



REQUEST FOR PROPOSAL FOR STRATEGIC PLANNING SESSION

Background

The South African Council for the Architectural Profession (SACAP) is the regulator for the Architectural Profession in South Africa. The core mandate of SACAP is to set standards for persons' education and training, professional skills, conduct, performance and ethics; keep a register of persons who meet the standards; approve programmes which persons must complete to register; and take action when Registered Persons on the register do not meet the standards.

1. Purpose

The South African Council for the Architectural Profession has identified the need to engage the services of a consultant to facilitate the development of an organizational Strategic Plan that will be aligned to the mandate of SACAP as prescribed by the Architectural Profession Act, 2000 (Act No.44 of 2000). The successful service provider will lead to the development of a Strategic Plan and Annual Performance Plan that will, among others, re-visit the Mission, Vision and Goals of the SACAP and help determine and articulate the future direction of the organization. The service provider will further support SACAP to establish realistic goals and objectives with a defined timeframe as well as produce an Annual Performance Plan for SACAP on the scheduled date.

2. Progress

The Strategic Plan will be developed following a participatory process. This will mutually inform and create ownership amongst all relevant stakeholders, including Council Members, Management and Staff. Participants will have the opportunity to communicate their perspective about the relevance of the past activities of SACAP and influence the changes required to improve the developed strategy and approach.

The key focus for this strategic session is transformation and development of registered professionals in the architectural profession. The Council seeks to transform the architectural profession by working with Educational Institutions to improve the intake and

through put of undergraduates and post graduates' students. Improve the registration of graduate with SACAP.

3. Terms and Conditions

- Late and incomplete submissions will not be accepted.
- The bidder is responsible for all costs incurred in the preparation and submission of the proposal
- The successful service provider will enter into a formal contract/service level agreement (SLA) with SACAP.
- To ensure the appropriate performance management, this SLA will serve as a tool to measure, monitor and assess the service provider's performance.
- By accepting to take part in the proposal process, you agree to keep in confidence all information imparted to you in relation with the proposal process, not to disclose it to third parties and not to use it for other purpose than the proposal.
- Pricing must be inclusive of VAT
- SACAP reserves the right not to award this contract.
- SACAP reserves the right to disregard a bidders' proposal should it be found that work was previously undertaken for the SACAP to which poor performance was noted during the execution of such contract in the last 5 years.
- Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the bid.
- Written proposals must be submitted on or before 12:00 pm on 08 December 2023 to the following email address: Elelwani.ndou@sacapsa.com
- All enquiries must be made in writing to Elelwani.ndou@sacapsa.com during office hours of 8:00am to 4:30pm, Monday to Friday.
- If you don't hear from us within 60 days after the closing date, please accept that your proposal was not successful.

4. Fraud and corruption

The Service Provider selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this, SACAP defines that, for such purposes, the terms set forth are as follows:

- "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of SACAP or any personnel of Service Provider(s) in contract executions;
- "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to SACAP, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive SACAP of the benefits of free and open competition;
- "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work;
- "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract;
- Shall reject a proposal for award, if it determines that the service provider recommended for award, has been engaged in corrupt, fraudulent or unfair trade practices; and
- Shall declare a Service Provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time it is determined that the Service Provider has been engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

5. Objective

The objective of the Strategic Planning Session is:

- To briefly reflect on the progress made in terms of the previous strategic planning processes and outcomes thereof;
- Discuss strategic issues emerging at an international, national and local level as well as the overarching political environment that impacts on the mandates of the SACAP;

- Plan for the next four years and clearly define the deliverables and Program of Action (PoA), including human/financial resource capacity to support the PoA;
- Develop the scorecard in line with the items above;
- Build/strengthen/motivate a team that is capable of effectively meeting the challenges that lie ahead;
- Identify and evaluate key risks and relationships and develop strategies which will ensure effective mitigation of the risks and enhancement of relationships with key stakeholders;
- Provide a roadmap of overarching projects and milestones for each division within the SACAP and interface this with the Committees of Council; and
- Provide a detailed Stakeholder Engagement Matrix including channels of communication
- Examine Internal and external environment that may impact on the fulfilment of statutory mandates,
- Identify trends in the built environment and educational institutions that may impact on the sustainability of the architectural profession.
- Participants will include the eleven Council members and Management team.

6. Scope of the Project

The following services are required from the service provider:

- The service provider is expected to guide, define the scope and outcome of the Strategic Planning Session;
- Assessment of the status of the Implementation of the Council Strategic Plan against the current Strategic Plan and the Architectural Profession Act for progress on mandated programs;
- Assessment of the status of the Implementation of the Annual Performance Plan against the current Business Plan for progress on mandated programs;
- Review of development initiatives and approach;
- Identifying new ways of working to achieve best practice and the realization of organizational goals;

- Identification of initiatives to be undertaken for improving organizational systems, structures and policy procedures, including governance of the Council;
- Synthesis of results and identify strategic opportunities and threats;
- Plan a facilitation of a day-long workshop with Council members, staff and other relevant stakeholders to prioritize strategic directions;
- Participatory approaches in conducting assessments and facilitating strategic planning processes;
- Familiarity with the Theory of Change approach and building organizational balanced scorecards;
- Strategic planning document preparation

7. Deliverables

- 7.1 An Analysis Framework based on the Terms of Reference
- 7.2 A Strategic Planning workshop agenda and facilitation plan
- 7.3 A Strategic Planning document
- 7.4 Key Risks and Environment, including a Risk Management Strategy of Council

Strategic plan

The strategic planning report must be finalized with 10 working days from the date of completing the session

8. Evaluation criteria

8.1 Functionality Evaluation

A minimum of 70 points out of 100 points on **Functionality Evaluation** will be required to qualify for pricing evaluation.

Criteria for evaluation	Maximum Scores	Bidder Score
1) Experience, knowledge and technical expertise, including track records of undertaking work of this similar nature (please include a schedule indicating the number of years of experience, and letters confirming number of years as per schedule provided) - 10 years+ 20 - 7 – 9 years 15 - 5 – 7 years 10 - 3 – 5 years 5 - 2 – 3 years 3 - 0 – 2 Years 0	20	
2) Methodology (please include details in the proposals) - Planned Approach 30 - Innovative Views Output 15 - Planned Output 15	60	
3) References pertaining to similar projects undertaken and relevant contact details (Number of reference letters) - 4- 5 References 10 - 3 References 5 - 1 - 2 Reference 2 - 0 Reference 0	10	
4) Project Plan, including Lead Time and Delivery Schedule, in line with planned dates	10	
Supplier must achieve minimum of 70 points to be considered for the next evaluation	100	

8.2 Pricing Evaluation (Pricing and Black Economic Empowerment (BEE))

The following preference point systems are applicable to all bids whereby preference points will be awarded for Price and B-BBEE Status Level of Contribution.

- The 80/20 system is for bid up to the value of R1 000 000
- The 90/10 system is for bid with a value of more than R1 000 000

The qualifying bids will be evaluated in terms of 80/20 preference points systems, where 80 points is for pricing and 20 for B-BBEE Level Status as this bid is estimated not to be more than R1 000 000.

SACAP reserves the right to request the shortlisted providers to make physical presentations on the key features of their proposals.

Note:

Bidders will only be appointed if their Tax Matters are in good standing.

Original or Certified copy of valid B-BBEE Certificate or Sworn Affidavits must be submitted.