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TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A CONFERENCE VENUE AND RELATED SERVICES FOR CBE SKILLS DEVELOPMENT FORUM

1. BACKGROUND

The Council for the Built Environment (CBE) is a statutory body that has been in existence since the establishment of the Council for the Built Environment Act no. 43 of 2000. It is a government organization and reports to the National Department of Public Works (DPW). The CBE is essentially responsible for regulating the following Built Environment professions in South Africa - Architecture, Engineering, Landscape Architecture, Project and Construction Management, Property Valuation and Quantity Surveying. These respective six professional councils (CBEPs) all function within the South African built environment for the purpose of promoting good conduct within the professions, transforming the professions and advising the South African Government on built environment related issues.

In line with its mandate the Council for the Built Environment (CBE) is, by definition, the initiator, facilitator and coordinator of high-level conversations, partnerships and collaborations around transforming the built environment. Besides ad hoc stakeholder engagements, the CBE is focussing on hosting a number of “collaborative forums” to address specific topical areas in the sector. This is also in line with recommendations from the GTAC report which also proposes a number of areas which these forums should address. In this regard and based on the GTAC recommendations the Transformation department will aim to constitute collaborative forums in line with the APP targets for 2019/2020. The initial themes identified for the forums are:

- Regulating the professions;
- Promoting the professions
- Transforming the professions (which the Skills Collaborative Forum is a sub-forum)
- Advancing the public interests
- Oversight and governance support

It should be noted that within the CBE's Annual Performance Plan (APP), the Transformation programmes is encapsulated under only one APP target within Programme 2 (2.6). The Transformation unit is entrusted with providing a conducive platform and enabling environment for national engagement of both public and private sectors as well as academia; which also adequately addresses current affairs and topics within the sector.

In this regard the CBE must be at the forefront of knowledge, information and progress within the sector, and this means engaging with relevant key stakeholders on a continuous basis, either by means of face to face encounters – such as when establishing a new relationship - or by means of forums regularly convened on a specific topical area with relevant stakeholders

present. This function speaks to the larger sector coordinating approach that the CBE has adopted based on the recommendations made in the GTAC report.

In that regard, the CBE will be partnering with the Association of Construction Project Managers (ACPM) a voluntary association under the SACPCMP to host the 6th Construction Industry Conversations (CIC) scheduled for the 28 November 2019 as part of the CBE Skills Development Forum under the Sector Coordination Strategy theme of transforming the professions. It is expected that representatives from the public Sector (national, provincial and local government), academic institutions, industry experts and various organizations and entities in the industry will be in attendance.

2. REQUESTED SERVICES

The CBE is sourcing quotations from suitable service providers for an appropriate venue in close proximity of Midrand with easy access from the main roads and associated services for hosting the 6th CIC. To this effect the successful service provider (conference venue) must be able to provide the following facilities and services on site and at one central location:

2.1. FACILITIES

- a. The ideal venue would be accessible either the afternoon before the event or early morning of the event for any set-up requirements.
- b. A conference venue in close proximity of Midrand and with easy access from the main roads able to accommodate a maximum of 80 delegates (**please quote on 80**) in conference style cinema seating inclusive of:
 - Stage and podium,
 - Large screen fully visible to all delegates (for projection of event theme, presentations, possible videos etc.)
 - HD Projector(s)
 - Laptop(s)
 - Printer (if required)
 - White boards and Markers
 - Fully operational HD sound system including microphones for delegate participation (desktop mics would be preferred) and 2 lapel mics for presenters and programme director
- c. Registration space and desk in front of the conference room able to accommodate the safe keeping of promotional material and packs for disbursement upon registration.

- d. An area in close proximity of the conference venue where tea and refreshments can be served during breaks.
- e. Information desk able to accommodate a team of information agents (5) and with adequate space for pamphlets and information materials. (If large enough reception desk at venue this could be used for both registration desk and information desk)
- f. A dining area in close proximity of the conference venue where lunch can be served for the duration of the Forum.
- g. Adequate parking facilities for all delegates including VIP parking for officials and ministerial ensemble with a separate holding room.
- h. A holding room (also able to accommodate special requirements from high level representatives i.e. diet, security and facilities) this room will also serve as a media room for interviews.
- i. Media room for interviews with officials and for media briefings.
- j. High speed Wi-Fi connectivity for delegates

2.2. SERVICES

The following services will be required at the venue:

- a. Conference procedure:
 - A dedicated floor manager responsible for ensuring smooth operation of all services
 - Dedicated sound and A-V technician for the day of conferencing
- b. Conference catering:
 - Morning tea and i.e. Tea, coffee and both sweet and savoury pastries / eats
 - Midmorning tea i.e. Tea, coffee and both sweet and savoury pastries /
 - Lunch as stipulated below:
 - o 4 different meats
 - o 2 salads
 - o 2 vegetable dishes
 - o 2 starches
 - o 3 deserts
 - o 2 x soft drinks per delegate
 - Afternoon tea
- c. Event décor (to align with the CBE corporate colours)
 - Appropriate ambient lighting – Inside the conference venue
 - Table cloths

2.3. SPECIFIC OUTPUTS

- ✓ An inception / consultation meeting with the CBE upon appointment.

- ✓ Inception checklist detailing the outcomes and agreements of the inception meeting (signed off by all parties)

2.4 DURATION AND LOCATION

The event **must be hosted in close proximity of Midrand** and with easy access from the main roads on the 28 November 2019. The successful service provider is expected to spend time in consultation with the CBE prior to the event.

2.5. REPORTING

The project team or manager shall on a regular basis and as agreed report to the CBE's Transformation unit.

IMPORTANT NOTES:

- The CBE will finalise the project plan with the appointed service provider and furnish milestone dates, performance and invoicing information at an inception meeting prior to implementation.
- The event will be hosted on the 28 November 2019, kindly quote subject to availability.
- Access to the facilities would be required prior to the event to cater for any potential set-up requirements.
- The event programme will only be finalized a week before the event which would consequently affect the set-up i.e. it might be decided that the sitting arrangements be changed.
- The venue must cater for persons with disabilities (universally accessible).

EVALUATION PHASES

The following evaluation process shall be followed:

Basic Compliance:

- a) 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.; and
- b) d) 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 bid

will result in the disqualification of your bid. The onus is on bidders to make sure that all SBD forms are completed in full and returned with your bid.

- c) The General Conditions of Contract are to be acknowledged and returned with your bid.
- d) Only B-BBEE Level 1 and Level 2 contributors must submit a response to this bid. An original or originally certified copy of a correct and valid B-BBEE certificate (only SANAS accredited certificates will be accepted) OR valid original sworn affidavit (whichever is applicable) must be submitted to confirm your Level 1 or 2 status. Failure to submit a correct and valid certificate or sworn affidavit will result in the disqualification of your bid. Any enquiries in respect of B-BBEE Status Level Verification Certificates may be directed to the Department of Trade and Industry (DTI) at 0861 843 384. Bidders must note that sworn affidavits need to adhere to the requirements set out in The Broad Based Black Economic Empowerment Practice Guide 1 of 2018, Determining the validity of a Broad-based Black Economic
- e) This bid is aimed at principal suppliers. Bids will not be considered from those suppliers who intend outsourcing this service to a third party.
- f) The CBE reserves the right to disregard a bidders' bid should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract.

Should the basic compliance criteria be met and the bidders' offering is in line with CBE's requirements, bidders will then be subjected to a due diligence process before their bid is evaluated on price and their B-BBEE status level of contribution.

The due diligence process will be conducted to determine the capability and ability of short-listed bidders to execute this contract. This may include a site visit to the premises 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 bid will be disregarded at this point and they will not proceed to Phase 2.

- **Phase 2: Calculation of points**

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

80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution. **An original or originally certified copy of the B-BBEE certificate or sworn affidavit (whichever is applicable) must be submitted. This will be used to substantiate claims for preference points with respect to SBD 6.1.**

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:

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

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

The bidder who scores the highest points will be recommended for award of contract. A recommendation for award will be formulated for approval by the relevant delegated authority.

Important conditions

- I. Pricing for this service must be **firm (fixed)**.
- II. Service providers are to submit a detailed breakdown of their pricing (**cost per delegate per day**) and clearly price each respective item and service to be rendered as per the requirements specified above.
- III. Pricing must be inclusive of VAT (if VAT registered).
- IV. Bidders are required to submit their bid in an envelope and clearly indicate the service description, name of the bidder and contact details.
- V. Bids must be hand delivered to 169 Corobay Avenue, Corobay Corner (Block A – 2nd Floor), Menlyn, Pretoria and deposited into the bid box.

- VI. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the bid.
- VII. Proposals received after the closing time and date will not be considered for evaluation.
- VIII. 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.
- IX. It must be noted that payment will be made upon the satisfactory delivery of the service and receipt of an invoice.
- X. The invoice will be paid within 30 days of receipt of the invoice. No deposit and advance payments will be made.
- XI. Should the bidder present information intentionally incorrectly/fraudulently, they will be disqualified.
- XII. 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.
- XIII. **The CBE reserves the right not to award this bid.**
- XIV. The closing date for submission of bids is the **15 November 2019 at 11AM.**

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