

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	REQUEST FOR PROVISION OF AN EMPLOYEE SATISFACTION SURVEY, THE DEVELOPMENT OF AN EMPLOYEE SATISFACTION STRATEGY AND IMPLEMENTATION PLAN		
BID NUMBER	HR001/2024		
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	- Please note that failure to submit compulsory documents may lead to disqualification.		
RFQ DISTRIBUTION DATE	09 September 2024	09h00	
QUERIES CLOSING DATE	12 September 2024	16h00	
RFQ CLOSING DATE	17 September 2024	16h00	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Nokuthula Madlala 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)	alfred.theys@sacpcmp.org.za	
	Contact person	Admin Enquiries: Nokuthula Madlala tenders@sacpcmp.org.za	
	CATEGORY	Employee Satisfaction Survey	
SECTOR	Construction		
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 the 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 the 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 that 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 five other Councils.

- 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 coordinates the activities of all the six Built Environment Councils.

2. SCOPE OF SERVICES

The South African Council for the Project and Construction Management Professions (SACPCMP) needs to appoint a service provider to assist the Council with the conducting of an Employee Satisfaction Survey and the development of an Employee Satisfaction Strategy and Implementation Plan based on the service provider's recommendations and solutions to address areas of concern arising from

the survey. The SACPCMP is based in Erasmusrand in Pretoria and employs just more than 40 people.

The scope of the project involves:

PROJECT ACTIVITIES	RESPONSIBILITY
Strategic survey planning session	HR Manager/Service provider
Development of a Project Implementation Plan	Service provider/HR Manager
Focus group sessions with employees in 8 departments to conduct a situation analysis (Registration, CRM, Finance, CPD, Stakeholder Relations and Communication, Operations, HR and IT Departments, as well as the Office of the Registrar)	Service provider
Focus group sessions with managers to conduct a situation analysis	Service provider
Development and compiling of the questionnaire to be used in survey	Service provider/To be approved by HR Manager
Managing the distribution, completion and administration of the questionnaire	Service provider
Cleansing of the data, statistical analysis, presenting results in pivot and infographics format	Service provider
Completion of preliminary report	Service provider
Strategic analysis of primary findings of preliminary report	HR Manager/Service provider
Focus group sessions with employees and managers to probe the findings of the preliminary report, provide depth to the interpretation of the results and explore possible recommendations and solutions to address areas of concern arising from the survey	Service provider
Compilation of an executive summary of the final survey report	Service provider
Compilation of a final comprehensive survey report	Service provider
PowerPoint presentation on the findings and recommendations of the survey	Service provider
Development of an Employee Satisfaction Strategy to address areas of concern arising from the survey	Service provider/To be approved by HR Manager
Development of an Implementation Plan to address areas of concern arising from the survey	Service provider/To be approved by HR Manager

3. MANDATORY REQUIREMENTS

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

2.1.1. Submission after the deadline.

2.1.2. Quotations submitted at the incorrect location.

- 2.1.3. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- 2.1.4. Not including a valid original tax clearance certificate as well as BBEE Original Certificate/ Sworn Affidavits and CSD certificate

3. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- 3.1. Registration and CSD good standing **status**
- 3.2. At least three recent (not older than 3 years) written and contactable references from clients that you provided for similar services as indicated.
- 3.3. A brief Profile of the Service Provider.
- 3.4. Evidence of company ownership (for allocation of preferential points)

4. SPECIAL CONDITIONS

- 4.1. All enquiries must be made in writing to tenders@sacpcmp.org.za, during office hours between 09h00 and 16h30.
- 4.2. SACPCMP reserves the right not to consider any Quotation not fully completed.
- 4.3. By accepting to participate in the Quotation process, you agree to keep in confidence all information imparted to you concerning the Quotation process, not to disclose it to third parties, and not to use it for other purposes than the Quotation.
- 4.4. The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- 4.5. A copy/s of any affiliations, memberships, and/or accreditations that support your submission must be included in the Quotation.
- 4.6. Kindly note that SACPCMP is entitled to:
 - 4.6.1. Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQs 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.
 - 4.6.2. Verify any information contained in a Quotation.
 - 4.6.3. Not appoint any bidder.
 - 4.6.4. Vary, alter, and/or amend the terms of this RFQ, at any time before the finalisation of its adjudication hereof.
 - 4.6.5. Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
 - 4.6.6. Do Not accept the lowest Quotation or any Quotation in part or 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.

4.6.7. 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 an 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.

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

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

5. QUOTATION

5.1. Email Quotations should be submitted by **17 September 2024** to the following email addresses: tenders@sacpcmp.org.za

6. BID EVALUATION:

6.1. Evaluation

The evaluation phase will be evaluated as follows:

Evaluation criteria	Points
Price	80%
Specific preferential goals	20%
Maximum Points	100%

Specific preferential goals	20
B-BBEE Level Contributor	Number of points for preference
1	10
2	9
3	8
4	6
5	5
6	4
7	3
8	2
Non- compliance	0
HDI's	
More than 30% woman or women shareholding or owned enterprise.	2

More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

7. QUOTATION PRICE

These requirements are only minimum requirements. It is required that the 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.

7.1. PRICING SCHEDULE

Description of activity	Price

Fees should include branding as per scope of services above

The validity period for this RFQ should be at least 3 Months from the date of submission.

8. Period of Contract

This contract will be for the specific services as per the scope of work and will only commence once the preferred service provider has been appointed and issued 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 contract period.

10. Evaluation Criteria

Quotations received will be evaluated according to the prescriptions of the Preferential Procurement Policy Framework Act, and the SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply.

11. Contract Management

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

Authorised Bidder’s Signature

Date

PLEASE NOTE

- 1. Any quotation submitted after the closing date and time will not be considered.
- 2. Ensure that your quotation covers **ALL** the above aspects of the RFQ.
- 3. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Quotation **in the Supply Chain Management Department**.
- 4. The SACPCMP reserves the right to cancel the procurement process at any time without notice, and not issue the order.
- 5. Conditional quotations will be subject to SACPCMP acceptance and approval processes.
- 6. It is compulsory for bidders to submit SBD 4, 8 & 9 together with this RFQ on the stipulated closing date.
- 7. 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 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.
- 8. Payment terms: compliant invoices will be processed within 30 days after receipt.

FOR OFFICE USE ONLY

RECEIVED BY: _____



**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 apply 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); 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 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 by 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) an 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:

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

Where:

Where-

Ps	=	Points scored for the price of the bid
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 Regulations 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 by 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 by the table reflected in paragraph 4.1 and must be substantiated by the relevant proof of B-BBEE status level of the contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be subcontracted? (**Tick applicable box**)

YE		NO	
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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		NO	
----	--	----	--

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 ABOUT 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 / are duly authorized 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 by 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 the contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the 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 that 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.