

CBE Head Office

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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CORPORATE ITEMS FOR
SECTOR COORDINATION ACTIVITIES**

CALL FOR PROPOSALS

GENERAL INFORMATION

1. Background and Introduction

The Council for the Built Environment (CBE), located in Pretoria, is a statutory body established in terms of 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). The Council for the Built Environment is bound by its mandate to ensure sustainable built environment professions, which serve public and national interests.

The CBE requires services of an experienced and suitably qualified service provider for the production and supply of corporate items in line with the CBE corporate identity. The CBE calls for proposals from experienced and suitably qualified service providers to undertake and provide:

- Unisex Black Formal Blazers
- White Golf Shirts
- Men Ties
- White Ladies Scarfs
- Unisex Track Suits
- Unisex Body Warmers
- Corporate Name Badges

2. Scope of Work

Services to produce and supply corporate items meant for sector coordination activities in line with specifications provided in **Annexure A**.

3. Duration of Contract

The duration of the contract will be from April 2019 to June 2019, with 95% of the work scheduled for completion by end June 2019.

4. Quality Assurance:

- 4.1 All of the above items must be branded in compliance with the CBE's Corporate Identity (CI) Manual, an electronic version of which will be provided to the respective bidders.
- 4.2 The appointed service provider will enter into an agreement with CBE on the delivery of quality work, within agreed timelines for the scope of work outlined above.

- 4.3 The appointed service provider will take the responsibility to ensure that all work conforms to the highest professional standards. The quality and durability of materials sourced, the attention to detail in artwork and overall appearance will be an important factor during evaluation.
- 4.4 CBE reserves the right to contact the references provided in the bidder's proposal.
- 4.5 The CBE reserves the right to meet with the shortlisted bidder(s) to confirm the accuracy of items offered and the quotation thereof.
- 4.6 The successful bidder shall enter into an agreement with the CBE, based on the original quotation submitted and the outcomes and agreements reached at an inception meeting to be held prior to implementation, on the delivery of quality work, within agreed timelines for each requested service of this proposal.

5. Delivery:

The attention of prospective bidders is drawn to the following requirement for each of the requested services:

- 5.1 Please ensure to quote exactly in line with the "scope of work" section of this document in which each item and service requested is explained in detail.
- 5.2 Ensure to quote in as much detail as possible for each requested item, service and type of branding, making use of detailed line items and cost(s) per unit.
- 5.3 For all intent and purposes ALL items and services should be rendered and completed by no later than **28 June 2019**.

6. Branding specifics:

- 6.1 The branding of promotional items must be in line with the CBE's Corporate Identity (CI) Manual, provided for ease of reference.
- 6.2 While adhering to the CI Manual for guidance, some creativity and innovativeness is expected in implementing the CI colour palette and design elements.
- 6.3 The use of the appropriate logo (full or abbreviated) for the individual items will be guided by the CBE project owner.
- 6.4 Visuals (pictures) of the branded elements on the items must be supplied in order to grant final approval for print/production.
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Annexure A

SCOPE OF WORK

Supply and branding (as per supplied logo and wording) of the following promotional items:

***Please look closely at the examples provided ensuring desired quality and specs are matched.**

Description	Quantity
1. Unisex Black Formal Blazers <ul style="list-style-type: none"> Male & Female sizes - as agreed during inception meeting Branding: CBE Logo and in line with the CBE CI manual Woven cotton Colour: Black 	61
2. White Golf Shirts : Code Slaz - 3208 & 3207 <ul style="list-style-type: none"> Male & Female sizes - as agreed during inception meeting Branding in front: Full colour CBE Logo, embroidered Branding at the back: CBE Slogan “<i>For A Better Built Environment</i>”, embroidered Design elements: In line with the CBE CI manual 100% Cool Fit Jacquard Knit Polyester 	61
3. Men Ties <ul style="list-style-type: none"> Plain Silky material tie Tie length : 157-160cm Blade width: Regular - 9cm (3.5 inch) Branding: as per the CBE CI manual Colour: Black in line with CI Manual 	22
4. White Ladies Scarfs <ul style="list-style-type: none"> 100% Silk Long Scarves Standard Size and others to be confirmed Branding: CBE condensed logos all over the scarf Digital print 	39
5. BL/W Unisex Track Suits: Code - BIZ-3635 <ul style="list-style-type: none"> Outer: 100% polyester fabric with contrasting micro-fibre panels Inner: single jersey lining Raglan sleeve top with piping detail Full zip front with two zippered pockets Elasticised sleeve cuffs with adjustable Velcro flap Branding: Condensed CBE logo , embroidered as per the CBE CI manual 	61
6. Black Unisex Body Warmers: Code: Slaz- 7608 <ul style="list-style-type: none"> 100% diamond check nylon, 65% polyester, 35% cotton lining, 100% polyester padding Branding: Condensed CBE logo , embroidered as per the CBE CI manual 	61
7. Glossy Corporate Name Badges <ul style="list-style-type: none"> Size: 65x20mm rectangle Gold Background: full colour logo, name and position of employee printed in black 	43
Quality and Size Requirements <ul style="list-style-type: none"> 50% of sizes and quantity of M and F can only be confirmed once the service provider has been appointed. All sizes for staff members will be confirmed upon inception Items quoted on must be of high quality and durable as they will be used regularly and at many different events 	

Important Notes:

- Actual physical samples of the corporate items quoted on should be presented during the inception meeting.
- The agreements reached between both parties during this inception meeting relating to deliverables, milestone dates, performance and invoicing information, and the detailed specifications of agreed services will, together with the original received submission, form part of the overall agreement entered into between the CBE and the successful service provider.
- Service providers must submit a schedule in their proposal, with proposed timelines, for each deliverable/milestone from conception to completion, within this time frame. These proposed timelines and deliverables might change pending the outcome and agreements reached during the inception meeting.

The CBE project owner and team commits to working closely with the successful service provider to ensure that deadlines are met and that deliverables are received.

EVALUATION PHASES

The following evaluation process shall be followed:

Basic Compliance:

- a) Potential bidders must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. This contract will not be awarded to any bidder who is not CSD compliant and whose tax matters are not in order; and
- b) All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 4, 6.1, 8 & 9 and acknowledgement of the General Conditions of Contract. Failure to fully complete these documents and failure to submit 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.**
- c) The General Conditions of Contract are to be acknowledged and returned with your proposal.
- d) An original or certified copy of the B-BBEE certificate or 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.
- e) 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.
- f) A **compulsory briefing session** will be held on **4 April 2019** at the CBE office at **10:00**.

- **Phase 1: Technical Evaluation**

The bidders' proposal will be evaluated against the set evaluative criteria indicated below. A form will be used which will reflect the name of the bidder, 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:

Ps = Percentage scored for functionality by proposal under consideration
 So = Total score of proposal under consideration
 Ms = Maximum possible score

Bidders are required to meet a minimum threshold score of **65** in order to proceed to Phase 2.

A due diligence process will be conducted in respect of all short-listed bidders. This may include a site visit to the premises/offices or request for physical samples of items, or an investigation by the CBE of the bidder's financial position, or previous contracts carried out, availability of skills or knowledge, existing work load, etc. Should the bidder fail to meet the requirements of the due diligence process, their proposal will be disregarded at this stage.

- **Phase 2: Calculation of points**

Please note that the proposals will be evaluated using the 80/20 preference point system.

Price:	80
BBBEE Level of Contribution:	20
Total:	100

During phase 2, points for price are 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:

Ps = Points scored for price of proposal under consideration
 Pt = Rand value of proposal under consideration
 Pmin = 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

An original or certified copy of a valid B-BBEE certificate or sworn affidavit must be submitted to substantiate claims for preference points. Only sworn affidavits or SANAS accredited certificates will be accepted depending on the bidders' B-BBEE status level of contribution. Failure to submit the required documentation (and valid documentation thereof) will result in the forfeiture of preference points. .

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

Evaluative Criteria

Evaluation Criteria	Sub Criteria	Sub Weight	Total Weight
Scope of the project (technical)	Detailed project plan and timeline	15	20
	Contingency Plan to meet deadlines (e.g. Staff shortage, load shedding etc.)	5	
Scope of the project (professional)	Overall appearance and appeal of proposed items	15	45
	Incorporation of the CBE CI elements into the designs and branding	15	
	Creativity and innovation	15	
Organisational Profile (Technical capacity and facilities)	Account Executive (min 5yrs experience) *provide CVs	5	15
	Project lead (min 5yrs experience) *provide CVs	10	
Track Record	Two signed reference letters with valid contact details.	8	20
	Two visual samples (high definition) of similar work done for previous/current clients in terms of corporate wear.	12	
TOTAL			100

In allocating points for the above evaluative criteria, the following will be considered:

- Summary of services that will be offered
- Demonstration of requisite competence on the proposal
- 2 x letters of reference from recent clients (not older than two years)
- Two high definition picture examples of similar work done for previous/current clients
- Short profile of the directors and persons to be handling the CBE Account

Costs

1. Service providers are to submit a detailed breakdown of their pricing inclusive of detailed line items and specifically take care to provide separate line items for each respective promotional item and service to be rendered.
2. Please indicate the specific colour and medium of branding proposed and the associated cost (i.e. silk screen printing, laser engraving, embossing etc)
3. Pricing must be inclusive of VAT if the service provider is a registered VAT vendor.
4. Only **fixed pricing** for the duration of the contract will be accepted.
5. Bidders are required to submit their proposals in an envelope.
6. Bids must be hand delivered to 169 Corobay Avenue, Corobay Corner (Block A – 2nd Floor), Menlyn, Pretoria and deposited into the bid box.
7. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the bid.
8. Proposals received after the closing time and date will not be considered for evaluation.
9. The CBE reserves the right not to award this contract.
10. 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.
11. Should the bidder present information intentionally incorrectly/fraudulently, they will be disqualified.
12. 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.
13. The closing date for submission of bids is **8 April 2019 at 11:00am**.



Enquiries

All technical enquiries must be directed to Ehrhard Visser via e-mail at ehrhard@cbe.org.za, and all SCM queries are to be directed to sthembile@cbe.org.za.

Additional Compulsory Documents Required

- Invitation to Bid SBD 1
- Declaration of Interest SBD 4
- Preference Points Claim SBD 6.1
- Declaration: Bidders Past SCM Practices SBD 8
- Certificate of Independent Bid Determination SBD 9
- Signed General Conditions of Contract
- Certified ID copy of company owner/s
- Company profile
- Company registration documents
- Original or certified copy of B-BBEE Certificate¹ or sworn affidavit
- **Coloured pictures of each promotional item quoted on should be submitted with your proposal.**

¹ Only sworn affidavits or SANAS accredited certificates will be accepted depending on the service providers' B-BBEE status level of contribution.