Infotech Building, 1090 Arcadia Street, Hatfield, Pretoria
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AGRÉMENT SOUTH AFRICA
innovative construction product assessments

Request for Quotation (RFQ)

Procurement of Tablets for Board Members, Group Assistant and Board Secretary

RFQ Number	**ASA 06/02/2025**
Date of Issue	**05 February 2025**
Closing Date & Time	**10 February 2025 @12:00 pm** **NO LATE SUBMISSIONS WILL BE ACCEPTED**
Submissions	procurement@agrement.co.za

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 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

Agrement South Africa (ASA) requires ASA requests proposals and quotations from suitable suppliers for the procurement and delivery of 18 tablets according to the specifications.

3. SPECIFICATIONS

ASA seeks a service provider to assist with purchasing and delivery of 18 tablets.

The appointed service provider will be expected to supply and deliver the following:

- 11 Inch model
- Immersive edge to edge liquid retina display with P3 wide colour and true tone
- M2 chip
- 12MP wide back camera. Landscape 12MP Ultra wide front camera with centre stage Wifi and cellular.

- Touch ID for secure authentication
- USB – C connector for charging and accessories
- Superfast WiFi 6E and 5g Capable
- 128 gb space grey in colour
- Built-in 28.65-watt-hour rechargeable lithium-polymer battery
- Magic keyboard

3 SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1. Submission of procurement documents:

- Latest 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.

4.2. Mandatory documents to be submitted for eligible technical evaluation:

- Completed price schedule.

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

4.3. Evaluation

4.3.1 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
11 Inch model.		
Immersive edge to edge liquid retina display with P3 wide colour and true tone.		
M2 chip		
12MP wide back camera. Landscape 12MP Ultra wide front camera with centre stage Wifi and cellular.		
Touch ID for secure authentication		
USB – C connector for charging and accessories		
Superfast WiFi 6E and 5g Capable		
128 gb space grey in colour		
Built-in 28.65-watt-hour rechargeable lithium-polymer battery		
Magic keyboard		

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

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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 /sworn affidavit as supporting evidence / full CSD report
2.	>50% Black female ownership	5 points	- Full 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	- Full 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 award will then be formulated for approval by the relevant delegated authority.

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5. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agrément 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.

6. PRICE SCHEDULE

No	Item Description	Quantity	Unit Price	Total Price
01	18 Tablets	18		
TOTAL AMOUNT (EXCL VAT)				
15% VAT				

7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

In consideration of 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 of the proposals, and/or not to appoint any service provider.

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

9.1. All proposals must be submitted electronically to 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

10. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **90 days** 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 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 enquiry regarding this RFQ shall be submitted in writing to procurement@agrement.co.za with RFQ Number: ASA 06/02/2025"Appointment of a service provider to assist with purchasing and delivery of 18 tablets" as reference.

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.

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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. 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 a 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.

18.3 Request documentary proof regarding any tendering issue.

18.4 Appoint one or more service providers, separately or jointly (whether or not 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 endorsements to 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.