Infotech Building, 1090 Arcadia Street, Hatfield, Pretoria
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agrement@agrement.co.za

AGRÉMENT SOUTH AFRICA
innovative construction product assessments

Request for Quotations

Request to procure the services of a recruitment agency to assist with placement or advertising of vacancy adverts for three years at Agrement South Africa.

RFQ Number	ASA 08/11/2025
Date of Issue	05 November 2025
Closing Date & Time	12 November 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

Mr Richard Somanje (CEO) Board Members: Dr Lindelani Matshidze (Board Chairperson) Dr Bongani Mabizela; Mr Kulani Mayayise, Ms Buhle Tonise, Ms Keletso Lefothane, Mr Andries du Plessis, Ms Ursula Ntsubane, Ms Zanele Nkosi, Mr Phumlani Maseko, Mr Paul Heeger, Dr Julia Petla

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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 provide assurance of fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- 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 assessment and confirmation of fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

Agrément South Africa seeks to procure the services of an experienced recruitment agency for all positions for a period of 3 years.

3. OBJECTIVE

To attract qualified and competent talent, ASA requires the services of a professional advertising agency or service provider to handle the placement of vacancy adverts across suitable platforms and media for a period of three (3) years.

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4. SCOPE OF WORK AND EXPECTED DELIVERABLES

The purpose of this Terms of Reference is to invite proposals from reputable service providers with the capacity and experience to manage the placement and advertising of ASA's recruitment vacancies in various media channels, including but not limited to print, digital, and online recruitment platforms.

4.1 The scope of work includes:

The appointed service provider will be required to:

- Receive approved vacancy adverts from ASA and advise on appropriate placement channels to reach the targeted audience.
- Place and manage adverts in print media (national and local newspapers), online job portals, professional networks, and other relevant platforms.
- Ensure timely publication of adverts in line with ASA's recruitment timelines.
- Provide proof of publication and placement confirmations for each advert.
- Offer creative layout and design support for adverts when required (in line with ASA branding guidelines).
- Provide monthly reports and expenditure summaries on all advertisements placed.
- Maintain confidentiality of all recruitment-related information.
- Ensure compliance with the Public Finance Management Act (PFMA)

Additional information

- If the adverts are to be placed in the newspaper, the maximum size should be 12x3, which is usually for three positions in black and white.

4.2 Permanent/ Fixed Term should cover:

- Placement of job advertisements as provided by Agrement South Africa.
- Provide long and short lists. Sort and submit CVs in three categories (A, B, C).

4.3 Response Handling:

- Advertising of positions on relevant platforms as advised by Agrement South Africa.
- Refining a list of applications.

4.3 Expertise and Experience

- Extensive knowledge and experience in recruitment services.

Deliverables

The service provider will be expected to deliver the following:

- Professionally designed and placed advertisements according to ASA specifications and deadlines.
- Evidence of all placements (tear sheets, screenshots, or publisher confirmations).
- A consolidated monthly report on all advertisements placed and associated costs.
- Annual performance and cost summary reports.

Expected Outcomes

- Improved visibility and reach of ASA vacancy advertisements.
- Cost-effective placement of recruitment adverts.
- Consistent compliance with ASA's branding and communication standards.
- Efficient and timely advertisement placement processes supporting recruitment turnaround times.

Reporting Requirements

The appointed service provider will report to **ASA Human Capital Management Unit**, which will oversee performance, approve placements, and verify reports and invoices.

Submission Requirements

Interested service providers must submit the following:

- A detailed company profile highlighting relevant experience.
- Proposed methodology and approach to managing the placement of vacancy adverts.
- Pricing schedule/fee structure (per advert type or media platform).

5. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

5.1 Submission of procurement documents.

- 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,
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms.**
- **The disclosure in the SDB 4 Form must be true and complete in every respect (Take specific note of Paragraph 2.3 of the disclosure)**
- Signed General Conditions of Contract.

6. **Mandatory documents/ information:**

- Completed price schedule.
- Proof of registration with the **African Professional Staffing Organisation (APSO)**.
- The bidder must provide a recruitment strategy and a proven track record in operational efficiency.
- The bidder must be registered with the **Department of Employment and Labour**, and a valid certificate of registration must be provided as evidence.
- The bidder must be able to conduct credit and qualification verifications as well as reference checks through systems such as MIE or Lexis Nexis etc, a letter confirming registration and conducting verification checks must be provided.

NB: Failure to meet any of the mandatory requirements on 6 above will disqualify the bidder.

7. Evaluation

7.1 Phase 1: Technical Specification and Functionality Evaluation

The bids shall first be evaluated for functionality. A **minimum score of 70%** 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:

FUNCTIONALITY CRITERIA
1. CVs of the Project Team (30) Submit a copy of the CV of all key personnel as detailed below. (Submit a maximum of two (2) CVs). Curriculum Vitae of the Project Team indicating relevant experience in providing services of a similar nature must be attached to score points: (a) No Curriculum Vitae attached = 0 points (b) The Curriculum Vitae of the Project Leader only, is attached = 1 point (c) The Curriculum Vitae of the Project Leader and one supporting personnel are attached = 3 points (d) Curriculum Vitae of the Project Leader and two supporting personnel attached = 5 points
2. Qualifications of the Project Team (30) Service providers must demonstrate that the Project Leader and supporting personnel, the team

responsible for the Recruitment project have the relevant qualifications. Attach a certified copy(s) of qualifications not older than 6 months.

a) No formal Qualifications of the Project team = 0 points
b) National Diploma in Human Resource Management/Development/Organisational Development/Change Management/ Business Management/ Public Administration/ Business Administration/Management Services or a relevant Diploma= 1 point.
c) BTech Degree in Human Resource Management/Development/Organisational Development/Change Management/ Business Management/Public Administration/ Business Administration/ Management Services or relevant Degree = 3 points
d) Honours & Master's Degree in Human Resource Management /Development/ Organisational Development/Change Management/ Business Management / Public Administration / Business Administration/Management Services or relevant Degree = 5 points

3. Reference letters (40)

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

Total Scoring	**100**
Minimum Threshold	**70**

7.1 Calculation of points

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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	10 points	- A B-BBEE certificate / affidavit as supporting evidence
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

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.

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.

9. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

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.

10. PRICE SCHEDULE

Item no	Item Description	Total Price/Amount
01	**<u>Permanent /Fixed Term</u>** **Response handling** a. Advertising of vacancies on different media platforms. b. Sort and provide CVs into three categories(A, B, C)	

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TOTAL AMOUNT (EXCL VAT)	
15% VAT	
TOTAL AMOUNT (ALL INCLUSIVE)	

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 authorise 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 all proposals and not to 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 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 enquiry 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 other than as 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 RFP process. ASA is not responsible directly or indirectly 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 RFP. 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 numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

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 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 accreditations that support your submission must be included in the tender.

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

20.4 Failure to comply with any of the terms and conditions in this document will invalidate the proposal.

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 or not 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 and is a request for proposals, 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 to have satisfied themselves with and accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, or guarantee endorsements to the tenderer concerning the RFQ, whether about its accuracy, completeness, or otherwise. ASA shall have no liability towards the tenderer or any other party in connection in addition to that.