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|  **ENGINEERING COUNCIL OF SOUTH AFRICA** |  |
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| **REQUEST FOR PROPOSAL FOR REGISTRATION MODEL SURVEY 2018** |
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| **T.O.R** |
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| **Unique Identifier: REG10/2018** |  | **Date: 28 August 2018**  |

***(PRIVATE & CONFIDENTIAL)***

RFQ number: **ECSA/RFQ/10/2018**

Issue date: **27 August 2018**

Submission closing/due date: **10 September 2018** Time: **12H00**

1. **INTRODUCTION**

The Engineering Council of South Africa (ECSA) is a statutory body established in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000). ECSA has identified a survey requirement to be conducted in its Registration Business Unit.

1. **REQUEST FOR QUOTATION**

Please find below the description/requirement of the Registrations Model Survey and the bidders responsibilities:

* Prepare survey questionnaire on how the applicants that applied with ECSA for registrations during 1 April 2017 to 30 August 2018, have found the process of their applications.
* Assist ECSA in sending out the questionnaires. (ECSA will not supply the applicant contact details to external parties).
* Monitor feedback of the survey questionnaires.
* Analyse feedback received and draw a statistical analysis report on the findings.
* Submit the final report before or by 28 February 2019 to ECSA.
* Manager Registrations Business Unit will be the contact persons at ECSA and will form part of the project management on every step of the project.
1. The proposal must describe how the requirements will be met, how the solution will be delivered i.e. project activities, deliverables, and estimated duration.
2. The proposal must include pricing for the different components and milestones of the project e.g. development, etc.

**3. PROPOSAL EVALUATION**

 **3.1 Broad based black economic empowerment (BBBEE)**

 ECSA is committed to encouraging black economic empowerment through providing opportunities to historically disadvantages individuals. In order to claim for BBBEE preference points a valid BEE certificate needs to be submitted.

 **3.2 Evaluation process**

 This proposal will be evaluated in two stages**.** A separate envelope for quality/technical proposal and another envelope for pricing & BBBEE status should be submitted:

 **Stage 1: Quality/Technical**

 Bidders that score 60 or less out of 100 points for functionality will be considered as submitting a non-responsive bid and will be disqualified.

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|  | **Description of functional/quality area** | **Maximum Weight** | **Minimum Weight** |
| 1 | Relevant experience on similar projects  | 20 Points | 10 Points |
| 2 | Expertise of the Project Team: Qualifications and competency-–demonstrate capacity to deliver (certified copies of qualifications) | 20 Points | 10 Points |
| 3 | Comprehensive proposed methodology: understanding of ECSA’s technical requirement | 40 Points | 30 Points |
| 4 | Deliverables and work programme: plan to execute the work & timelines | 20 Points | 10 Points |
| 5 | TOTAL | 100 Points | 60 Points |

 **Stage 2: Price & BBBEE Preference points**

 The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework.

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| Price | 80 points |
| Preference (BBBEE) | 20 points  |
| Total | 100 points |

**4. SPECIAL CONDITIONS**

* All prices quoted must be VAT inclusive.
* ECSA will not provide upfront payments.
* The successful Service Provider shall provide the service required based on the agreed set timelines with ECSA. ECSA may request clarification or further information regarding any aspect of the Service Provider.
* The validity period for the quotation is to be 60 days.
* ECSA reserves the right to not proceed with the project or to not appoint any of the Service Providers invited to submit proposals.
* Service Providers will not be remunerated for submitting proposals and proposals remain the property of the authors.
* A Valid Tax clearance certificate must be submitted with the proposal.
* The SBD forms hereto attached must be completed and submitted with the proposal.
* A comprehensive company profile of the bidder shall be attached as an addendum to the response. The profile shall contain at least the following:

- Company size and structure

- Submission of a list of contactable references of corporate clients, (listing contact name, address, telephone, fax and email address) where the bidder has rendered a service in the last 60 months (either as individual firms or as the bidding consortium).

**Note: Service Providers** **that fail to comply with the abovementioned special requirements may be disqualified.**

**5. SUBMISSION OF PROPOSALS**

Two sets of documents should be submitted (one set marked “origin” and another marked “copy”). Service Providers must submit their proposals to ECSA’s Offices before the closing date and time.

The proposals should be submitted in sealed envelopes marked **“technical”** and the other **“pricing**” or suitable covers on which the name and address of the bidder, the proposal reference number and the closing date must be clearly endorsed and must be submitted or placed in the **ECSA Tender Box at the Reception, 1st Floor Waterview corner, 2 Ernest Oppenheimer Avenue, Bruma, Johannesburg or post to: Private Bag X691, Bruma,2026**

**6. ENQUIRIES**

**Technical Enquiries**

Telephone number: Valentine Ndlovu on 011 607 9528

Email address: valentine@ecsa.co.za

 **Supply Chain Management**

 Telephone number: Lekhotla Motloung on 011 607 9505

Email address: lekhotla@ecsa.co.za