

REQUEST FOR PROPOSALS (RFP)— THE APPOINTMENT OF AN INDEPENDENT CONTRACTOR TO PROVIDE BUSINESS DEVELOPMENT SERVICES TO SAICE FOR 12 MONTHS.

SERVICES REQUIRED: BUSINESS DEVELOPMENT SERVICES

LOCATION: JOHANNESBURG

REPORTING TO: CHIEF EXECUTIVE OFFICER

CONTRACT TYPE: INDEPENDENT CONTRACTOR AGREEMENT (PART-TIME)

1. Introduction and Background

SAICE is seeking the professional services of a dynamic and strategic Business Development Specialist to drive industry partnerships and sustainable revenue streams. The ideal candidate will leverage their extensive experience in civil engineering, stakeholder engagement, and business development to enhance SAICE's market presence and advance its mission.

2. Purpose of this Request for Proposal

- 2.1. The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidder(s) for the provision of strategic Business Development services to the South African Institution of Civil Engineering (SAICE).
- 2.2. This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the South African Institution of Civil Engineering (SAICE) for the provision of Business Development Services for a period of 12 (twelve) months on a part-time basis e.g. 2 times per week and also be available on call to assist remotely as and when needed.
- 2.3. This RFP does not constitute an offer to do business with the South African Institution of Civil Engineering (SAICE) but merely serves as an invitation to the bidder(s) to facilitate a requirements-based decision process.

3. Submission of Proposals

- 3.1. Proposals must be submitted via email on or before the closing date and time.
- 3.2. Proposals will only be considered if received by SAICE before the closing date and time.
- 3.3. The bidder(s) are required to submit Proposals using electronic means.

Chief Executive Officer: Sekadi Phayane-Shakhane (Pr Eng)

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Address: SAICE House, Block 19, Thornhill Office Park, 94 Bekker Road, Vorna Valley, Midrand, 1686

VAT No: 49001 10661 **Reg No:** 211-689 NPO

4. Scope of Work

The Business Development service provider will be required to provide the services below to the SAICE. The appointed candidate will be required to perform the Business Development Specialist services including but not limited to the following:

4.1. Strategic Business Development & Growth

- Identify and cultivate partnerships with key industry stakeholders, government bodies, and educational institutions to expand SAICE's reach.
- Spearhead revenue-generating initiatives, including sponsorships, corporate engagements, and industry collaborations.

4.2. Stakeholder Engagement & Advocacy

- Strengthening SAICE's influence by engaging with public and private sector decision-makers to promote excellence in engineering and policy advocacy.
- Represent SAICE at industry events, conferences, and forums to enhance brand visibility.
- Collaborate with professional bodies, academia, and corporate partners to advance the engineering profession.

4.3. Financial & Operational Management

- Oversee funding proposals, grant applications, and investment opportunities to support SAICE's projects.
- Monitor and evaluate the effectiveness of business development activities, providing regular reports to leadership.

5. Qualifications and Attributes

- Professional Engineer or Technologist (Pr. Eng or Pr. Tech Eng).
- SAICE member in good standing.
- Previous leadership experience in a professional engineering body, consultancy, or public sector.
- Minimum 15+ years' experience in civil engineering, business development, and strategic leadership.
- Proven track record in securing partnerships, business expansion, and financial growth in an engineering-related field.
- Strong stakeholder management, negotiation, and relationship-building skills.
- Experience in project management, governance, and financial oversight.
- Excellent communication and presentation skills.
- Postgraduate Diploma in Business Management or equivalent.
- Strong alignment with SAICE values: Professionalism, Integrity, Innovation, and Excellence.

6. Reporting

Deliver monthly and quarterly reports or ad-hoc reports as required. The appointed contractor will be reporting to the Chief Executive Officer at SAICE.

7. Bid/Proposal Returnables

- CV with detail of references and certified copy of qualifications
- Company profile indicating previous experience in business development
- 750-word proposal/motivation of how the entity would execute the above services for SAICE.
- Hourly rate of resource estimated at 60 hours a month.

8. Evaluation Criteria

Evaluation Criteria	Weight
<p>1. Capacity and experience of the IT Technician on similar works The bidder must provide a detailed CV of the Business Development specialist. Number of years of experience must be obtainable from the CV. Where it is not possible to obtain number of years of experience from the CV, zero points will be allocated.</p> <p>a. 01 year= 2 points b. 05 years = 5 points c. 10 years = 08 points d. 15 years = 10 points e. >20 years = 20 points</p>	20%
<p>2. Qualifications of the Desktop Engineer (Zero Points will be allocated for non-certified qualifications) The bidder must provide certified qualifications of the Desktop Engineer and points will be allocated as follows:</p> <p>Bidder will score points on qualifications as follows:</p> <p>a. Certificate = 05 Points b. Diploma= 10 Points c. Degree = 15 Points d. Post graduate business qualification = 20 Points</p>	20%
<p>3. Contactable Reference The bidder must submit reference letters from clients who have acquired the same type of service from the bidder. Reference letters must include the name of the organisation, contact person, contact details and they must be signed and be on the client's letterhead.</p> <p>The bidder to provide a minimum of 02 reference letters.</p> <p>a. 01 reference letters = 05 points b. 02 reference letters = 10 points c. 04 reference letters = 20 points</p>	20%
<p>4. Methodology and Approach Methodology and Project Plan of how the service provider proposes to approach the specified assignment and demonstrate their capacity to deliver the assignment showing tasks, timelines and other relevant factors pertaining to the provision of the services. Maximum 750 words</p> <p>a. Methodology with clear activities (The bidder must clearly demonstrate the turnaround times on desktop support activities)= 0-40 points</p>	40%
<p>Maximum percentage</p>	100%
<p>Minimum percentage required to proceed to next evaluation stage</p>	75%

9. Submissions and Enquiries

Please list service fees in South African Rand (Including VAT). Offer to be valid for 60 days from the closing date of bid. All disbursements will be paid separately (travel reimbursement).

Rate Per Hour	Quantity	Description	Bid Price (in RSA currency including VAT)
	60 HRS	Business Development Services	

10. Submissions and Enquiries

Interested parties should email the above returnables to Sekadi Phayane-Shakhane at sekadi@saice.org.za. Closing Date: Thursday, 20th March 2025, 12pm.