

**REQUEST FOR QUOTATIONS (RFQ)**  
**APPOINTMENT OF A SERVICE PROVIDER TO RENDER THE FUNCTIONS OF THE CHIEF FINANCIAL OFFICER (CFO) FOR AGREMENT SOUTH AFRICA FOR A PERIOD OF TWO (2) MONTHS**

<b>RFQ Number</b>	<b>ASA 14/07/2024</b>
<b>Date of Issue</b>	<b>10 July 2024</b>
<b>Closing Date</b>	<b>18 July 2024</b>
<b>Closing Time</b>	<b>12:00 pm</b>
<b>Submissions</b>	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>
<b>Technical and Supply Chain queries may be directed to: -</b>	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>

**NOTE:NO LATE SUBMISSIONS WILL BE ACCEPTED**

## 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

2.1 Agrément South Africa (ASA) is seeking the assistance from an interim Chief Financial Officer for a period of two (2) months while the organization is finalizing the recruitment process. This document outlines the terms of reference for sourcing a service provider that can assist with the execution of CFO responsibilities.

## 3. SPECIFICATIONS

### 3.1 Scope of work

#### 3.1.1 The interim Chief Financial Officer shall be responsible for:

- Finance Reporting, Strategy and Policy
- Budget Management
- Financial Governance
- People Management
- Asset Management
- Stakeholder Relationship Management
- Supply Chain Management

- Revenue Management
- Perform any and all reasonable and agreed-upon tasks given by the CEO.

### **3.2 Mandatory Requirements:**

#### **3.2.1 The service provider or the appointed consultant must have:**

- BCompt degree or equivalent qualification.
- A qualified Chartered Accountant (South Africa) qualification.
- 8 Years' experience in Finance / Public Sector.
- 5 Years' Experience in a Senior management position in the Public sector Finance or Accounting.
- Experience and working knowledge of SAGE 300 People, PASTEL, SAP or Finance related system.
- Knowledge of Basic Accounting Systems, Persal, MTEF and the budget process, PFMA, PSA, PSR, Division of Revenue Act, Adjustments Appropriate on Act, Income Tax Act, Treasury regulations, Supply Chain Management, Internal controls procedures, advanced Microsoft Office applications.

## **4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA**

### **4.1 Submission of procurement documents.**

- 4.1.1 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,
- 4.1.2 Completed and signed standard bidding documents, **SBD 4, and 6.1 forms.**
- 4.1.3 Signed General Conditions of Contract.

### **4.2 Mandatory documents/ information:**

- 4.2.1 Completed price schedule.
- 4.2.2 Curriculum Vitae that outlines the experience in line with the scope of work.
- 4.2.3 Recently certified qualifications.
- 4.2.4 All mandatory checks: MIE /Qualification checks, ITC, Criminal, ID Verifications, Fingerprints.
- 4.2.5 Two or three referees.

**NB: Failure to meet any of the mandatory requirements on 3.2 and 4.2 above will disqualify the bidder.**

#### 4.4. Calculation of points

4.4.1 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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

$P_s$  = Points scored for the price of the quotation under consideration

$P_t$  = Price of the quotation under consideration

$P_{\min}$  = 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	<ul style="list-style-type: none"><li>- A B-BBEE certificate / affidavit as supporting evidence</li><li>- CSD report</li></ul>
2.	>50% Black female ownership	5 points	<ul style="list-style-type: none"><li>- CSD report or,</li><li>- Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners</li></ul>
3.	>50% Black youth ownership	5 points	<ul style="list-style-type: none"><li>- CSD report,</li><li>- Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or</li><li>- Identification Documentation of all owners</li></ul>

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
<b>TOTAL</b>	<b>100</b>

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.

## 5. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

5.1 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.

## 6. PRICE SCHEDULE

Item no	Item Description	Estimated Quantity	Frequency	Unit of Measure	Rate per person	Total
01	Provision of Chief Financial Officer (CFO) services	2	Monthly	Sum	R	R
<b>TOTAL AMOUNT (EXCL VAT)</b>					R	
<b>15% VAT</b>					R	
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>					R	

**NB: Your rates must include all costs. Provide a monthly Rate for the service. The duration is two months.**

## 7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

7.1 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.

## 8. FINAL APPROVAL

8.1 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.

## 9. PROCEDURE FOR SUBMISSION OF PROPOSALS

9.1 All proposals must be submitted electronically to [procurement@agrement.co.za](mailto:procurement@agrement.co.za).

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

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

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

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## 10. VALIDITY PERIOD OF THE PROPOSAL

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

## 11. APPOINTMENT OF SERVICE PROVIDER

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

11.2 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.

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

## 12. ENQUIRIES AND CONTACT WITH ASA

12.1 Any inquiry regarding this RFQ shall be submitted in writing to ASA at [procurement@agrement.co.za](mailto:procurement@agrement.co.za) with RFQ No: **ASA 14/07/2024** *“The appointment of a service provider to render the functions of Chief Financial Officer for Agrement South Africa for a period of 2 months”*.

12.2 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.

### **13. MEDIUM OF COMMUNICATION**

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

### **14. COST OF PROPOSAL**

14.1 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 directly or indirectly responsible for any costs incurred by tenderers.

### **15. CORRECTNESS OF RESPONSES**

15.1 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.

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

### **16. VERIFICATION OF DOCUMENTS**

16.1 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.

16.2 Only one electronic copy of the proposal must be submitted via email to [procurement@agrement.co.za](mailto: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.

## **17. ADDITIONAL TERMS AND CONDITIONS**

- 17.1 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.
- 17.2 Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.
- 17.3 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.
- 17.4 Please comply with all the terms and conditions in this document to ensure the proposal is valid.

## **18. ASA RESERVES THE RIGHT TO;**

- 18.1 Extend the closing date.
- 18.2 Verify any information contained in a proposal.
- 18.3 Request documentary proof regarding any tendering issue.
- 18.4 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).
- 18.5 Award this RFQ as a whole or in part.
- 18.6 Cancel or withdraw this RFQ as a whole or in part.

## **19. 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.

The processing of information will be processed according to the Protection of Personal Information Act.



## 20. 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.

