



**UNISA
ENTERPRISE**

INVITATION FOR PROPOSALS

BID NO: UE/2023/ TURNKEY PROJECT MANAGEMENT SERVICES

CLOSING DATE: 21 NOVEMBER 2023, 16h00

**PROVISION OF TURNKEY PROJECT MANAGEMENT SERVICES FOR
CONSTRUCTION OF THE IDEATION CAFE**

www.unisaenterprise.ac.za

Telephone: +27 (11) 652 0260 **Address:** 22 Mac-Mac, 1st Floor, Waterfall Park, Vorna Valley, 1686

Table of Contents

1. INTRODUCTION 3

2. PROJECT OVERVIEW 3

3. OBJECTIVE 3

4. SCOPE OF SERVICES..... 3-4

5. EVALUATION PROCESS..... 4-5

6. EVALUATION CRITERIA 5-11

7. FRONTING 11

8. PRESENTATION..... 11

9. TIMEFRAMES AND FORMAL CONTRACTS.....11

10. CONFIDENTIALITY 11

11. STANDARD CONDITIONS 11-12

12. SUBMISSION OF BID... 12

www.unisaenterprise.ac.za

Telephone: +27 (11) 652 0260 Address: 22 Mac-Mac, 1st Floor, Waterfall Park, Vorna Valley, 1686

1. INTRODUCTION

UNISA Enterprise (UE) is a commercial business subsidiary of UNISA, which was strategically established as a third-stream income generator for UNISA. The entity has identified Property and Facilities Management Services amongst others as one of the areas to generate the much-required income to sustain UNISA's financial requirements.

2. PROJECT OVERVIEW

The CSET Innovation Centre (CSET-IC) was recently established by the College of Science, Engineering and Technology. It is positioned within the University of South Africa's College of Science, Engineering and Technology (CSET) framework. It reports directly to the Office of the Executive Dean. It includes a Technology Innovation Centre and an Innovation Hub, and it seeks to establish the **Ideation Cafe** as one of its most important Innovation Tools. Its main emphasis is on: Product Development and Scaling up, Process Development and Implementation, Commercialisation and Services to Private (and Public) Sector. This Commercialisation could take the form of finding new customers, partnering, or building new businesses with local and international partners, as well as forming several high value partnerships with various stakeholders.

3. OBJECTIVE

UNISA Enterprise as an implementing partner of CSET Innovation center, intends to contract an experience Company to Conceptualize, Design, formulate a Detailed Drawings, and provide Project Management Services for Ideation Cafe Turnkey Solution.

4. SCOPE OF SERVICES

The full scope of Project Management Services comprises of the following:

4.1 Concept Design Phase

- 4.1.1 Site Analysis and Evaluation
- 4.1.2 Concept Development for Ideation Café Design
- 4.1.3 Space Planning and Layout Design
- 4.1.4 Interior Design and Décor Selection
- 4.1.5 Equipment and Fixture Specification
- 4.1.6 Client Consultation and Feedback
- 4.1.7 Architecture Drawings
- 4.1.8 Structural Engineering Drawings (If Applicable)
- 4.1.9 MEP Drawings for Electrical Plumbing and HVAC Systems
- 4.1.10 Furniture and Fixture Details
- 4.1.11 Material Specification and Finishers
- 4.1.12 Quantity Takeoff and Cost Estimates
- 4.1.13 Project Planning and Scheduling
- 4.1.14 Permitting and Regulatory Compliance
- 4.1.15 Construction Documentation Review
- 4.1.16 Construction Supervision and Quality Control

www.unisaenterprise.ac.za

Telephone: +27 (11) 652 0260 Address: 22 Mac-Mac, 1st Floor, Waterfall Park, Vorna Valley, 1686

- 4.1.17 Procurement and Installation of Equipment and Fixtures
- 4.1.18 Coordination with Suppliers and Vendors
- 4.1.19 Change Order Management
- 4.1.20 Budget Monitoring and Cost Control
- 4.1.21 Staff Training and Operational Support
- 4.1.22 Project Closeout and Handover

A bid response that does not meet pre-qualification competencies and expertise requirements will be Disqualified and will not be considered for further evaluation.

5. EVALUATION PROCESS

The bids will be evaluated and adjudicated as follows:

5.1 Pre - Qualification – evaluation of compliance with Qualifying Criteria

Only those Bidders which satisfy all the Qualifying Criteria will be eligible to participate in the RFP process further. Bids which do not satisfy all the Qualifying Criteria will not be evaluated further. Each bidder must conform to these conditions to be eligible for further evaluation. A bidder that fails to meet these conditions shall be disqualified

5.2 First stage – functional evaluation

Bidders are evaluated based on the functional criteria set out in this RFP. Only those bidders that score **70 points or higher (out of a possible 100)** during the functional evaluation will be evaluated during the second stage of the Bid. The functional evaluation during the second stage of the Bid. The functional evaluation may include a presentation by the bidders. UNISA Enterprise will advise bidders in advance should a presentation be required.

5.3 Second stage – price and preferential points

Those Bidders which have passed the initial and first stage of the RFP process will be scored on the basis of price and preference point allocated in accordance with the applicable legislation.

The successful Bidder will typically be the bidder that scores the highest number of points in the second stage of the Bid evaluation, unless UNISA Enterprise exercise its full right to cancel the RFP or finds that there are valid business or transformative reasons that justify the award to a company that did not obtain the highest score.

5.4 Pre – Qualification: Qualifying Criteria

The following Pre-qualifying Criteria will be applied in the initial stage of the valuation.

Bidders who do not meet all the Pre-qualifying Criteria will not be considered for the next stage of evaluation.

Requirement	Compliant	
	Yes	No
Proof of registration with (Independent Regulatory Board for Project management)		
Confirmation (in the firm's letterhead) that the firm does not have an existing unsatisfactory outcome issued by the professional body on the quality review		
Valid BEE Certificate (if preference points are being claimed)		
Tax Compliance Status pin documents included		
Valid Central Supplier Database (CSD) Report		
Proof that the entity is geographically based in Gauteng		
Company bank stamped letter (not older than six (6) months) document included		
Non-compliance to the above-mentioned documents will disqualify the bid.		

6. EVALUATION CRITERIA

6.1 The Functional Criteria that will be used to test the capability of Bidders are as follows:

No.	Qualifications	Relevant Work Experience	Weight
1	Company Experience		

www.unisaenterprise.ac.za

Telephone: +27 (11) 652 0260 Address: 22 Mac-Mac, 1st Floor, Waterfall Park, Vorna Valley, 1686

<p>Company experience in conducting condition assessments of existing buildings.</p>	<p>Evaluation shall be based on the total number of related to conducting condition assessments.</p> <ul style="list-style-type: none"> • Demonstrate existence of been in business for 10 years and above. • Provide a minimum of 3 reference letters of carrying out assessments in existing facilities with an intension to repurpose the facilities, developing new buildings for use of either hotels, conference facilities and/or restaurants. • Must have a track of tenant installation as well as coordination of multiple trade like: <ul style="list-style-type: none"> a. HVAC b. Electrical c. Wet services d. Gas installation e. Installation of furniture and equipment. • Must have employed a person who has been exposed to the following: <ul style="list-style-type: none"> a. Quantity Surveying and/or Construction Management, who is exposed to coordinating multiple discipline/trades in building environment, b. OHS who is exposed to buildings that are being used during refurbishment. 	20	
	5 or more similar assignments / projects		20 points
	3 - 4 similar assignments / projects		15 points
	1 - 2 similar assignments / projects		10 points
	0 projects		0 points

No.	Qualifications	Relevant Work Experience	Weight
2.	Qualification and Experience of Key Personnel		
Mechanical Engineer and Wet services	<ul style="list-style-type: none"> Minimum: B Tech in Mech from any recognised Higher Institution in SA CVs and certified copies of original qualifications must be submitted 	<u>Experience as a Mechanical Engineer</u> <ul style="list-style-type: none"> Rating Scale 5 (Excellent): 5 Years and above= 10 Points Rating Scale 4 (Very Good), 4 Years but less than 5= 08 Points Rating Scale 3 (good), 3 Years but less than 4 years= 06 Points Rating Scale 2 (Average), 2 Years but less than 3 Years= 04 Points Rating Scale 1 (Poor), 1 Year but less than 2 Years= 02 Points Rating Scale 0 (Very Poor), For less than 1 Year= 0 Point 	10
Structural Engineer	<ul style="list-style-type: none"> Minimum: B Tech in Civil Eng from any recognised Higher Institution in SA CVs and certified copies of original qualifications must be submitted 	<u>Experience as a Structural Engineer</u> <ul style="list-style-type: none"> Rating Scale 5 (Excellent): 5 Years and above= 10 Points Rating Scale 4 (Very Good), 4 Years but less than 5= 08 Points Rating Scale 3 (good), 3 Years but less than 4 years= 06 Points Rating Scale 2 (Average), 2 Years but less than 3 Years= 04 Points Rating Scale 1 (Poor), 1 Year but less than 2 Years= 02 Points Rating Scale 0 (Very Poor), For less than 1 Year= 0 Point 	10

No.	Qualifications	Relevant Work Experience	Weight
Civil Engineer	<ul style="list-style-type: none"> • Minimum: B Tech in Civil Eng from any recognised Higher Institution in SA • CVs and certified copies of original qualifications must be submitted 	<u>Experience as a Civil Engineer</u> <ul style="list-style-type: none"> • Rating Scale 5 (Excellent): 5 Years and above= 10 Points • Rating Scale 4 (Very Good), 4 Years but less than 5= 08 Points • Rating Scale 3 (good), 3 Years but less than 4 years= 06 Points • Rating Scale 2 (Average), 2 Years but less than 3 Years= 04 Points • Rating Scale 1 (Poor), 1 Year but less than 2 Years= 02 Points • Rating Scale 0 (Very Poor), For less than 1 Year= 0 Point 	10
Health and Safety Officer	<ul style="list-style-type: none"> • Minimum: N Dip in Safety Management from any recognised Higher Institution in SA • CVs and certified copies of original qualifications must be submitted 	<u>Experience as a Health and Safety Officer</u> <ul style="list-style-type: none"> • Rating Scale 5 (Excellent): 5 Years and above= 10 Points • Rating Scale 4 (Very Good), 4 Years but less than 5= 08 Points • Rating Scale 3 (good), 3 Years but less than 4 years= 06 Points • Rating Scale 2 (Average), 2 Years but less than 3 Years= 04 Points • Rating Scale 1 (Poor), 1 Year but less than 2 Years= 02 Points • Rating Scale 0 (Very Poor), For less than 1 Year= 0 Point 	10

No.	Qualifications	Relevant Work Experience	Weight
Electrical Engineer	<ul style="list-style-type: none"> Minimum: B Tech in Electrical Eng from any recognised Higher Institution in SA CVs and certified copies of original qualifications must be submitted 	<u>Experience as Electrical Engineer</u> <ul style="list-style-type: none"> Rating Scale 5 (Excellent): 5 Years and above= 10 Points Rating Scale 4 (Very Good), 4 Years but less than 5= 08 Points Rating Scale 3 (good), 3 Years but less than 4 years= 06 Points Rating Scale 2 (Average), 2 Years but less than 3 Years= 04 Points Rating Scale 1 (Poor), 1 Year but less than 2 Years= 02 Points Rating Scale 0 (Very Poor), For less than 1 Year= 0 Point 	10
Fire Engineer	<ul style="list-style-type: none"> Minimum: B Tech in Mech Eng from any recognised Higher Institution in SA CVs and certified copies of original qualifications must be submitted 	<u>Experience as a Fire Engineer</u> <ul style="list-style-type: none"> Rating Scale 5 (Excellent): 5 Years and above= 10 Points Rating Scale 4 (Very Good), 4 Years but less than 5= 08 Points Rating Scale 3 (good), 3 Years but less than 4 years= 06 Points Rating Scale 2 (Average), 2 Years but less than 3 Years= 04 Points Rating Scale 1 (Poor), 1 Year but less than 2 Years= 02 Points Rating Scale 0 (Very Poor), For less than 1 Year= 0 Point 	10

No.	Qualifications	Relevant Work Experience	Weight
3	Approach, Methodology, Work Plan and Process		
Understanding of the assignment: <ul style="list-style-type: none"> Approach Methodology 	<ul style="list-style-type: none"> Provide a detailed example of a Turnkey Project Management Service proposal plan for Ideation Cafe and submit a comprehensive document detailing the approach to Conceptualize Design, formulate Detailed Drawings, for Ideation Cafe Turnkey Solution 	<ul style="list-style-type: none"> Rating Scale 5 (Excellent): 5 Years and above= 20 Points Rating Scale 4 (Very Good), 4 Years but less than 5= 16 Points Rating Scale 3 (good), 3 Years but less than 4 years= 12 Points Rating Scale 2 (Average), 2 Years but less than 3Years= 08 Points Rating Scale 1 (Poor), 1 Year but less than 2 Years= 04 Points Rating Scale 0 (Very Poor), For less than 1 Year= 0 Point 	20
Minimum Points			70
Total Points			100

A minimum of **70 points out of a 100** for the functional/ evaluation will qualify the Bid to move on to the second stage of evaluation, which is price and preferential point's evaluation.

6.2 STAGE 2: PRICE/FINANCIAL EVALUATION

Price, Inclusive of VAT, will be evaluated as indicated below.
by UE on the 80/20 – preference point for Broad-Based Black Economic Empowerment in terms of which points are awarded to bidders in respect of bidders.

6.3 B-BBEE POINTS

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	16
4	10

www.unisaenterprise.ac.za

Telephone: +27 (11) 652 0260 Address: 22 Mac-Mac, 1st Floor, Waterfall Park, Vorna Valley, 1686

5	8
6	6
7	4
8	2
Non-compliant Contributor	0

Failure to capture the required status level and to submit the certified or original B-BBEE status level certificates no points will be allocated to the service providers.

Failure to submit all of the above-mentioned documents will result to the disqualification of the bid.

7. FRONTING

- a) UNISA Enterprise in compliance with regulations, supports the spirit of Broad-Based Black economic Empowerment and recognized that real empowerment can only be achieved through individuals and business conducting themselves in accordance with the constitution and in an honest, fair, equitable, transparent and legally compliant manner.
- b) The awarded bidder cannot sub-contract more than 25% of the total project value to the company that is no-compliance with BBBEE companies.

8. PRESENTATION

- a) UNISA Enterprise will require presentations from shortlisted bidders as part of the process

9. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will be required to enter into formal contract with UE for the period of 6 months.

10. CONFIDENTIALITY

- 1.1 This RFP request by UNISA Enterprise contains proprietary and confidential information that is provided to you (interested Service Provider), for your exclusive use in evaluating and preparing your response.
- 1.2 If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.
- 1.3 This document should not be disclosed or distributed to any third party.

11. STANDARD CONDITIONS:

- a) RFP submissions received after the closing date and time will not be accepted or considered.
- b) No faxed and only e-mailed RFP submissions will be accepted or considered.

www.unisaenterprise.ac.za

Telephone: +27 (11) 652 0260 Address: 22 Mac-Mac, 1st Floor, Waterfall Park, Vorna Valley, 1686

- 1.4 The Service Provider shall pay Unisa Enterprise (Pty) Ltd promptly for all loss, destruction, or damage to the property of Unisa Enterprise (Pty) Ltd caused by the Service Provider's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Service Provider or any of its subcontractors in the performance of the said project.
- 1.5 An RFP will be disqualified should any attempt be made by the Service Provider either directly or indirectly to canvass the Unisa Enterprise, or any of its officers or employees in respect of the RFP between the date of submission and the date of the awarding.
- 1.6 Any false declaration of information will result in the exclusion of the RFP from any further consideration.
- 1.7 Service Providers are required to, together with their Proposals, submit original and valid BBBEE Status Level Verification Certificates or certified copies thereof to substantiate their BBBEE rating claims. Service Providers who do not submit their BBBEE Status Level Verification Certificates or certified copies, will not be disqualified from the bidding process, however, they will score zero (0) out of a maximum of 20 points for BBBEE.
- 1.8 Unisa Enterprise reserves the right to reject and appoint any Service Provider who meets/does not meet the requirements.

12. SUBMISSION OF BIDS

Bidders are required to submit their bids to the following email address:

Email: Procurement@unisaenterprise.ac.za

No physical submission will be accepted.

Bid No: UE/20230/PROJECT MANAGEMENT SERVICES

Bid Closing date and Time: **22 November 2023 at 16h00**

Name and Address of Bidder:

The Bidders will be required to conduct a site assessment prior to the submission of the proposal. The address is UNISA, Florida Campus, 28 Pioneer Avenue, Florida Park, Roodepoort.

Enquiries regarding the site visit and this document can be addressed to the email below:

Email: mavummc@unisaenterprise.ac.za

www.unisaenterprise.ac.za

Telephone: +27 (11) 652 0260 **Address:** 22 Mac-Mac, 1st Floor, Waterfall Park, Vorna Valley, 1686