Terms of Reference

Request for Quotations **Appointment of a service provider to deliver Emotional Intelligence Training at Agrément South Africa for 33 delegates**

RFQ Number	**ASA 02/07/2025**
Date of Issue	**25 July 2025**
Closing Date & Time	**01 August 2025 @ 12:00 pm** **NO LATE SUBMISSIONS WILL BE ACCEPTED**
Submissions	procurement@agrement.co.za

Supply Chain Management and Technical inquiries may be directed to:

procurement@agrement.co.za

Terms of Reference

1. BACKGROUND

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity on 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To assure fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote integrated socio-economic development related to the construction industry in the Republic.
- To support and promote the introduction and use of certified non-standardized construction- related products or systems in the local or international market.
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African centre for assessing and confirming fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

Agrément South Africa seeks to enhance employees' well-being by making resources available. As part of this initiative. ASA is inviting proposals from qualified and experienced service providers to provide training as outlined below.

3. SPECIFICATIONS

ASA requests proposals and quotations from suitable suppliers to provide the following training as outlined:

3.1 Emotional Intelligence and Personal Mastery

Objective: It is aimed at improving individuals' and teams' ability to understand, use, and manage their own emotions and the emotions of others. It focuses on developing self-awareness, self-management, social awareness, and relationship management skills.

Content: The training will cover but not limited to the following:

- The Principles and Concepts of Emotional Intelligence.
- Self-regulation: Self-Awareness and Self-Management.
- Social Awareness: The impact of Emotional Intelligence on Life and Work Interactions.
- Emotional Intelligence in Relationship Development and Management.
- The Personal Emotional Blueprint.
- Managing negative emotions.
- Apply techniques for responding to situations in an emotionally intelligent manner.
- Evaluating own level of emotional intelligence in order to determine developmental areas.
- Interpersonal Skills and Communication.
- Purpose and Goal Setting.

Delivery method: The training will be delivered face to face at our offices, incorporating theoretical explanations, practical examples.

Target Audience: 33 Delegates across the organisation, (different levels).

Trainer: An experienced trainer to guide employees in understanding their emotions and developing strategies to manage them more effectively. The trainer is expected to conduct the training virtually.

Duration: **Two days.**

4. General Requirements:

4.1 **Each training/program should be conducted virtually.**

4.2 **Attendance Register and Certificate of Attendance** will be maintained for all sessions, and certificates of attendance will be issued to participants within a week after the completion of the virtual training.

5. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

Submission of Procurement Documents.

5.1.1 National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD,

5.1.2 Completed and signed standard bidding documents, **SBD 4, and 6.1 forms.**

5.1.3 Signed General Conditions of Contract.

5.2 Mandatory documents/ information:

5.2.1 Completed price schedule (bidders who did not attach costs for the training will be disqualified).

5.2.2 Valid Proof of registration with the South African Qualification Authority (SAQA) as an accredited service provider.

5.2.2 Valid proof of accreditation as a Skills Development Facilitator for the proposed trainer/facilitator.

NB: Failure to meet any of the mandatory requirements on 5.2 above will disqualify the bidder.

6. Evaluation.

6.1 Phase 1: Technical Specification and Functionality Evaluation

The bids shall first be evaluated for functionality. A **minimum score of 60%** must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows:

6.1.1**. Reference Letters:**

Questions:	Yes	No	Weighting
1. Do you have reference letters?			40
Tick(X) the appropriate box that is applicable. Attach at least 3 copies of the reference letters of previous work or projects of a similar nature completed in the past 5 years. The reference letters **from** the clients **must** include the following: • Duration (start and end date). • company name. • company letterhead. • contact person. • contact telephone numbers. **N/B: Reference Letters without the above inclusions will be automatically disqualified.**			
(a) Less than 3 reference letters submitted			=0 points

(b) 3 reference letters submitted		= 3 points
(c) 4 reference letters submitted		= 4 points
(d) 5 and above reference letters submitted		= 5 points

6.1.2**. Qualification of the Facilitator.**

Questions:	**Yes**	**No**	**Weighting**
1. Do you have a Facilitator/Trainer with Qualifications stipulated below?			30
Tick(X) the appropriate box that is applicable. Service providers must demonstrate that the proposed facilitator/trainer for training on soft skills has the relevant qualifications. Attach a certified copy(s) of qualifications not older than 6 months			**Score**
(a) No formal Qualifications			=0 points
(b) National Diploma Business Administration, Communication or Human Management/Project Management or related field			=1 point
(c) BTech degree in Business Administration, Communication or Human Management/Project Management or related field			=3 points
(d) Honours & Master's Degree in Business Administration, Communication or Human Management/Project Management or related field			=5 points

6.1.3 **Curriculum Vitae and Registration of the facilitator/Trainer.**

Questions:	Yes	No	Weighting
1. Do you have the CV of the facilitator/trainer as stated below?			30
Tick(X) the applicable box. Submit the CV of the proposed facilitator/trainer as stated below.			
1. Facilitators/Trainers • **Curriculum Vitae indicating a minimum of 3 years' experience as a professional Facilitator/Trainer on relevant training** • **Background in the relevant field must be reflected on the CVs**			
(a) Less than 3 years' experience as a trainer or facilitator in the relevant training			= 0 points
(b) 3 years of experience as a trainer or facilitator in the relevant training			= 3 points
(c) 4 years of experience as a trainer or a facilitator in the relevant training			= 4 points
(d) 5 years and more experience as a trainer or facilitator in the relevant training			= 5 points

Total Scoring	**100**
Minimum Threshold	**60**

The following formula will be used to convert the points scored against the weight:

$$\boldsymbol{Ps} = \left(\frac{\boldsymbol{So}}{\boldsymbol{Ms}}\right) X \textbf{ weighting percentage for section under consideration}$$

Where:

Ps = Percentage scored for functionality by bid under consideration So = Total score of a bid under consideration

Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of **60%** in order to proceed to Phase 2.

7. Calculation of points

7.1 Please note for acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where: 80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where:

Ps = Points scored for the price of the quotation under consideration.

Pt = Price of the quotation under consideration.

Pmin = Price of lowest acceptable quotation.

Preference points for the specific goals will be allocated as follows:

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	5 points	- A B-BBEE certificate / affidavit as supporting evidence - CSD report
2.	>50% Black female ownership	5 points	- CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners
3.	>50% Black youth ownership	5 points	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners

4.	>50% Disabilities	5 points	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	**100**

ASA also reserves the right to investigate the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for the award will then be formulated for approval by the relevant delegated authority.

8. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

8.1 Before the bid is awarded, the successful bidder must enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for delivering the service and how performance shall be measured. Contract extensions are at the sole discretion of ASA.

9. PRICE SCHEDULE

Item no	Item Description	Quantity	Unit of Measure	Rate per person	Total
01	Emotional Intelligence and Personal Mastery	33	1	R	R
TOTAL AMOUNT (EXCL VAT)				R	
15% VAT				R	
TOTAL AMOUNT (ALL INCLUSIVE)				R	

NB: Your Rates must be inclusive of all costs

10. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

10.1 Considering the fees paid, the service provider expressly assigns any copyright to ASA from the works the consultant produces while executing this contract. The consultant may not use, reproduce, or otherwise disseminate or authorize others to use, reproduce, or disseminate such works without prior consent from ASA.

11. FINAL APPROVAL

11.1 ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any proposals and/or not appoint any service provider**.**

12.PROCEDURE FOR SUBMISSION OF PROPOSALS

12.1 All proposals must be submitted electronically to procurement@agrement.co.za.

12.2 Respondents must use the RFQ number as the subject reference when submitting their bids.

12.3 All documents submitted electronically via e-mail must be clear and visible.

12.4 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

13. VALIDITY PERIOD OF THE PROPOSAL

13.1 Each proposal shall be valid for **three (3) months,** calculated from the closing date.

14. APPOINTMENT OF SERVICE PROVIDER

14.1 The contract will be awarded to the bidder who scores the highest total points during the evaluation process, except where the law permits otherwise.

14.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. If the parties fail to reach such an agreement, ASA reserves the right to appoint an alternative supplier.

14.3 Awarding of contracts will be announced on the National Treasury website, and no-regret letters will be sent to unsuccessful bidders.

15. ENQUIRIES AND CONTACT WITH ASA

15.1 Any inquiry regarding this RFQ shall be submitted in writing to ASA at procurement@agrement.co.za .

15.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process is not required through existing service arrangements or as requested by ASA as part of the RFQ process.

16. MEDIUM OF COMMUNICATION

16.1 All documentation submitted in response to this RFQ must be in English.

17. COST OF PROPOSAL

17.1 Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and direct or indirect expenses of proposal preparation and participation throughout the RFQ process. ASA is not directly or indirectly responsible for any costs incurred by tenderers.

18 CORRECTNESS OF RESPONSES

18.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.

18.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

19 VERIFICATION OF DOCUMENTS

19.1 Bidders should check the page numbers to ensure that none are missing or duplicated. ASA will accept no liability for anything arising from missing or duplicated pages.

19.2 Only one electronic copy of the proposal must be submitted via email to procurement@agrement.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it have yet to be recalled/withdrawn in writing by the bidder.

20. ADDITIONAL TERMS AND CONDITIONS

20.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time before this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.

20.2 Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.

20.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a tender or cancellation of any subsequent contract.

20.4 Please comply with all the terms and conditions in this document to ensure the proposal is valid.

21. ASA RESERVES THE RIGHT TO:

21.1 Extend the closing date.

21.2 Verify any information contained in a proposal.

21.3 Request documentary proof regarding any tendering issue.

21.4 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).

21.5 Award this RFQ as a whole or in part.

21.6 Cancel or withdraw this RFQ as a whole or in part.

22. DISCLAIMER

This document is only an RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submitting this proposal, tenderers shall be deemed satisfied with and accept all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee, or endorsement to the tenderer concerning the RFQ, whether its accuracy, completeness or otherwise. ASA shall have no liability towards the tenderer or any other party in connection.

23 POPIA

Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for submitting a bid. All bidders agree that the ASA may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.