

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	Golf Day Memorabilia and Branding		
BID NUMBER	SRC007/2024		
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, 2 nd floor 446 Rigel Avenue South Rigel Office Park, Erasmusrand, Pretoria		
COMPULSORY REQUIREMENTS	- This RFQ requires a delivery of mandatory samples, as noted in the scope below. - The delivery of mandatory samples should be by the RFQ closing date. - Delivery should be to the SACPCMP office address noted below for the attention of Dinaledi Nteleki and/or Nokuthula Madlala. Please email dinaledi.nteleki@sacpcmp.org.za - Collection of samples will be communicated following the completion of the full tender process.		
RFQ DISTRIBUTION DATE	Wednesday, 16 October 2024	09h00	
QUERIES CLOSING DATE	Tuesday, 22 October 2024	16h00	
RFQ CLOSING DATE	Thursday, 24 October 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)	Dinaledi Nteleki Business service administrator dinaledi.nteleki@sacpcmp.org.za	
	Contact person	Admin Enquiries: Nokuthula Madlala Nokuthula.Madlala@sacpcmp.org.za	
CATEGORY	To provide professional golf day memorabilia as per the brief.		
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 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.

2. SCOPE OF WORK

The SACPCMP will host a Golf Day in early December 2024 in Gauteng. Branded items will be required for the event. All branded items are to be delivered to the SACPCMP offices in Rigel Avenue, Erasmusrand, no later than **15 November 2024**.

Please provide quotes on the following:

1. Branded Bottled Water



- Still Water
- Water bottle size/capacity - 500ml
- Must be branded with the SACPCMP logo and sponsors
- Total Required - 800

2. String bags

- Product Estimate Dimensions: 42cm(L) x 1cm(W) x 34cm(H)
- Colour – Navy
- Print/branding – 2 x prints
- Total required =250
- **SAMPLE REQUIRED for REVIEW as part of the TENDER PROCESS**
- Examples – see below



3. Golf Caps

- High-quality golf or baseball caps (preferably a canvas type cap which is sturdy in nature)
- Colour – navy blue or black
- SACPCMP logo to be embroidered on the front of each cap
- **SAMPLE REQUIRED for REVIEW as part of the TENDER PROCESS**
- Total required: 250
- See example items below





4. Golf Towel

- High-quality golf towel
- Colour – navy blue or black
- Option for at least 2 x logos to be embroidered on towel
- Total required: 250
- **SAMPLE REQUIRED for REVIEW as part of the TENDER PROCESS**
- Sample/example below



5. Key Chain Sunblock



- Approximately Size: 10.3cm (l) x 3.8cm (w) x 3cm (h)
- Capacity: 30ml
- With the SACPCMP branded logo – one x colour print; Branding Options: Digital Vinyl Sticker
- **SAMPLE REQUIRED for REVIEW as part of the TENDER PROCESS**
- Total: 250

6. Branded Golf balls (set of 3)

- Good quality golf balls
- SACPCMP branded
- Total: 250



8. Banners: Sharkfin Banner

- Good quality, outdoor sharkfin banner
- Double-sided print
- Supplied with Fibre supporting pole with metal ground spike and carry bag

- Digital dye sublimated print with UV stable inks
- Approx 3m in height
- 2 x printing options
- Banner Design service to be included for 2 design options
- Design option 1 – standard SACPCMP branding
- Design option 2 – Golf Day banner with sponsor logos included
- Total – 10 banners
- 8 banners to be generic SACPCMP logo
- 2 banners to be golf day banners with sponsor branding



3. MANDATORY REQUIREMENTS

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

- 3.1.1. Submission after the deadline.
- 3.1.2. Quotations submitted at incorrect location.
- 3.1.3. Not including a valid original tax clearance certificate as well as BBBEE Original Certificate/ Sworn Affidavits and CSD certificate
- 3.1.4. Your quotation should include, in addition to the details of your delivery rates, costs related to branding for the items as noted in the scope.
- 3.1.5. Samples of golf caps, golf towels, sun block, and string bags are to be provided. These will be evaluated in terms of quality and style as follows:

1. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- (a) Submission of requested samples, samples must be submitted before closing date

- a. At least two recent (not older than 3 years) written and contactable references from clients that you provided for similar branding as indicated.
- b. A Brief Profile of the Service Provider.

Commented [TL1]: Do you really require contactable references? Are you going to follow up ? Courier services ?

2. SPECIAL CONDITIONS

- a. All enquiries must be made in writing to tenders@sacpcmp.org.za, during office hours between 09h00 and 15h00.
- b. SACPCMP reserves the right not to consider any Quotation not fully completed.
- c. By accepting to take part in the Quotation process, you agree to keep in confidence all information imparted to you about the Quotation process, not to disclose it to third parties, and not to use it for other purpose than the Quotation.
- d. The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- e. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.
- f. Kindly note that SACPCMP is entitled to:
 - i. 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.
 - ii. Verify any information contained in a Quotation.
 - iii. Not appoint any bidder.
 - iv. Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof.
 - v. Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
 - vi. 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.
 - vii. 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.
 - viii. Cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.
 - ix. This Quotation and its acceptance shall be subject to the terms and conditions contained in this RFQ document.

3. QUOTATION

- a. Email Quotations and samples should be submitted by **16H 00 in 24October 2024** to the following email addresses: tenders@sacpcmp.org.za

4. BID EVALUATION:

Phase 1 sample evaluation

Overall Quality of sample item	Rating from 1 – 5	(one being poor; 2 being adequate; 3 being good/acceptable; 4 being very good; 5 being excellent/preferred)
Quality of material/fabric of item	Rating from 1 – 5	(one being poor; 2 being adequate; 3 being good/acceptable; 4 being very good; 5 being excellent/preferred)
Style of item	Rating from 1 – 5	(one being poor; 2 being adequate; 3 being good/acceptable; 4 being very good; 5 being excellent/preferred)
Durability	Rating from 1 – 5	(one being poor; 2 being adequate; 3 being good/acceptable; 4 being very good; 5 being excellent/preferred)
Availability of preferred colour (as noted in the scope above)	Rating from 1 – 5	(one being poor; 2 being adequate; 3 being good/acceptable; 4 being very good; 5 being excellent/preferred)
Scoring	Minimum score – 5 Maximum score - 25	
NOTE: The bidder with a total score of 10 points or below will not move forward in the price evaluation.		

3.2. Evaluation

The evaluation phase will be evaluated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
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

5. 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.

a. PRICING SCHEDULE

DESCRIPTION	QUANTITY REQUIRED	PRICE PER UNIT	TOTAL PRICE
Branded water bottles	800		
Banners	10		
String bags	250		
Golf caps	250		
Key chain sunblock	250		

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

6. 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.

7. Evaluation Criteria

Quotations received will be evaluated according to the prescriptions of the Preferential Procurement Regulations 2022 issued on 4 November 2022 pertaining to the Act and the SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply.

8. 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 shall **NOT** be considered.
2. Ensure that your Quotation/ quotation covers **ALL** the above aspects of the RFQ.
3. **DO NOT** include insurance in your quote as SACPCMP provides its individual insurance.
4. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Quotation **in the 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 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

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) Specific preference points

1.4 The maximum points for this bid/ Quotation are allocated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
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
TOTAL	100

1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.

1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender

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

Black People"	has the meaning assigned to it in section 1 of the Broad Based Black Economic Empowerment Act.
"Disability"	means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
Highest acceptable tender";	means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders
Historically Disadvantaged Individual (HDI)"	means a South African citizen: who, due to the apartheid policy that had been in

	place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the Interim Constitution); and/or who is a female; and/or who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI
People with disabilities". “	In terms of the Code of Good Practice on the Employment of Persons with disabilities: it is persons who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment
Price”	means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
SMMEs”	means small businesses; as defined in section 1 of the National Small Business Act, 1996 (Act No 102 of 1996) a separate and distinct business entity, including co-operative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or sub sector of the economy mentioned in Column I of the Schedule and which can be classified as a micro-, a very small, a small or a medium

	enterprise by satisfying the criteria 40 mentioned in columns 3; 4 and 5 of the' Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule.
"Specific goals"	means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
"Tender"	means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
Youth"	means persons between the ages of 14 and 35 as the National Youth Development Agency Act 54 of 2008.

- (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:

80/20	or	90/10
$\frac{Ps - P_{min}}{Ps - P_t} \times 80$		$\frac{Ps - P_{min}}{Ps - P_t} \times 90$
$\frac{Ps - P_{min}}{Ps - P_t} \times 80$	or	$\frac{Ps - P_{min}}{Ps - P_t} \times 90$

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 SPECIFIC PREFERENTIAL GOALS

Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
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
TOTAL	100

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (**Tick applicable box**)

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

7.1.1. If yes, please indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE (**Tick applicable box**)

YE		NO	
----	--	----	--
- 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, 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 SACPCMP is of the view that a tenderer submitted false information regarding a specific goal, it must—
 - inform the tenderer; accordingly, and
 - give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part
 - After considering the representations referred to in sub regulation (1) b of the PPPFA act the SACPCMP may, if it concludes that such information is false—
 - Disqualify the tenderer or terminate the contract in whole or in part; and
 - if applicable, claim damages from the tenderer:

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.