

## Request for Quotations (RFQ)

Appointment of a fire expert to conduct a behaviour in relation to fire assessment of the Hydro Rollup Garage Doors for Agrément Certification.

RFQ Number	ASA 21/10/2024
Date of Issue	24 October 2024
Closing Date & Time	31 October 2024 @12:00pm <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>
Submissions	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>

Technical inquiries may be directed to: [procurement@agrement.co.za](mailto:procurement@agrement.co.za)

## 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. INVITATIONS FOR PROPOSAL

Agrément certification establishes fitness-for-purpose of innovative and non-standard construction products and systems through conducting an independent technical assessment and issuing certificates when the assessment has been conducted successfully. Agrément South Africa extends a call for the submission of proposals from suitably qualified structural engineers to assist with structural integrity testing and assessment for a building system.

## 3. SPECIFICATION

The Hydro Steel Garage Roll-Up Doors are to be assessed when used in all regions of South Africa to provide controlled access to single and double garages in buildings.

The assessment will be based on agrément criteria for behaviour in relation to fire and other applicable minimum performance standards (Agrément criteria are available upon request).

. The aspects of performance to be assessed include:

- Behaviour in relation to fire

The service provider is expected to make recommendations regarding the product's suitability for Agrément certification.

All tests shall either be witnessed by an authorized Agrément South Africa assessor and be conducted by a registered competent person.

All test reports must:

- provide the full name, description and intended use of the product
- provide a technical description of the product
- detail results of every aspect of the test against the performance requirements
- be dated and
- be signed by the test officer and presented in pdf format.

The expert conducting the testing shall have over five (5) years of experience as a fire engineer, with a minimum of three contactable references (registration with a relevant Professional Body is required). The profiles (CV's detailing the person's educational background and work experience) of such persons shall be submitted to Agrément South Africa.

## **4. SUBMISSION OF DOCUMENTS AND QUALIFYING CRITERIA**

### **4.1. Submission of documents:**

#### **4.1.2. 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 SBD 6.1.**

# Terms of Reference

- Signed General Conditions of Contract.
- B-BBEE certificate/ sworn affidavit

## 4.1.2. Submission of Mandatory documents

- Completed price schedule ( VAT Inclusive)
- Registration with a relevant body, e.g ECSA (Attach proof of the certificate or proof of registration).

Please stipulate the following information regarding registration with professional bodies:

Questions:	Yes	No
1. Are you registered with the professional body		
<b>Tick(X) the appropriate box that is applicable.</b> Registration with a relevant professional body (ECSA or relevant accredited). <b>Attach proof of the certificate or proof of registration</b>		
a) I am registered with the professional body(ECSA) or relevant		
b) I am not registered with the professional body (ECSA) or relevant		

**NB: Failure to submit any of the above documents the bidder will be disqualified**

## 4.2. Evaluation

### 4.2.1. Phase 1 Technical evaluation

The bidder's quotation will be evaluated to determine compliance with the specification indicated under paragraph 3 above. **Failure to meet one of the specifications listed will result in disqualification of your quotation.**

Requirement	Compliant	Non-Compliant
<b>1. Company experience/Company profile:</b>  Attach a company profile clearly indicating or demonstrating a minimum of 5 years of experience in fire engineering field.		

# Terms of Reference

<p><b>2. Reference letters:</b></p> <p>Attach a minimum of 3 reference letters of previous work or projects of a similar nature completed.</p> <p>Reference letters from clients must display the following:</p> <ul style="list-style-type: none"> <li>• company name.</li> <li>• company letterhead.</li> <li>• contact person.</li> <li>• contact telephone numbers.</li> <li>• Description of the Service</li> </ul> <p><b>N/B:</b> Reference Letters without the above inclusions will be automatically disqualified.</p>		
<p><b>3. Experience of the Fire expert:</b></p> <p>Provide a Curriculum Vitae (CV) of the proposed resource / Fire expert reflecting a minimum of 5 years of experience in the fire engineering field.</p>		
<p><b>4. Qualifications of the Fire Expert:</b></p> <p>Provide certified copy/copies of relevant qualifications for the proposed resource/Fire Expert.</p> <p><b>N/B: The certified copy/copies should not be older than 6 months.</b></p>		
<p><b>5. Method Statement and Approach:</b></p> <p>Attach a copy of a comprehensive Method statement covering full Scope of Work. The methodology must have the following elements:</p> <ul style="list-style-type: none"> <li>• Clear timelines</li> <li>• Order of project activity</li> <li>• Project time frames</li> </ul>		

# Terms of Reference

All elements should be included in the bidder's proposal as per the scope of work.

## 4.2.2. Phase 2 Preference points calculation

Please note that 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 the price, and 20 points will be awarded based on the specific goals.

Points for the price will be calculated for all shortlisted service providers by 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	- A B-BBEE certificate /sworn 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

# Terms of Reference

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>
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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

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

# Terms of Reference

## 6. PRICE SCHEDULE

Item no	Item Description	Quantity	Unit of Measure(UOM)	Rate per hour (R/h)	Total Price
01	Behaviour in relation to fire	80	Hour	R	R
<b>TOTAL AMOUNT (EXCL VAT)</b>					R
<b>15% VAT</b>					R
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>					R

**NB: All costs must be included in your Rate**

## 7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Considering the fees paid, the service provider expressly assigns to ASA any copyright arising 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.

## 8. FINAL APPROVAL

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

## 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 number 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**

# Terms of Reference

## 10. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **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 number of 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. In the event of the parties failing 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 21/10/2024 "Appointment of a fire expert to conduct a behaviour in relation to fire assessment of the Hydro Rollup Garage Doors for Agrément Certification".
- 12.2 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.

## 13. MEDIUM OF COMMUNICATION

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

## 14. COST OF PROPOSAL

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 expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. ASA is not responsible directly or indirectly 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 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.
- 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 not have been 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 prior to 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 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

## 18 ASA RESERVES THE RIGHT TO

- 18.1 Extend the closing date.
- 18.2 Verify any information contained in a proposal.

# Terms of Reference

- 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 a 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 submission of this proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsement to the tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and ASA shall have no liability towards the tenderer or any other party in connection therewith.

## 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