



DEVELOPMENT THROUGH PARTNERSHIP

**APPOINTMENT OF SUITABLY QUALIFIED AND
EXPERIENCED PERSONS TO A RESEARCH
REFERENCE PANEL FOR THE CIDB FOR A PERIOD OF
36 MONTHS**

VOLUME 3 OF 4: TERMS OF REFERENCE

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1. CLIENT'S / EMPLOYER'S OBJECTIVES

The Construction Industry Development Board (cidb) is a Schedule 3A public entity established in terms of the Construction Industry Development Board Act, 2000 ("the Act"), to provide strategic leadership to the construction industry for sustainable growth, reform and improvement of the construction sector and the industry's enhanced role in the country's economy. This Act requires the cidb to promote and implement policies, programs and projects within the construction industry aimed at procurement reform, standardization and uniformity in procurement documentation, practices and procedures.

The Act mandates the Board to promote appropriate research on any matter related to the construction industry and its development. The Act further states that to achieve this, the cidb may;

- Develop, promote and update a construction industry research agenda that defines national development priorities; and
- Establish a knowledge centre through which industry and clients can access knowledge and experience on innovation and best practice.

To realise this the cidb has established a Research and Development directorate that aims to guide and inform cidb development interventions to strengthen transformation, accelerate sustainable contractor development and infrastructure delivery mechanisms, such as procurement tools and process supportive of industry development, whilst building high level human resources and research capability within the construction industry.

2. PROJECT OBJECTIVES

The purpose of this Request for Bid (RFB) is to appoint suitably qualified and Experienced persons to a Research Reference Panel for the cidb for a period of 36 months. Entities, companies and persons with extensive working experience in the construction industry, academics in the built environment professionals and those with experience and expertise in the application of different research methodologies may submit proposals.

3. DESCRIPTION OF THE SERVICES

The cidb requires a panel of reviewers for their growing research agenda, to assist with the review and validation of research studies. The assignments will include review and validation of cidb initiated research studies as well as to assist with developing opinions pieces on issues affecting the construction industry as and when required.

4. EXTENT OF SERVICES

The role and responsibilities of the research reference panel will be to help with the review and validation of cidb initiated research studies as well as to assist with developing opinions pieces on issues affecting the construction industry as and when required. Briefly, the panel members will be required to:

FOCUS AREAS	ROLE AND RESPONSIBILITIES	TERMS OF SERVICE
<ul style="list-style-type: none"> ➤ Enterprise development e.g., contractor and supply chains ➤ Construction skills development ➤ Infrastructure Procurement ➤ Construction economics ➤ Social transformation ➤ Innovation and Technology 	<ul style="list-style-type: none"> ➤ Review proposed research for relevance to the construction industry, ➤ Comment on proposed methodologies, ➤ Provide access to research participants, ➤ Facilitate and support data collection, ➤ Provide data collection and analysis services, ➤ Review research reports, ➤ Provide timeous research consulting services, ➤ Provide opinion pieces as and when required, and ➤ Make presentations to different audiences as and when required. 	<ul style="list-style-type: none"> ➤ Prepare and avail themselves for scheduled consultations. ➤ Attend to instructions timeously with the relevant professionalism, skills, and diligence. ➤ Provide research opinions, written commentary and feedback on opinion pieces. ➤ Make presentations to cidb stakeholders as and when required

NB: Different panels comprising of subject matter experts will be established for each of the focus areas as per the table above. Bidders must indicate the focus area they are bidding for.

The number of service providers to be appointed for the panel will be capped at (5) five for each focus area.

5. EVALUATION APPROACH

5.1 The cidb has adopted a three (3) stage approach in assessing, analysing and evaluating Proposals, being:

5.1.1 First stage: Administrative. / Mandatory Requirements

5.1.2 Second stage: Functionality

5.1.3 Third stage: Price and B-BBEE

5.2 First stage: Administrative/Mandatory Requirements

The Bidders must fully comply with the Mandatory requirements and those bidders who fail to comply will be disqualified from the process.

5.3 Second stage: Functionality

5.3.1 The purpose of application of qualification criteria is to determine the functionality of each proposal by assessing the quality and the robustness thereof.

5.3.2. Below is a detailed breakdown of the scoring criteria for each individual proposal:

Functionality criteria	Description of quality criteria and sub-criteria	Points	
<p>These criteria will be used to evaluate each area of specialization as indicated above.</p> <p>Bidders must ensure that information relating to each area is indexed properly in order to score points for each area.</p> <p>Bidders must submit Reference letters and the names of contactable references.</p>	Clearly demonstrate experience of the bidder in providing research and advisory services under each of the specialization area within the academic, Public and/or Corporate sector		
	Enterprise development e.g., contractor and supply chains	50	
	Construction skills development	50	
	Infrastructure Procurement	50	
	Construction economics	50	
	Social transformation	50	
	Innovation and Technology	50	
	Points for each sub-criteria will be allocated as per below:		
	Irrelevant experience or no substantiation, and no writing samples attached	0	
	Bidder demonstrates reasonable understanding of research, has 2 years' experience practicing in the related area of specialization and has attached two samples of writing.	10	50
Bidder demonstrates reasonable understanding of research, has 3 years' experience practicing in the related area of specialization and has attached three samples of writing.	20		

	Bidder demonstrates reasonable understanding of research, has 4 years' experience practicing in the related area of specialization and has attached four samples of writing.	30	
	Bidder demonstrates reasonable understanding of research, has 5 years' experience practicing in the related area of specialization and has attached five samples of writing.	40	
	Bidder demonstrates reasonable understanding of research, has 6 or more years' experience practicing in the related area of specialization and has attached six samples of writing.	50	
<p>Academic qualification of key personnel Recognised NQF 5 qualification in the focus area of interest. = 6 points personnel</p> <p>Provide proof of a recognised academic qualification in the focus area applied for.</p> <p>Points will be allocated as follows:</p> <ol style="list-style-type: none"> 1. Recognised Bachelors degree or advanced diploma (NQF 7) qualification in the focus area of interest. = 6 points 2. Recognised Honours, Postgraduate diploma and Master's degree, (NQF 8 and 9) qualification in the focus area of interest. =12 points 3. Recognised PhD (NQF 10) qualification in the focus area of interest. = 20 points <p>(NB: Certified copies of qualifications MUST be attached in order for points to be awarded)</p>			20
<p>Industry experience of key personnel</p> <p>Clearly demonstrate experience and level of operations of the key personnel that will be allocated to the cidb under each area of specialization.</p> <p>Points will be allocated as follows:</p> <ol style="list-style-type: none"> 1. 5 years' experience as a senior manager in a construction company, an organisation that provides professional services to the construction industry, or an office bearer of a recognised construction industry association = 10 points 2. 6 to 9 years' experience as a senior manager in a construction company, an organisation that provides professional services to the construction industry, or an office bearer of a recognised construction industry association = 20 points 3. 10 or more years' experience as a senior manager in a construction company, an organisation that provides professional services to the construction industry, or an office bearer of a recognised construction industry association = 30 points 			30

(NB: detailed CVs indicating related construction industry experience MUST be attached in order for points to be awarded)	
Total score	100

Bidders from the second stage who will have scored **70** points, or more will qualify for the third stage in Price and BBEE.

5.4 Third Stage: Price and BBEE

5.4.1 Subsequent to the evaluation of essential minimum Criteria and functional criteria, the third stage of evaluation of the Bids will be in respect of price and preferential procurement only.

5.4.2 Price proposals should be submitted in South African Rand including Value Added Tax (**VAT**)

The tenders will be evaluated on the basis of the point system as stipulated in the PPPFA. The bidder who achieves the highest total points out of 100 (hundred) will be recommended by the Bid Evaluation Committee (BEC) as the preferred tenderer. In compliance with the Preferential Procurement Regulations 2017, the 80/20 principle will apply for tender prices between the threshold of R30 000 (thirty thousand) to R50 000 000 (fifty million). The 90/10 principle will apply for tender prices with a Rand value above R 50 000 000 (fifty million).

Where it is unclear which preference points system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The cidb reserves the right to negotiate price with the preferred bidder

6 APPROVALS

The service providers will work under the guidance and direction of the Director – Research and Development.

7 ACCESS TO LAND / BUILDINGS / SITES

During the fieldwork, the successful bidder shall be provided with access control cards for ease of access to the cidb buildings.

The bidder shall be allocated with an office space for the duration of their fieldwork.