

Request for Quotations (RFQ)

Request for services to chair disciplinary inquiries on behalf of Agrément South Africa.

RFQ Number	ASA 01/08/2023
Date of Issue	15 August 2023
Closing Date & Time	22 August 2023@12:00PM NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Technical inquiries may be directed to:

Nozipho Mabasa

Nmabasa@agrement.co.za

Supply Chain Management inquiries may be directed to:

Tiyiselani Makondo

tmakondo@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 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 extends a call for submitting proposals from suitably qualified service providers to assist with training employees and promote the company values within the organization.

3. SPECIFICATIONS

Agrément South Africa (ASA) seeks the professional services of a competent Chairperson to preside over initiated disciplinary inquiries within ASA.

1. The scope of work includes:

- To Chair a Disciplinary Enquiry, per ASA Disciplinary Policies and Procedures,
- To follow the provisions for Disciplinary Enquiry set out in ASA Disciplinary Policies and Procedures,
- To impose penalties as provided for in the ASA Disciplinary Policies and Procedures,
- To hear appeals to the Chief Executive Officer, in line with ASA Disciplinary Policies and Procedures,

2. Expertise and Experience

- The chairperson is expected to be an expert in Labour Law

innovative construction product assessments

- The chairperson is expected to have over 8 years of proven experience as a presiding officer.
3. Hearing Meetings & Conclusion
- It is expected that no more than five (5) meetings will be held.
 - It is expected that the first meetings, per inquiry, be held no later than 30 September 2023.
 - It is expected that all inquiries be concluded (sanction issued and report provided to ASA) by no later than 31 October 2023.
4. Resource Requirements
- The service provider is expected to have its administrative support, who will record the proceedings.
 - ASA will provide a venue for the hearings.

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.
- Completed price schedule.

4.2 Evaluation

4.2.1 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:

	Description	Weight (%)
1	<p>Company Experience</p> <p>The 8 years the company has been in business.</p> <p>Minimum 8 years' experience in chairing disciplinary inquiries</p> <ul style="list-style-type: none"> • Has less than 8 years' experience – 0 points • Has 8 years' experience – 3 points • Has more than 8 years – 5 points 	30
2.	<p>References where similar work was done. The service provider must have dealt with various organizations, from large to small-scale employees.</p> <p>At least 3 contactable references where similar services were rendered in the past 3 years.</p> <ul style="list-style-type: none"> • Less than 3 references – 0 points • 3 contactable references – 3 points • More than 3 contactable references – 5 points 	40
3.	<p>Accreditation and relevant qualifications</p> <p>The service provider must be registered with the South African Society of Labour Law or any other relevant professional registration.</p> <ul style="list-style-type: none"> • No proof submitted – 0 points. • Proof submitted – 5 points 	20
4.	<p>Methodology and Approach</p> <p>The service provider must demonstrate their understanding of presiding the disciplinary enquiry as outlined in this document.</p> <ul style="list-style-type: none"> • No proof submitted – 0 points. 	10

	<ul style="list-style-type: none"> • Proof submitted – 5 points. 	
	TOTAL	100

The following formula will be used to convert the points scored against the weight:

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

P_s = Percentage scored for functionality by bid under consideration

S_o = Total score of bid under consideration

M_s = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 60% in order to proceed to Phase 2.

4.2.2 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:

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

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 / 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.

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 Agrément South Africa (ASA). The SLA shall form the contractual basis for delivering the

innovative construction product assessments

service and how performance shall be measured. Contract extensions are at the sole discretion of ASA.

6 PRICE SCHEDULE

Item no	Item Description	Estimated Hours	Rate per hour	Total Price
01	Presiding disciplinary inquiry	80		
TOTAL AMOUNT (EXCL VAT)				
15% VAT				
TOTAL AMOUNT (ALL INCLUSIVE)				

7 COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

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

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.
- 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

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 Nmabasa@agrement.co.za with **RFQ No: ASA 01/08/2023 " Request for services to chair disciplinary inquiries on behalf of Agrément South Africa."**
- 12.2 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.

13 MEDIUMS 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 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.

innovative construction product assessments

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 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).

innovative construction product assessments

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 and 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.