

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	SACPCMP GOLF DAY		
BID NUMBER	SRC006/2024		
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	Golf Club proposal and quote: The proposal must include club amenities, golf day support, and all required RQF documentation		
RFQ DISTRIBUTION DATE	20 August 2024	09h00	
QUERIES CLOSING DATE	26 August 2024	16h00	
RFQ CLOSING DATE	28 August 2024	10h00	
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	Closed tender	
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. The SACPCMP is a self-funded entity and does not receive financial support from the fiscus.

2. SCOPE OF WORK

The SACPCMP will host a Golf Day for stakeholders as part of engagement and relationship building. The golf day is expected to take place for the full day of Friday, 29 November 2024, at a golf course in Gauteng; total guests for the full day - 200.

Golfing: The golf day is expected to attract approximately (between) 100 players (25 teams) and 136 players (34 teams).

Awards/Cocktail/Dinner event: This is hoped to attract approximately 200 people in total. This will comprise both golfers, guests etc.

Your quote will need to cover the following costs:

1. Registration and Welcome Area, which must include:

- Golf registration area (tables, chairs etc to cater to all participating golfers)
- Coffee & Teas for registration
- Breakfast snacks for registration

2. Golfing

- Suitable golf course and the associated golfing amenities to present a successful golf day (golf course should be within/not too far from the Pretoria/Johannesburg area)
- 18 Holes to cater to between 100 – 136 golfers
- Tables and chairs to be set up at each of the holes to cater to hole-sponsors or catering.

3. Lunch

- Area for lunch
- Lunch options for x 200 people inclusive of waters and soft drinks

4. Dinner/ Prize giving event

- Area for prize giving (with podium if possible)
- PA/Sound system, with handheld mic, and appropriate lighting if needed.
- Dinner seating and décor
- Buffet and soft drinks to cater to 200 people

5. Other

- Golf carts (approx. 1 per 4-ball plus additional cards – around 5, to assist with set-up etc, and to support all activities for the day including set up and breakdown and provision of refreshments/ice to all holes.
- Secure parking
- Provision for a cash bar
- Additional tables (x 10) and chairs (x 30) for sponsors' area

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. Service Providers whose tax matters are not in order when SACPCMP makes an appointment.
- 3.1.4. Not including a valid original tax clearance certificate as well as BBBEE Original Certificate/ Sworn Affidavits and CSD certificate
- 3.1.5. Your quotation should include, in addition to the details of your service delivery rates, all of the items noted above in the scope. Preference will be given to suitably situated venues in alignment with the areas noted in the scope above.

4. MINIMUM FUNCTIONAL REQUIREMENTS

The service provider should meet the following minimum requirements:

- 4.1.** At least three recent (not older than 3 years) written and contactable references from clients that you provided for similar courier services as indicated.
- 4.2.** A Brief Profile of the Service Provider and an overview of the venue and its services provided.
- 4.3.** Be located in to suitably situated venues in alignment with the areas noted in the scope above.
- 4.4.** Availability on the date of the event noted in the scope above

5. SPECIAL CONDITIONS

- 5.1.** All enquiries must be made in writing to tenders@sacpcmp.org.za, during office hours between 09h00 and 16h30.
- 5.2.** SACPCMP reserves the right not to consider any Quotation not fully completed.
- 5.3.** 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.
- 5.4.** The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- 5.5.** A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.
- 5.6.** Kindly note that SACPCMP is entitled to:
 - 5.6.1.** 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.
 - 5.6.2.** Verify any information contained in a Quotation.
 - 5.6.3.** Not appoint any bidder.
 - 5.6.4.** Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof.
 - 5.6.5.** Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
 - 5.6.6.** 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.
 - 5.6.7.** 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.

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

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

6. QUOTATION

6.1. Email Quotations should be submitted to the following email addresses:
tenders@sacpcmp.org.za

7. BID EVALUATION:

7.1. Evaluation

The evaluation phase will be evaluated as follows:

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

8. 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.

8.1. PRICING SCHEDULE

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

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 no 5 of 2000, the Procurement Regulations of 2017 pertaining to the Act and the SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply. To proceed to the stage the next phase of evaluation points of 80% must have been achieved.

11. Contract Management

The Service Provider will be required to sign a Standard Contract based 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:_____



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS
2017**

This preference form must form part of all bids/ Quotations submitted. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS/ POTENTIAL SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/ Quotations:

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

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

1.3 Preference points for this bid shall be awarded for:

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

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

DESCRIPTION	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.6 Failure on the part of a bidder/ service provider to submit proof of B-BBEE

Status level of contribution together with the bid, will be interpreted that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad- Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or Quotations.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B- BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a

code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

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

Where-

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor:(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

YE	☐	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	☐
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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 certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General

Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of 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 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.