

**Request for Proposal**

**Appointment of a service provider for the provision of third-party auditing (Conformity Assessment Bodies) services for Agreement South Africa's Ecolabelling Certification Scheme (ecoASA Label) for a period of 3 years.**

<b>RFP Number</b>	ASA 01/2024
<b>Date of Issue</b>	14 June 2024
<b>Briefing Session (not compulsory)</b>	24 June 2024 @11:00am to 12:00pm <a href="#">Join the meeting now</a>
<b>Closing Date &amp; Time</b>	05 July 2024 @11:00pm
<b>Submissions</b>	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>  <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>

Supply Chain Management and 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. INVITATION FOR PROPOSALS

Agrément South Africa extends a call for the submission of proposals from suitably qualified service providers to offer third-party auditing for the ecoASA Label Scheme for a period of 3 years. As part of the ecolabelling certification process, the appointed service providers will be required to carry out audits in accordance with ecoASA Specifications to verify whether a product satisfies criteria set by a particular specification. The specifications can be downloaded from this link <https://agrement.co.za/ecoasa/>. The product shall also be assessed in relation to the ecoASA Scheme Rules that govern how the ecoASA labels, Applicants and Licence Holders operate under the scheme.

## 3. SPECIFICATIONS.

The appointed service providers will be required to verify whether a product satisfies criteria set by a particular specification. The appointed service providers shall conduct audits using comprehensive protocols and fixed procedures to ensure the collection of the required data and documentation and verification of that information. The auditing service is required for the following specifications:

1. Carpets
2. Paints
3. Adhesives, Fillers and Sealants
4. Building Insulation
5. Wall and Ceiling Panels
6. Ceramics
7. Cleaning Products
8. Concrete and Concrete Products
9. Flooring
10. Masonry Products
11. Flat and Long Steel Products
12. Furniture and Fittings
13. Rammed Earth

### **3.1 Auditors shall verify the following:**

- A product's conformance with specific laws, South African National Standards or International Standards;
- That legal and social requirements are adhered to;
- The validity of documents submitted as proof of conformance to a certain criterion;
- Compliance of products with regulations, waste management, water consumption and efficiency, air emissions and hazardous substances;
- Internal controls in place and whether they are properly implemented;
- Conduct site inspection of the site premises;
- If necessary, collect samples for testing.

### **3.2 The Auditors shall be expected to deliver as follows:**

- An Audit Report;
- Preparation and implementation of an action plan;
- Monitoring of action plan;
- Test reports detailing the product tested and which criteria it was tested for, and whether it has passed or not.
- Travel and Accommodation should be in line with National Treasury Travel rates and Agrement South Africa Travel and Accommodation policy.

## 4. 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 1, SBD 3.1, SBD 4, and 6.1 forms.**
- Signed General Conditions of Contract.
- Valid BBBEE Certificate or Sworn Affidavit.

### 4.2 JOINT VENTURES OR CONSORTIUMS

- Respondents who would wish to respond to this RFP as a Joint Venture [**JV**] or consortium with SMME's entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Agreement through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Agreement SA.
- Respondents are to note that for the purpose of Evaluation, preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the TOR document of the specific goals Claim Form.

### 4.3 Mandatory documents/ information:

- 4.3.1. Completed price schedule (Annexure A)
- 4.3.2. Valid Proof of accreditation body or conformity assessment body.

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 applicable box. Accreditation as a certification body or conformity assessment body (ISO 17065 accredited). Attach proof of the certificate.</b>		
a) I am registered with the professional body		
b) I am not registered with the professional body		

*NB: You will be disqualified if you answer No to the above mandatory requirements.*

#### 4.3.3. Mandatory skills transfer letter

- Tender shall be open to suppliers that are willing to transfer skills to a South African registered SMME that is ISO 17065 Accredited.

Please stipulate the following information regarding the issue of skills transfer:

Questions:	Yes	No
1. Will there be any skills to be transferred on this project		
<b>Tick(X) the applicable box. If you are awarded this project, attach a letter stating the type of skill to transfer.</b>		
<ul style="list-style-type: none"> <li><b>Use a Company Letterhead</b></li> <li><b>The Chief Executive Officer must sign the letter</b></li> </ul>		
a) I/We confirm that there will be skills to be transferred		
b) I/ We confirm that there will be no skills to transfer to this project		

- The Contractor is obligated to execute the following non-negotiable Special Conditions Requirements stipulated in our pre-qualification criteria.
- Skills Development progress reporting to be done on a quarterly basis.
- With regard to skills development, the same student or individual cannot be linked to more than one project at the same time at ASA. Suppliers will be required to provide Names, Identification, and Contact numbers, as well as certified copies of Identification documentation of students or persons on skills development or skills transfer, which will be monitored within Agreement SA.

### Skills Transfer compliance matrix

Criteria	Agrement South Africa Target	Tenderer's Proposal	
Number of Skills to be transferred	Minimum of 3		
Type of skills to be transferred		Yes (✓)	No (X)
<b>Tick(X) the appropriate box that is applicable</b>			
Skills	Yes (✓)	Yes (✓)	No(X)
In-plant assessment.	✓		
Data collection.	✓		
Analysis of test results	✓		
Development of technical report	✓		
Quality Assurance	✓		
Surveillance Audit	✓		
Provision of Eco-Labeling Certificate	✓		

Students or professionals to receive the skills must be qualified in the following disciplines: -

Environmental management/sciences/Engineering; Built Environment; Architect, Construction Management, Quantity Survey; Building Sciences, Civil Engineering, Project Management.

**NB: Failure to meet any of the mandatory requirements on 4.3 above will disqualify the bidder**

#### 4.4. Evaluation.

##### 4.4.1 Phase 1: Technical Specification and Functionality Evaluation

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?			20
<b>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.</b>			
<b>1. clear timelines</b>			
<b>2. Order of project activity</b>			
<b>3. Project time frames</b>			
<b>4. All elements to be included in the bidder's proposal as per the scope of work</b>			
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			=3 points
e) Bidder addressed 4 out of 4			=4 points

## 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			20
<b>Tick the appropriate box below to indicate your years of experience in a respected field.</b> Attach a company profile clearly indicating the number of years in providing auditing, testing, and verification services must be submitted:			
a) Less than three years			=0 points
b) 4 to 6 years of experience			=3 points
c) Seven or more years of experience			=5 points

## 3. Reference Letters

Questions:	Yes	No	Weighting
1. Do you have reference letters?			20
<b>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.</b> In addition, please attach the list of projects completed and their duration. The reference letters <b>from</b> the clients <b>must</b> include the following: <ul style="list-style-type: none"> <li>• company name.</li> <li>• company letterhead.</li> <li>• contact person.</li> <li>• contact telephone numbers.</li> </ul>			



<b>N/B: Reference Letters without the above inclusions will be automatically disqualified.</b>		
(a) No reference letter submitted		=0 points
(b) Less than 3 reference letters submitted		=2 points
(c) 3 to 4 Reference letters submitted		=3 points
(d) 5 and above reference letters submitted		=5 points

#### 4. CVs and Qualifications

Please submit CV's and qualifications of the following key personnel listed below:

Questions:	Yes	No	Weighting
1. Do you have the CVs and qualifications of key personnel as stated below?			30
<b>Tick(X) the appropriate box that is applicable. Submit a copy of the qualifications of all key personnel as detailed below.</b>			
<b>1. Project Manager</b>  <b>The project manager must have experience in executing similar projects and at least one of the qualifications below:-</b> <b>Bachelor's degree in environmental management/sciences/Engineering; Built Environment; Architect, Construction Management, Quantity Survey; Building Sciences, Civil Engineering, Project Management, and in a position of ISO Certificates (ISO 17065 or 14024)</b>  <b>Curriculum Vitae and a copy of relevant Qualifications must be attached to score points:</b>	<b>Max Score</b>		<b>15</b>
(a) No Curriculum Vitae and no Relevant Qualifications attached			= 0 points
(b) Curriculum Vitae attached but no relevant qualifications attached			= 1 points
(c) Relevant Qualifications attached but no CVs attached			= 3 points
(d) Curriculum Vitae and relevant qualifications attached			= 5 points

<p><b>2. Team Leader</b></p> <p><b>The team leader must have experience in executing similar projects and at least one of the qualifications below:- bachelor's degree in Environmental management/sciences/Engineering; Built Environment; Architect, Construction Management, Quantity Survey; Building Sciences, Civil Engineering, Project Management, and in a position of ISO Certificates (ISO 17065 or 14024)</b></p> <p><b>Curriculum Vitae and a copy of relevant Qualifications must be attached to score points:</b></p>	<p><b>Max Score</b></p>	<p><b>10</b></p>
<p>(a) No Curriculum Vitae and no Relevant Qualifications attached</p>		<p>= 0 points</p>
<p>(b) Curriculum Vitae attached but no relevant qualifications attached</p>		<p>= 1 points</p>
<p>(c) Relevant Qualifications attached but no CVs attached</p>		<p>= 3 points</p>
<p>(d) Curriculum Vitae and relevant qualifications attached</p>		<p>= 5 points</p>
<p><b>3 Team Members</b></p> <p><b>A team composing of at least 4 members, each with at least one of the below qualifications: - bachelor's degree in Environmental management/sciences/Engineering; Built Environment; Architect, Construction Management, Quantity Survey; Building Sciences, Civil Engineering, Project Management, and in a position of ISO Certificates (ISO 17065 or 14024)</b></p> <p><b>Curriculum Vitae and the copy of relevant Qualifications must be attached for each member to score points.</b></p>	<p><b>Max score</b></p>	<p><b>5</b></p>
<p>(a) 0 Team members</p>		<p>=0 points</p>
<p>(b) four team members</p>		<p>=1 points</p>
<p>(c) 5 to 6 team members</p>		<p>=3 points</p>
<p>(d) 7 and more team members</p>		<p>= 5 points</p>

### 5. Company Organogram with all Key personnel

Please submit the company organogram together with key personnel:

NB: Resources stipulated above must be reflected on your organogram

Questions:	Yes	No	Weighting
1. Do you have a company organogram?			10
<b>Tick(X) the appropriate box that is applicable. Submit a copy of a detailed company organogram that reflects all the staff to be utilized, including management.</b>			<b>Score</b>
(a) No organogram submitted			=0 points
(b) Primitive organogram, incomplete details of key personnel.			=1 points
(c) Complete company organogram, key personnel reflected but no management personnel reflected on the structure.			=2 points
(d) Complete company organogram with management and no key personnel aligned with a scope of work reflected.			=3 points
(e) Detailed and complete organogram, with management structure and key personnel reflected.			=4 points

<b>Total Scoring</b>	100
<b>Minimum Threshold</b>	60

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

**$P_s = (S_o / M_s) \times$**  weighting percentage for section under consideration.

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.

#### 4.4.2 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	<ul style="list-style-type: none"> <li>- A B-BBEE certificate /sworn 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 conduct an investigation of 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.

## 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. 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.

## 7. 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.

## 8. PROCEDURE FOR SUBMISSION OF PROPOSALS

8.1 Respondents must use the RFP number as the subject reference number when submitting their bids.

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

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

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

## 9. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **four (4) months** calculated from the closing date.

## 10. APPOINTMENT OF SERVICE PROVIDER

10.1 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.

10.2 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.

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

## 11. ENQUIRIES AND CONTACT WITH ASA

11.1 Any enquiry regarding this RFP shall be submitted in writing to ASA at [procurement@agrement.co.za](mailto:procurement@agrement.co.za) with **RFP No: ASA 01/2024** "Appointment of a service provider for the provision of third party auditing (Conformity Assessment Bodies) for Agrement South Africa's ecolabelling certification scheme (ecoASA Label) for a period of 3 years.

11.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFP process other than as required through existing service arrangements or as requested by ASA as part of the RFP process.

## **12. MEDIUM OF COMMUNICATION**

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

## **13. 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.

## **14. CORRECTNESS OF RESPONSES**

- 14.1 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.
- 14.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **15. VERIFICATION OF DOCUMENTS**

- 15.1 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. ADDITIONAL TERMS AND CONDITIONS**

- 16.1 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.
- 16.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 16.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of facts may result in the disqualification of a tender, or cancellation of any subsequent contract.

16.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

#### **17. ASA RESERVES THE RIGHT TO**

- 17.1 Extend the closing date.
- 17.2 Verify any information contained in a proposal.
- 17.3 Request documentary proof regarding any tendering issue.
- 17.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 17.5 Award this RFP as a whole or in part.
- 17.6 Cancel or withdraw this RFP as a whole or in part.

#### **18. DISCLAIMER**

This document is only a RFP is a request for proposals only and not an offer document. Answers to this RFP 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 RFP. ASA makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, 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.

#### **19. 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.