

## REQUEST FOR PROPOSAL



### RFP UJ 64/2024: PROVISION OF JUNIOR LEVEL PROJECT MANAGEMENT SERVICES FOR THE CENTRAL TECHNICAL SERVICES, FACILITIES MANAGEMENT, UJ.

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#### SPECIFICATIONS

##### **1. General**

The University of Johannesburg cordially invites you to provide a proposal for providing professional project management services to UJ – Central Technical Services, for the purpose as per the scope of work identified herein.

The request for you to provide a proposal to the University of Johannesburg is based upon the following:

##### **Project Title: Project Management Services for Central Technical Services**

##### **Purpose**

The University of Johannesburg requires the expertise of **Junior Level Project Manager(s)** to initiate and oversee several capital projects on its APK, APB, DFC and Soweto Campuses. This challenging contract position will require the individual to lead the projects in support of the Project Management Office on behalf of Central Technical Services. This will include, but not be limited to coordination of the professional team, liaison with the client and the UJ team to finalise the scope and extent of the works. Monitoring and evaluation throughout, making the necessary adjustments as and when needed.

The appointed Project Manager(s) will report to the Senior Manager: Projects – Central Services and will be responsible for managing the performance, cost, cash flow, and overall quality of the project, from initiation to client hand-over. This is to include any fit-outs and operational readiness.

The fee proposal is to be structured as per the latest guideline scope of services and tariff of fees for persons registered in terms of the relevant Engineering and the Built Environment Legislation:

- Project Manager Profession Act, 2000 (Act no 47 of 2000).

## **2. Scope Description**

### **2.1 Project Title: PROVISION OF JUNIOR LEVEL PROJECT MANAGEMENT SERVICES FOR THE CENTRAL TECHNICAL SERVICES, FACILITIES MANAGEMENT, UJ.**

#### **Scope**

##### **Project Manager – Junior-Level**

#### **Minimum requirements:**

- a. A relevant Degree / Diploma and Project Management Registration or project management qualification (Compulsory)
- b. A minimum of 3 years' experience as a Project Manager post qualification (essential)
- c. Experience in the building Infrastructure environment (highly desirable)
- d. Registration with relevant professional body (essential)

#### **Timeline:**

The anticipated timeline for this role is approximately 36 months.

#### **Fee proposal;**

Please provide the CV(s) of the candidate for review. Candidates must be willing to undergo an interview. The fee proposal is to be structured as per the latest guideline scope of services and tariff of fees for persons registered in terms of the Project Manager Profession Act, 2000 (Act no 47 of 2000) and indicate the discount offered. Monthly rate to be included and hourly rate shown.

#### **2.2.1 Client**

The client for this project is the University of Johannesburg, represented by Central Technical Services (CTS), situated at UJ on Empire, Auckland Park, Johannesburg.

## **3. Professional Consultant's Responsibility**

The consultant and contractor team must ensure that the essential professional services that may be deemed necessary for the speedy execution of the project are provided at all times.

The principal responsibilities of the professional consultants will be to:

- Responsible for the administration and direction of assigned projects. Responsibility for scheduled performance, cost, cash flow and overall quality of the project extending from initiation to client acceptance.
- Responsible for representing the university on all project matters within the portfolio
- Responsible for maintaining satisfactory relations with client
- Recommend all estimates for contract changes and variation orders
- Determine the objectives for the project team in accordance with the contract terms and scope of work
- Control the project by continuous review of all project reports and updating CTS project documentation
- Primary contact with the client on all project matters
- Recommend all work and expenditure in connection with the project
- Visit, when necessary, all locations where work is being undertaken for the project, including the construction site, fabricators' works, and contractors' offices

The professional appointments will be for three years from September 2024 to August 2027 financial year – using the University of Johannesburg funds.

#### **4. Legal Compliance**

All work to comply with the Occupational Health and Safety Act (Act 85 of 1993) and all sub-regulations. All work is to be carried out in accordance with the requirements set out in the SANS 10400 – National Building Regulations and relevant SANS regulations applicable to a project of this nature.

#### **5. Commencement of Work**

The service provider is to commence work within seven (7) days from the issue of an official purchase order from UJ and the signature of the PROCSA 4th addition agreement.

#### **6. Scope of Services**

##### **High-Level Objectives:**

The scope of the work generally entails activities related to the PROCSA works stages of the project as indicated below for project management services required:

- Work stage 1: Inception
- Work stage 2: Concept and viability
- Work stage 3: Design Development
- Work stage 4: Documentation and Procurement

- Work stage 5: Construction
- Work stage 6: Close-Out

**Location:**

**ALL UJ CAMPUSES (DFC, SWC, APB, AND APK & OFF CAMPUS FACILITIES)**

**7. Pricing Schedule**

Pricing will be hourly rates per resource which should include transport to different sites across all campuses of UJ, cell phone, printing, and any other miscellaneous required to execute the work. The project management services will not exceed 45 hours a week of 5 working days.

**8. Contractual Agreement**

The successful professional team will sign a Service Level Agreement with the University of Johannesburg as compiled by the Client and the Department of Corporate Governance of the University of Johannesburg. The SLA will be provided to the successful bidder on the award of the contract and will outline the agreement between the parties, procedures to follow, a penalty clause, dispute resolution, and general obligations of both parties.

**9. Proposal Evaluation Conditions**

The tender will be evaluated in 3 stages,

- **Stage 1: Tender Compliance**
- **Stage 2: Technical / Functionality**
- **Stage 3: Price and B-BBEE (80 / 20)**

**9.1 Stage 2: Functionality Evaluation**

In keeping with the University's policy of operating, maintaining, and continuously improving its first-class facilities, the appropriate service providers must be sourced to match the requirements. To achieve this, the following functionality criteria are introduced to score the submitted proposals. For the fee proposal to be considered, the consultant must achieve a minimum score of 70 to pass the functionality evaluation as stated below.

***Please note that only the Professional Consulting bids that meet the minimum criteria of 70 points or more out of 100 points, for functionality will be considered for evaluation of their fee proposal in stage 3.***

## 9.2 Stage 2: Functionality / Technical Evaluation Criteria

Area	Criteria	Points per Item	Max Scoring Points / (Min acceptable)
<b>Relevant Experience Schedule</b>	<p>Number of similar projects (demonstrate experience in a similar environment, project size, and scope) Provide as many project appointment letters/completion letters/reference letters, as possible.</p> <p><b>Reference letters must be submitted for each project listed.</b></p> <p>Projects with a value less than R1M = 0</p> <p><input type="checkbox"/> Projects between R1M – R2 999M = 10 points per project</p> <p><input type="checkbox"/> Projects between R3M – R4 999M = 15 points per project</p> <p><input type="checkbox"/> Projects over R5M = 20 points per project</p>	<p>0 points</p> <p>10 points</p> <p>15 points</p> <p>20 points</p>	50
<b>Project Brief/Plan (Methodology)</b>	<p>Understanding of the project</p> <ul style="list-style-type: none"> <li>Understanding the requirements. Provide a 1-page brief of your understanding of the requirements, including the Intended execution (approach) of the project. Provide a 1–2-page brief of how you intend to execute the project</li> <li>Show additional resources available in case the other one is off or sick</li> </ul>	15 points	15
<p><b>Candidate being tendered on the project</b></p> <p><b>Proof of CERTIFIED qualifications must be provided. Failure to provide proof of qualifications will render the CVs and qualifications nonresponsive.</b></p> <p><b>NB – No points to be awarded for non-registered personnel.</b></p>	<p>Project Manager's experience in Building projects after completing Tertiary education.</p> <p><b>As Shown on the CV.</b></p> <ul style="list-style-type: none"> <li>Experience less than 3 years = 0</li> <li>Experience more than 3 years but less than 6</li> </ul>	<p>0 points</p> <p>30 points</p>	30
<b>Project Organogram</b>	Provide an organogram chart indicating key personnel's positions in your organization and the current position of the person tendered with.	5 points	5
<b>Total</b>			<b>100</b>

**A bidder must obtain a minimum of 70 points out of 100 points to be considered for further evaluation in terms of stage 3: Price and B-BBEE.**

## 10. List of Returnable Documents

1. Relevant Experience Schedule **(please refer to 9.2 – Functionality Matrix)**
2. Project Brief / Plan **(please refer to 9.2 – Functionality Matrix)**
3. Project Manager being tendered, qualifications & registered professional personnel **(please refer to 9.2 – Functionality Matrix)**
4. Project Team Organogram **(please refer to 9.2 – Functionality Matrix)**

## 11.Pricing Schedule

**RFP UJ 64/2024: PROVISION OF PROJECT MANAGEMENT SERVICES (JUNIOR LEVEL) FOR THE CENTRAL TECHNICAL SERVICES, FACILITIES MANAGEMENT, UJ.**

**State the Rate Per Hour Per resource: .....**

Item	Activity Description	Unit	Qty.	Rate	Amount
1	Provision of Project Management Services (Junior Level) for The Central Technical Services, Facilities Management, UJ. (The rate should be inclusive of transport, printing, cell phone costs, etc)	Sum	1		
	<b>Sub Total</b>				
	<b>15% Value added Tax</b>				
	<b>TOTAL COST (including VAT)</b>				

### RECOMMENDED:

It is recommended to approve the request to publish a request for proposal for the Project Management – Junior Level Services for Central Technical Services, Facilities Management, UJ

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#### Project Requestor:

Senior Manager – Projects: Central Technical Services

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Christopher Mutereko Date

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Recommended: Director - Central Technical Services

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Greg James Date

Recommended: Executive Director: Facilities Management

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Kenneth Nkwana

.....2024

Date

Approval: Chief Operating Officer

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Dr. Mpoti Ralephata

.....2024

Date

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