

Terms of Reference

Request for Quotations (RFQ)

This is a request to procure a service provider to provide training for the Employment Equity/ Transformation Committee at Agreement South Africa for a period of three years.

RFQ Number	ASA 14/05/2024
Date of Issue	20 May 2024
Closing Date & Time	27 May 2024 NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Technical inquiries may be directed to: 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 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 for the period of three years.

3. SPECIFICATIONS

Agrément South Africa (ASA) seeks the services of a qualified and experienced training service provider to conduct comprehensive training for the newly appointed Employment Equity Committee members. The training is intended to ensure that the committee operates effectively and complies with the South African Employment Equity Act.

1. The scope of work includes:

- Provide a thorough understanding of the Employment Equity Act and its implications for the organization.

Terms of Reference

- Equip committee members with the necessary knowledge and skills to fulfil their roles and responsibilities in promoting employment equity.
- Foster an understanding of diversity, inclusion, and the importance of equal opportunities within the workplace.
- Understand the purpose of the Employment Equity Act along with interpreting and applying it.
- Preparing, implementing, and monitoring your employment equity.
- Profiling your workforce.
- The employment equity regulations, specifically discrimination and harassment prohibitions.
- When and how to report using EEA2 and EEA4s.
- What to expect and how to prepare for equity audits.
- This Training will be help once a year

2. Expertise and Experience

- Extensive knowledge of the South African Employment Equity Act and related labor legislation.
- Proven experience delivering training programs on employment equity, diversity, and inclusion topics.
- Expertise in facilitating interactive and engaging training sessions
- Ability to tailor training content to meet the organization's specific needs.

Additional information

- The service provider is expected to issue a certificate of attendance.
- The maximum number of EE Committee members is ten (10).
- The training must be conducted on MS Teams.
- The training must be completed within one (1) day.
- The training will be conducted once annually.

Terms of Reference

4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1 Submission of procurement documents.

4.1.1 Procurement requirements

- 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.

5. Mandatory documents/ information:

5.1 Completed price schedule.

5.2 The service provider must submit proof of registration and certification with SAQA as a training provider.

Questions:	Yes	No
1. Are you a registered Facilitator/Trainer recognized by SAQA		
Tick(X) on the applicable box. Proof of a valid certificate as a registered Facilitator/Trainer recognized by SAQA. Attach proof of the certificate.		

NB: Failure to meet any of the mandatory requirements on paragraph 5 above will disqualify the bidder.

6. Evaluation

6.1 Phase 1: Technical Specification and Functionality Evaluation

The test for the Technical and Functional threshold will include the following:

Technical Evaluation Criteria	Points Weightings
Method Statement and Approach	15
Company Profile & Reference Letters	10
Reference Letters	15
Experience of the Project Leader	15

Terms of Reference

Qualification of the Project Leader	15
Experience of the Team Personnel	15
Qualification of the team personnel	15
Total Weighting:	100
Minimum qualifying score required:	60

The bids shall first be evaluated for functionality. A **minimum score of 60%** 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:

1. Method Statement and approach

Submit the method statement that is in line with the scope of work.

Questions:	Yes	No	Weighting
1. Do you have a method statement in line with the scope of work?			15
Tick the appropriate box below to indicate if you have the mentioned documents. Attach a copy of a method statement as per the scope of work. The methodology must have the following. <ol style="list-style-type: none"> 1. Clear timelines 2. Order of project activity 3. Project time frames 4. All elements to be included in the bidder's proposal as per the scope of work 			
a) Bidder failed to address all the points			=0 points
b) Bidder addressed 1 out of 4			= 1 point
c) Bidder addressed 2 out of 4			= 2 points
d) Bidder addressed 3 out of 4			= 4 points
e) Bidder addressed 4 out of 4			= 5 points

Terms of Reference

2. Company profile

Please stipulate the following information regarding the company profile:

Questions:	Yes	No	Weighting
1. Do you have an adequate updated company profile			10
Tick the appropriate box below to indicate your years of experience in a respected field. Attach a company profile clearly indicating the number of years in providing or demonstrating relevant experience in Facilitating /Training Employment Equity Committees in the past five (5) years or more			
a) Less than three years			=0 points
b) 3 to 5 years of experience			=3 points
c) Six or more years of experience			= 5 points

3. Reference Letters

Questions:	Yes	No	Weighting
1. Do you have reference letters?			15
Tick(X) the appropriate box that is applicable. Attach a copy of the reference letters of previous work or projects of a similar nature completed. In addition, please attach the list of projects completed and their duration. The reference letters from the clients must include the following: <ul style="list-style-type: none"> • company name. • company letterhead. • contact person. • contact telephone numbers. N/B: Reference Letters without the above inclusions will be automatically disqualified.			
(a) No reference letter submitted			= 0 points
(b) Less than 3 reference letters submitted			= 2 points
(c) 3 to 5 Reference letters submitted			= 3 points
(d) 6 and above reference letters submitted			= 5 points

4. Experience of the Project Manager

Please stipulate the following information regarding the company profile:

Questions:	Yes	No	Weighting
1. Do you have a CV of a Project Manager stipulating years of experience in the related field			15
Tick (X) the appropriate box below to indicate your years of experience in a respected field. Attach a CV clearly indicating the number of years in providing or demonstrating relevant experience in Facilitating /Training Employment Equity Committees in the past five (5) years or more			
d) Less than three years			=0 points
e) 3 to 5 years of experience			=3 points
f) Six or more years of experience			= 5 points

5. Qualifications of the Project Manager/Team Leader

Please submit a copy of the qualifications of the Project Manager.

Questions:	Yes	No	Weighting
1. Do you have the Qualifications of the Project Manager as stipulated below?			15
Tick(X) the appropriate box that is applicable. Service providers must demonstrate that the Project Manager and the supporting personnel responsible for training Employment Equity Committees have the relevant qualifications. Attach a certified copy(s) of qualifications not older than 6 months.			Score
(a) No formal Qualifications			=0 points
(b) National Diploma in Human Resource Management/ Business Management/ Communications /Business Administration or relevant qualifications			=1 point
(c) B.Tech Degree in Human Resource Management / Business Management / Public			=3 points

Terms of Reference

Administration / Communications/Business Administration or relevant qualifications		
(d) Honours & Master's Degree in Human Resource Management / Business Management / Public Administration / Communications /Business Administration or relevant qualifications		=5 points

6. Experience of the supporting personnel

Please submit the CVs of the supporting personnel.

Questions:	Yes	No	Weighting
1. Do you have the CVs of the supporting personnel?			15
<p>Tick(X) the applicable box. Submit a copy of the CVs of the supporting personnel, as detailed below. Submit a maximum of two CVs of the supporting personnel with the following background.</p> <ul style="list-style-type: none"> • Administration • Human Resource Management • Communications • Business Management <p>The above background must be reflected on the CVs of the supporting personnel</p>			
(a) 1 to 2 years of experience			= 1 point
(b) 3 to 5 years of experience			= 3 points
(c) Six or more years of experience			= 5 points

7. Qualifications of the supporting personnel

Please submit a copy of the qualifications of the supporting personnel.

Questions:	Yes	No	Weighting
1. Do you have the Qualifications of the supporting personnel as stipulated below?			15
<p>Tick(X) the appropriate box that is applicable. Service providers must demonstrate that the supporting personnel responsible for training Employment Equity Committees have the relevant qualifications. Attach a certified copy(s) of qualifications not older than 6 months.</p>			Score

Terms of Reference

1. Qualifications of the supporting personnel(x2) 2. Qualifications of the two supporting personnel (the discipline is stated below) <ul style="list-style-type: none"> • Administration • Human Resource Management • Communications • Business Management 		
(a) No formal Qualifications		=0 points
(b) Qualification of one supporting personnel attached		=3 point
(c) Qualification of two supporting personnel attached		=5 points

Total Scoring	100
Minimum Threshold	60

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

$$Ps = \left(\frac{So}{Ms} \right) \times \text{weighting percentage for the section under consideration}$$

Where:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of a bid under consideration

Ms = Maximum possible score

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

7.2 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.

Terms of Reference

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

Terms of Reference

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.

7. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

7.1 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.

8. PRICE SCHEDULE

Item no	Item Description	Unit Of Measure	Frequency	Quantity	Rate	TOTAL COSTS
01	Provide training to the Employment Equity Committee within Agreement South Africa.	Sum	Yearly	3	R	R
02	Preparing, implementing, and monitoring your employment equity	Sum	Once off	1	R	R
03	Profiling Agreement(ASA) workforce	Sum	Once off	1	R	R

Terms of Reference

TOTAL AMOUNT (EXCL VAT)				R	R
15% VAT				R	R
TOTAL AMOUNT (ALL INCLUSIVE)				R	R

NB: Training will be held once per annum.

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.

Terms of Reference

- 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 with RFQ No: ASA 14/05/2024 "Request to procure a service provider to provide training for the Employment Equity/ Transformation Committee at Agreement South Africa for a period of three years" subject.
- 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 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.

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.

Terms of Reference

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 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

Terms of Reference



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.