price for one or more items will result in the disqualification of the bid. Prices quoted must include all delivery and logistical costs associated with the supply and delivery of promotional materials. No separate or additional delivery charges will be accepted after submission.**

Pricing for this service must be **firm** over the contract duration. **Bidders, whose pricing schedule does not align with that provided by the CBE, will be disqualified.**

## 8. EVALUATION PROCESS

The following evaluation process shall be followed:

**Pre-qualification Criteria (Bidders must meet the following pre-qualification criteria. Failure to meet these requirements shall result in the disqualification of the proposal):**

- Potential service providers must be registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. **This proposal will not be awarded to any bidder who is not registered on the CSD, or whose tax matters are not in order and/or who is a restricted supplier.**
- **In line with the Preferential Procurement Regulations, 2022, this bid will only be targeted at the following categories of:**
  - **Historically Disadvantaged Individuals on the basis of gender, race and disability:**
    - **51% - 100% black owned businesses and/or**
    - **Any % of Women ownership and/or**
    - **Any % of Youth ownership and/or**
    - **Any % of Persons with Disabilities**
  - **Exempted Micro Enterprises (EMEs) with an annual turnover of less than R 10 million or**
  - **Qualifying Small Enterprises (QSEs) with an annual turnover of more than R 10 million and less than R 50 million.**

**\*\* The CBE reserves the right to verify the authenticity of the information submitted. The results of the verification will take precedence.**

### **a) Evaluation Phases:**

#### Phase 1: Technical Evaluation

Bid proposals will be evaluated against the set criteria indicated under paragraph 9 below. A form will be used which will reflect the name of the service provider and evaluating criteria, with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be based on general consensus.

The following scoring matrix will be used:

Unable to evaluate	Substantially below the requirements	Partial compliance with requirements	Full compliance with requirements	Exceeds requirements	Exceptionally exceeds requirements
0	1	2	3	4	5

The following formula will be used to convert the points scored against the weight:

$$Ps = \left( \frac{So}{Ms} \right) \times 100$$

Where:

Ps = Percentage scored for technical evaluation by proposal under consideration

So = Total score of proposal under consideration

Ms = Maximum possible score

Bidders will be expected to achieve a minimum threshold score of **70%** in order to proceed to the due diligence process.

A due diligence process will be conducted in respect of all short-listed bidders to determine the capability and ability of short-listed bidders to execute this contract.

The CBE reserves the right to utilize any one or more of the below due diligence methods:

- Presentation by bidders with pre-determined questions posed by the CBE. A set of pre-determined questions based on the submitted quotation will be posed. This will be evaluated based on a grading scheme of either consistent or not consistent with the quotation. Should more than 20% of the responses not be consistent with the bidder's quotation, the quotation will be disqualified.
- Bidders must provide a portfolio of evidence of the same/similar work previously done (samples/sample pictures) upon request.
- Scrutiny by the CBE of the bidder's previous contracts completed, availability of skills or knowledge, existing workload etc.
- Confirmation of the authenticity and content of the reference letters submitted (bidders must provide a minimum of **two (2)** signed reference letters of the same work undertaken even if this method is not selected for due diligence). The reference letters must:

- o Be on the official letterhead of the issuing company
- o Not be older than 3 years
- o Bear the signature of an official authorized to do so
- o Contain valid contactable details

Should negative feedback be obtained from any of the due diligence methods utilised from those outlined above that will render the bidder unsuitable to execute the assignment, the quotation will be disqualified at this point and will not proceed for further evaluation.

It must be noted that if a service provider undertook work for the CBE previously for which a positive report is on record, such a report may be used for the purpose of due diligence in the event that the selected method(s) above is/are not feasible.

Should the bidder meet the requirements of due diligence, their quotation will proceed to Phase 2.

**b) Phase 2: Calculation of points**

Quotations that have qualified up to this stage will be evaluated using the 80/20 preference point system as outlined in the Preferential Procurement Regulations, 2022 where:

- a) 80 points will be allocated for price and 20 points will be allocated for specific goals.

During phase 2, points for price will be calculated for all shortlisted bidders in accordance with the following formula:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

- P<sub>s</sub> = Points scored for price of quotation under consideration
- P<sub>t</sub> = Rand value of quotation under consideration
- P<sub>min</sub> = Rand value of lowest acceptable quotation

**c) The final points will be calculated as follows:**

Points for price:	80 points
Specific Goals Contributor:	20 points
Final points:	100 points

**Points awarded for Specific Goals**

Provisions of the Preferential Procurement Policy Framework Act (PPPFA) of 2022 and its regulations will apply in awarding points.

**Bidders must submit documents as valid proof to substantiate points claimed for specific goals, that should include amongst others the Shareholder Certificate/business registration documents, certified copies of ID for directors, B-BBEE certificates/affidavits, CSD report and Approved Annual Financial statements. In the event that points are claimed by persons with disabilities, provide a medical report issued by a registered Medical Professional to attest to the disability.** The CBE reserves the right to utilize one or a combination of the source documents.

Failure to submit a fully completed Preference points claim form and proof to substantiate points will result in the forfeiture of specific goal points. Only points for price will be allocated.

**Special Notes:**

**Bidders must ensure that B-BBEE affidavits indicate:**

- **the title of the deponent i.e. director or member or owner (circle/underline the relevant title applicable)**
- **the full financial year must be stated i.e. date, month and year (not only the calendar year)**

**in addition to the requirements set out under the Broad Based Black Economic Empowerment Practice Guide 1 of 2022, Determining the validity of a Broad-based Black Economic Empowerment verification certificate, B-BBEE certificate and affidavit, paragraph 17. Failure to do so will invalidate the affidavit, resulting in points not being allocated.**

In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate goals in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

<b>Small business development</b>	<b>5</b>
EME (Turnover less than R10 million)	5
QSE (Turnover higher than R10 million less than R50million)	3
<b>Ownership</b>	<b>5</b>
100% black owned	5
At least 51% black owned	4
<b>Specific goal</b>	<b>10</b>
<b>Women ownership</b>	<b>4</b>
100% women owned	4
At least 51% women owned	3
Less than 51% women owned	2
<b>Youth ownership</b>	<b>4</b>
100% youth owned	4
At least 51% youth owned	3
Less than 51% youth owned	2
<b>Disabled ownership</b>	<b>2</b>
Any disabled ownership	2

The 5 highest scoring bidders will be recommended for appointment to the pool of suppliers. In the event that two or more bids have scored equal total points, the successful bids will be the bidder scoring the highest number of points for specific goals.

A recommendation for award will then be formulated for approval by the relevant delegated authority.

## **9. EVALUATION CRITERIA**

The following criteria and weights shall apply when considering the proposal:

Criteria for Technical Evaluation	Weight	Scoring Guideline	
<p><b>Experience relevant to the assignment</b></p> <p>Bidders must submit a detailed Company Profile illustrating a preferable 3 years of experience in supplying promotional materials.</p>	20	0 = No experience 1 = Less than 1 year 2 = 1-2 years 3 = 3 years 4 = 4-5 years 5 = 5+ years plus	
<p><b>Creative and Management Capacity</b></p> <p>Bidders must provide the below key resources:</p> <ul style="list-style-type: none"> <li>1 Project Manager to oversee operations with preferably 5 years of experience (20)</li> <li>1 Graphic Designer with preferably 3 years of experience (20)</li> </ul> <p>Bidders must provide detailed CVs for the above key resources.</p>	40	<p><b>Project Manager</b></p> 0 = No experience or less than 12 months 1 = 1-2 years 2 = 3-4 years 3 = 5 years 4 = 6-9 years 5 = 10 years or more	<p><b>Graphic Designer</b></p> 0 = No experience 1 = less than 12 months 2 = 1-2 years 3 = 3 years 4 = 4-5 years 5 = 6 years or more
<p><b>Reference Letters</b></p> <p>Preferably Bidders should provide two signed reference letters where the bidder has successfully concluded similar work</p> <p>The reference letters must:</p> <ul style="list-style-type: none"> <li>o contain valid contact details</li> <li>o be on an official letterhead</li> <li>o bear the signature of a company official</li> <li>o not be older than three years</li> </ul>	20	No letters submitted or unsigned/undated letters or letters not relevant to the assignment = 0 List of contactable references relevant to the assignment = 1 1 letter relevant to the assignment = 2 2 letters relevant to the assignment = 3 3 letters relevant to the assignment = 4 4+ letters relevant to the assignment = 5	
<p>Bidders must submit a contingency plan for work stoppage that is likely to impact on the deadlines and delivery times of the project such as:</p> <ul style="list-style-type: none"> <li>i. Staff shortage</li> <li>ii. Load shedding</li> <li>iii. Machine Failure</li> <li>iv. Printing facilities inaccessible</li> <li>v. Delivery delay for any reason such as civil unrest</li> </ul>	10	5= practical solutions to all 5 of the scenarios (+ any other) 4= practical solutions to any 4 of the scenarios 3= practical solutions to any 3 of the scenarios 2= practical solutions to any 2 of the scenarios 1= practical solution to any 1 of the scenarios 0= No Plan submitted	
<p><b>Empowering Supplier</b></p>	10	5= ownership to the value of: <ul style="list-style-type: none"> <li>- ≥75% black female; and/or</li> <li>- Any value for youth; and/or</li> </ul>	

Criteria for Technical Evaluation	Weight	Scoring Guideline
		- Any value for persons with disabilities 4= 100% black-owned entity and/or ≥ 51% black female owned entity 3= 51% or more black-owned entity 0 = No information submitted/requirement not met An additional point will be allocated if an entity has demonstrated that it employs persons with disabilities unless a score of 5 has already been allocated.
<b>Total Score</b>	<b>100</b>	
<b>Threshold Score</b>	<b>70</b>	

## 10. IMPORTANT CONDITIONS

- Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request/Bid for quotations/request for proposals or tender document is/may be required to fulfil the requirements for submitting a bid. All bidders agree that the CBE may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.
- Bidders shall note that any personal information that they may disclose to or share with the CBE pursuant to this request/Bid may be processed by the CBE in terms of the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder (“POPI Act”). By disclosing or sharing any personal information, the bidder is unconditionally consenting to the processing thereof by the CBE, its stakeholders or partners of such personal information for purposes related to this request/Bid. Further, the bidder declares all consents required by the POPI Act or any other law applicable in respect of all personal information disclosed has been duly and legally obtained. Thus, the bidder hereby indemnifies the CBE against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information disclosed to the CBE pursuant hereto.
- Bidders are required to submit a detailed breakdown of their pricing using the Price Schedule provided under Annexure A. Failure to complete the pricing on this schedule will result in the disqualification of your proposal.

- The price quoted must be inclusive of VAT (if applicable) and prices must be **firm** over the contract duration.
- Bidders are responsible for ensuring the accuracy of all calculations and prices submitted. The CBE reserves the right to disqualify bids if material miscalculations are found to affect the fairness and competitiveness of the bidding process.
- For the purposes of this bid, a “material miscalculation” refers to any arithmetic error within the Bidder’s submission that materially affects the evaluation, comparison and fairness of the bid. Where a material miscalculation is identified, the CBE reserves the right to reject the bid as non-responsive. Minor or immaterial arithmetic discrepancies that do not affect the bid’s responsiveness, comparability, or scoring may be condoned at the sole discretion of the CBE, provided such condonation does not violate principles of fairness and equal treatment.
- Bidders must note that the proposed resources will be the contracted resources. In the event of the proposed key resources changing, the appointed service provider must provide a suitable resource of the same credentials as the previous resource.
- **The 5 highest scoring bidders will be recommended for appointment to the pool of suppliers. In the event that two or more bids have scored equal total points, the successful bids will be the bidder scoring the highest number of points for specific goals.**
- All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include SBD 1, 4 and 6.1.
- Bidders must submit their business registration documents e.g. CIPC, share certificate etc, including ID documents of all Directors.
- Any award made to a Bidder under this proposal is conditional upon the Bidder accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which the CBE is prepared to enter into a contract with the successful Bidder.
- The General Conditions of Contract (GCC) are to be acknowledged and returned with your bid.
- All parties forming a joint venture or consortium for the purpose of this assignment must submit a separate CSD report for each party and all SBD forms and GCC must be completed by each party to the joint venture or consortium and submitted accordingly.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements (where applicable). The CBE will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- The CBE reserves the right to disregard a bidders' proposal should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract that subsequently led to the cancellation of said contract in the last five years. Documentary evidence of poor performance without a cancellation of the contract may also result in the disqualification of the bidders' proposal.
- Any communication between the closing date and the award of the proposal by Bidders is discouraged.
- Whilst all due care has been taken in connection with the preparation of this proposal, the CBE makes no representations or warranties that the content of the proposal or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The CBE and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- If a Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this proposal or any other information provided by the CBE (other than minor clerical matters), the Bidder(s) must promptly notify the CBE in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the CBE an opportunity to consider what corrective action is necessary (if any).
- Any actual discrepancy, ambiguity, error or inconsistency in the proposal or any other information provided by the CBE will, if possible, be corrected and provided to all Bidders without attribution to the Bidder(s) who provided the written notice.
- Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such proposals.
- The CBE supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the CBE condemns any form of fronting.

- The CBE, in ensuring that Bidders conduct themselves in an honest manner may, as part of the evaluation process, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the proposal / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CBE may have against the Bidder / contractor concerned.
- A Bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the CBE allows a Bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the Bidder and the CBE will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.
- If a Bidder breaches the conditions of this proposal and, as a result of that breach, the CBE incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds the CBE harmless from any and all such costs which the CBE may incur and for any damages or losses the CBE may suffer.
- Should the bidder fail to meet any of the administrative requirements stipulated on this Terms of Reference, the CBE reserves the right to request the bidder(s) to rectify and re-submit the relevant documents within a pre-determined timeframe. **Should the bidder fail to submit within the stipulated timeframe, their bid will be disqualified.**
- **Proposals must be emailed to [renusha@cbe.org.za](mailto:renusha@cbe.org.za). Bidder(s) are required to submit their technical and pricing proposal as two separate files/attachments. Bidders must please note that the CBE server can receive files to a maximum size limit of 150mb (inclusive of message content and attachment). Should files exceed this size limit, bidders may either send their files in separate emails or alternatively compress the files and submit. Files sent through electronic applications will not be accepted.**
- It is the responsibility of prospective bidders to ensure that their quotation documents are submitted before the closing date and time of the proposal.

- Quotations received after the closing time and date will not be considered for evaluation.
- The CBE reserves the right not to award this contract.
- The award of this bid may be subject to price negotiation with the preferred bidders.
- The CBE will enter into a formal contract with the successful bidder.
- An inception meeting will be held with the successful service providers upon award of the bid.
- Any change of information provided in the bid document that may affect service delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
- Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- It must be noted that payment will be made upon satisfactory delivery of the service and receipt of an invoice.
- The invoice will be paid within 30 days of receipt thereof. No deposit, advance, and lump-sum payments will be made.
- The closing date for submission of this bid is **23 March 2026 at 11:00am**.
- Proposals will be valid for a period of **90 days** after the closing date of the proposal.

**\*\* Special Note: The CBE reserves the right not to award two contracts that are in direct conflict with each other to the same service provider.**

## **11. ENQUIRIES**

All queries must be directed to the relevant officials as follows:

### **Supply Chain Management:**

Procurement Specialist & Contract

Management Specialist

Ms S. Nanthlall Prithiviraj

Tel : 012-346 3985

Email: [renusha@cbe.org.za](mailto:renusha@cbe.org.za)

### **Technical:**

Marketing Practitioner

Ms L. Dube

Tel : 012-346 3985

Email: [lulu@cbe.org.za](mailto:lulu@cbe.org.za)