



**TERMS OF REFERENCE
FOR THE
APPOINTMENT OF A SERVICE PROVIDER TO
DEVELOP, SUPPORT
AND MAINTAIN A KNOWLEDGE
MANAGEMENT AND UN-EMPLOYMENT
PORTAL FOR A PERIOD OF TWENTY FOUR
(24) MONTHS**

1. Background of the CBE

The Council for the Built Environment (CBE) is a statutory body established under the Council for the Built Environment Act (no. 43 of 2000). It is an overarching body that coordinates the six Professional Councils (Architecture, Engineering, Landscape Architecture, Project and Construction Management, Property Valuation and Quantity Surveying – all operating within the Built Environment) for the purpose of promoting good conduct within the Profession, transforming the professions and advising Government on issues relating to the Built Environment. The CBE is a schedule 3(a) public entity and is subject to compliance with the Public Finance Management Act (PFMA) Act No. 29 of 1999 and Treasury regulations.

2. Background

The Council for the Built Environment (CBE) as part of its strategic goal is required to meet the e-government strategy and provide accessible, responsive, transformed, developed and regulated services for all, through technology. The CBE is required to promote sound governance and ongoing human resource development within the Built Environment; therefore, the **Knowledge Management and Un-Employment Portal** will ensure that Built Environment information is available and accessible to the relevant stakeholders. This will contribute towards the achievement of national objectives such as: skills development, transformation and research in the Built Environment. The development of the **Knowledge Management and Un-Employment Portal System** will improve the accessibility of the built environment information;

The assignment requires to address the two objectives for the CBE which are the Knowledge Management Platform and the Un-Employment Database Portal.

The Knowledge Management aims to connect the built environment content with the people by identifying, creating, storing, sharing and using the knowledge for learning and addressing the challenges faced by the built environment industry.

The Un-Employment aims to transform the built environment in creating and linking opportunities to the unemployment in the built environment through technology platform. The challenge facing the built environment and the country at large is the high number of unemployment graduates and lack of access to opportunities of which lead to the lack of interest by graduates to pursue the profession in the built environment.

The system needs to meet the following minimum requirements:

- Highly user friendly and responsive
- Be highly secured
- Latest Web Technology
- Database Centralized
- Business Intelligence – Reporting / Analytics
- Easy access and loading of CV's
- Unemployed citizens linked to the employers through CBE
- Interaction with the public improve
- Transformation of the built environment

NB: The ownership of the system Intellectual Property (IP) will belong to CBE.

3. Objective of the assignment

The objective of the assignment is for the CBE to appoint a reputable service provider to develop, support, and maintain the knowledge management and un-employment portal. The objective is to:

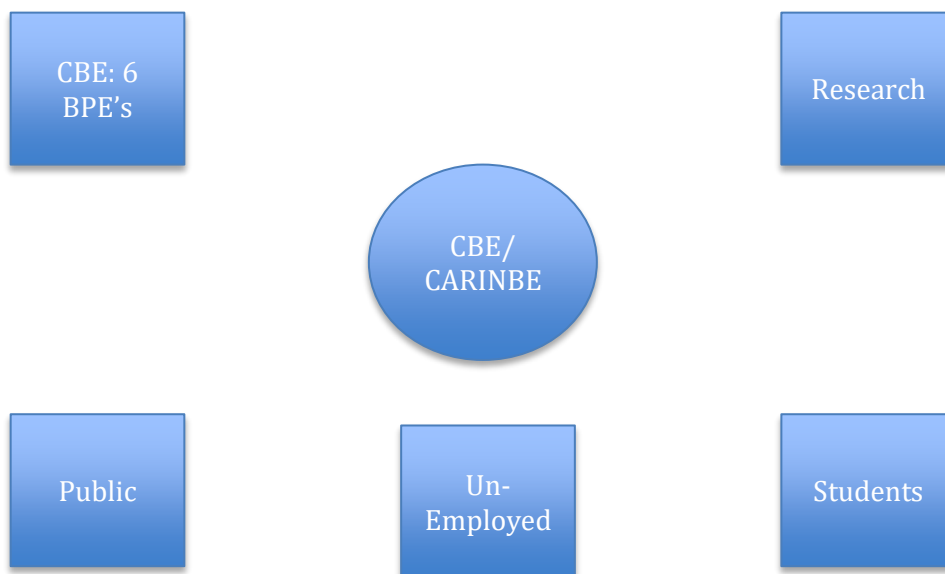
- Improve the built environment knowledge sharing to wider community
- Improve availability of built environment information
 - Research output data
 - Published information
 - Industry Status Reports
 - Statistics
- Improve the exposure to available opportunities in the built environment
- Improve the industry transformation

4. Functional Requirements Minimum

- The portal shall be based on the latest version of an applicable Web Technologies with the capability to access anytime and anywhere.
- The portal shall utilize the central database that will be used as a Data-Ware-House for reporting.
- The portal should have integration capabilities for future growth
- The portal should have security levels as per role

- Administrative sections must be protected by username and password and using
- The system / portal should support various file types uploads and downloads (images, videos, documents, etc).
- The portal should have a Search functionality.
- The system must be viewable in all major web browsers and across major smart devices.
- The technology should allow for easy scalability.
- Store documents records with different formats
- Allow users to register and store user profiles
- Allow online courses offering to users functionality

Figure 1: The high level stakeholders for the portal



This diagram above depicts the ideal stakeholders of the portal.



5. Scope of work and project deliverables

The scope of work and project deliverables are as follows:

Scope of work	Deliverables
Development of the Knowledge Management and Un-Employment Portal including Support and Maintenance for the period of twenty four (24) months	Proposal Document
a. Project Planning and Governance	Detailed Project Plan
b. Requirements Analysis	Project Governance Structures
c. Design and Development Technical Specification	Quality Assurance Plan
d. SDLC process to follow	Support & Maintenance SLA document

6. Project Timeframe

The estimated timeframe for completing the scope of work is 3 Months from the date of signing the contract, and the Support and Maintenance will be effective from the date of implementing the solution. The contract period is 24 months inclusive of Development, Implementation, Support and Maintenance.

7. Evaluation Process

After the closing date, a panel of evaluators will evaluate the proposals received. The following evaluation process shall be followed:

7.1 Basic Compliance:

- Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. **This bid will not be**



awarded to any bidder who is not registered on the CSD, whose tax matters are not in order and is a restricted supplier.

- All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 4, 6.1, 8 & 9. Failure to fully complete these documents and failure to return one or more with your proposal will result in the disqualification of your proposal. **The onus is on bidders to make sure that all SBD forms are completed in full and returned with your proposal.**
- The General Conditions of Contract are to be acknowledged and returned with your proposal.
- An original or certified copy of the B-BBEE certificate or original sworn affidavit must be submitted to substantiate claims for preference points with respect to SBD 6.1. Failure to submit the relevant document will result in the forfeiture of preference points.

7.2 Evaluation Phases:

- Phase 1: Technical Specification and Functionality Evaluation

The service provider's proposal will be evaluated against the set criteria indicated under paragraph 7.3 below. A form will be used which will reflect the name of the service provider and the different criteria with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be effected on a basis of consensus.

The following scoring matrix will be used:

Very poor	Poor	Fair	Good	Very good	Excellent
0	1	2	3	4	5

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

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

P_s = Percentage scored for functionality by proposal under consideration

S_o = Total score of proposal under consideration



Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 65% in order to proceed further in the evaluation 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. This may include a presentation by bidders with pre-determined questions being posed by the CBE or an investigation by the CBE of the bidder's previous contracts carried out, availability of skills or knowledge, existing work load, etc. Should the bidder fail to meet the requirements of due diligence, their proposal will be disregarded at this point and they will not proceed to Phase 2.

- Phase 2: Calculation of points

Please note that the 80/20 preference point system will be used where:

- 80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution.

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

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

Where:

P_s = Points scored for price of proposal under consideration

P_t = Rand value of proposal under consideration

P_{min} = Rand value of lowest acceptable proposal

The final points will be calculated as follows:

Points for price: 80 points

B-BBEE Status Level of Contribution: 20 points

Final points: 100 points

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

7.3 Evaluation Criteria

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

Criteria For Technical Specification	Weight
Experience of Company -The service provider should have at least performed similar projects within the past 2 years. -Submit a minimum of 2 signed reference letters.	25
Team Experience -Submit at least 2 CV's of the key resources (including certified copies of relevant qualifications) to work on the project; showing experience in similar projects	15
Functionality Approach -Project Plan – Methodology - Provide a detailed project plan indicating deliverables with timelines and the methodology to utilise. (10) -Security - Provide a security measure of the system (5) -Technology - Provide the technology capability (15) -Architecture – Provide the Proposed Layout of the system (15) -Reporting – Provide the reporting tools to be utilized (15)	60
Total	100
Threshold Score	65

Important Conditions:

- Pricing for the Development, Support and Maintenance for a period of twenty four (24) months must be **firm** and clearly outlined.
- Pricing must be inclusive of VAT (if VAT registered).
- Bidders are required to submit their proposals in **an** envelope
- Bids must be hand delivered to 169 Corobay Avenue, Corobay Corner (Block A – 2nd Floor), Menlyn, Pretoria and deposited into the bid box.
- It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the bid.

- proposals received after the closing time and date will not be considered for evaluation.
- The CBE reserves the right not to award this contract.
- Any change of information provided in the bid document that may affect 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.
- The CBE will enter into a formal contract with the successful bidder.
- Should the bidder present information intentionally incorrectly/fraudulently, they will be disqualified.
- Although adequate care has been given in the drafting of this document, errors such as those of a typographical nature may occur which the CBE will not be responsible for.
- The closing date for submission of bids is **27 November 2018 at 11:00am**.

Written enquiries:

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