Terms of Reference

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Appointment of a service provider to provide Technical Report Writing Training with CPD points for one delegate from Agrément South Africa

RFQ Number	ASA 01/12/2025
Date of Issue	04 December 2025
Closing Date & Time	08 December 2025 @12:00pm **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

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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 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 is seeking to upskill the newly appointed Employment Equity Committee in terms of their roles and responsibilities. ASA is inviting proposals from qualified and experienced training service providers to conduct comprehensive training for the newly appointed Employment Equity Committee members.

3. SPECIFICATIONS

Agrément South Africa (ASA) seeks the services of a qualified and experienced training service provider to conduct **Technical Report Writing Training with CPD points** for one ASA employee. The training is intended to ensure that the employee;

- Transforms their writing into a powerful tool for influence and impact becomes the communicator others trust and admire
- Capture your reader's attention with writing that's crisp, clear, and confidently professional.

- Confidently apply industry-standard professional referencing styles with accuracy. credibility, and integrity.
- Translate complex Ideas into everyday language, bridge the gap between technical detail and broader understanding.
- Know exactly what your audience needs and deliver writing that's informative, relevant, and purposeful.
- Present data like a pro, from numbers to visuals, make your reports easy to follow and hard to forget.

3.1 The scope of work includes, but not limited to:

- Represent technical information accurately and appropriately within reports.
- Apply principles of effective. clear. and concise writing across professional contexts.
- Plan and structure technical reports with confidence and purpose.
- Choose suitable formats and styles for business reports to enhance readability.
- Distinguish academic writing from business writing and adapt accordingly.
- Use punctuation correctly to support clarity and professionalism.
- Identify appropriate use of tables, equations, and figures within reports.
- Apply correct usage of abbreviations to maintain consistency and comprehension.
- Clarify jargon and specialized language for broader accessibility.
- Demonstrate understanding of core rules in written communication.
- Craft engaging Introductions, Insightful discussions. strong conclusions, and clear recommendations.
- Reference accurately using professional standards while recognizing and avoiding plagiarism.
- Approach the editing phase with strategic techniques to polish and refine report content.

2. Expertise and Experience

- Proven experience in delivering training programs on Technical Report writing.
- Expertise in facilitating interactive and engaging training sessions
- Ability to tailor training content to meet the specific needs of the delegates.

Additional information:

- It is expected of the service provider to issue a certificate of Competence within two weeks after the submission of a POE.
- Training is aimed at ONE delegate.
- The training must be conducted physically/face-to-face.

4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1 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.**
- Signed General Conditions of Contract.

4.2 Mandatory documents/ information:

- Completed price schedule.
- Provide at least three references where similar work was done.
- The service provider must submit proof of registration and certification with SAQA as a training provider.
- The bidder must submit certificates/proof of registered Skills Development Facilitators with an accredited professional body with a valid date.
- Curriculum Vitae indicating at least five (5) years of experience as a professional Facilitator/Trainer must be clearly indicated on the Curriculum Vitae, and three contactable references.
- **Copies of qualifications in Technical Report Writing to be provided**. Facilitator should be qualified in any one of the following fields:
    - ✓ B.Tech Degree in Human Resource Management /Training and Development/ Business Management / Public Administration / Communications/Business Administration or relevant qualifications.

NB: Failure to meet any of the mandatory requirements on paragraph 4.2 above will disqualify the bidder.

5. Phase 2: Calculation of points

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.

6. 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.

7. PRICE SCHEDULE

Item no	Item Description	Quantity	Unit Price	Total Price
01	**Provide training to ONE delegate**	**1**	R	R
TOTAL AMOUNT (EXCL VAT)			R	R
15% VAT			R	R
TOTAL AMOUNT (ALL INCLUSIVE)			R	R

9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

9.1 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.

10. FINAL APPROVAL

10.1 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.

11. PROCEDURE FOR SUBMISSION OF PROPOSALS

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

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

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

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

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

12. VALIDITY PERIOD OF THE PROPOSAL

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

13. APPOINTMENT OF SERVICE PROVIDER

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

13.2 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.

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

14. ENQUIRIES AND CONTACT WITH ASA

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

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

15. MEDIUM OF COMMUNICATION

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

16. COST OF PROPOSAL

16.1 Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFQ 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.

17. CORRECTNESS OF RESPONSES

17.1 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.

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

18. VERIFICATION OF DOCUMENTS

18.1 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.

18.2 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.

19. ADDITIONAL TERMS AND CONDITIONS

19.1 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 or document in its response to this request.

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

19.3 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.

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

20. ASA RESERVES THE RIGHT TO;

20.1 Extend the closing date.

20.2 Verify any information contained in a proposal.

20.3 Request documentary proof regarding any tendering issue.

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

20.5 Award this RFQ as a whole or in part.

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

21. 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.

22. 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.