

Request for Quotations (RFQ)

Appointment of a Construction Materials Expert to advise the technical committee of Agrément South Africa.

RFQ Number	ASA 02/08/2024
Date of Issue	08 August 2024
Closing Date & Time	21 August 2024 @12:00pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Supply Chain Management inquiries may be directed to:

Procurement

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 South Africa extends a call to service providers with Construction Materials expertise, to provide expert advice to TECO, on pending certification of construction products and building systems. The expert will be expected to advise whether the draft certificates comply with Agrément South Africa assessment criteria and minimum South African National Standards.

Agrément South Africa remunerates experts, advising TECO, as per National Treasury 2019 Remuneration Levels: Service Benefit Packages for Office Bearers of Certain Statutory and other Institutions (Category A2).

3. PROPOSAL SPECIFICATION

Agrément South Africa extends a call to service providers with Construction Materials expertise, to provide expert advice to TECO, on pending certification of construction products and building systems.

3.1 Scope of work & Cos implications

The appointed experts will be expected to review test reports and draft certificates (prior to the meeting), provide written as well as oral opinions to the meeting, engage in discussions with other experts and members of TECO, and either recommend or reject the draft certificate(s) for approval. The draft certificates are for construction products and building systems.

Procurement of Construction Materials Expert's services, at a flat rate of R1800 per hour for preparations (4 hours preparation payable) and a Meeting sitting fee of R3669, to provide expert advice to TECO.

3.2. Deliverables/ Expected outputs.

The expert will be expected to deliver as follows:

- Attend TECO induction meeting. The meeting is compulsory and should be attended by the person who will sit at TECO.
- Attend TECO meeting (approximately 3-hour meeting) and discussion
- Submit written comments (on attached annexure A), on or before the date of the meeting, to the Board Secretary
- Recommend approval or non-approval of certification.

4. SUBMISSION OF DOCUMENTS AND QUALIFYING CRITERIA

4.1 Submission of procurement documents

- a) 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,
- b) Completed and Signed Standard bidding documents, **SBD 4, and SBD 6.1.**
- c) Signed General Conditions of Contract.

4.2 Mandatory Documentation.

- Registration with professional bodies

Please stipulate the following information regarding registration with professional bodies: ECSA / IFE or relevant.

Questions:	Yes	No
1. Are you registered with the professional body		
Tick(X) the appropriate box that is applicable. Accreditation as a certification body (ECSA or IFE). Attach proof of the certificate or proof of registration		
a) I am registered with the professional body (ECSA) or IFE		
b) I am not registered with the professional body (ECSA) or IFE		

NB: Failure to submit any of the above documents on 4.2 the bidder will be disqualified

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 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) Experience of the Material engineer.

Please stipulate the following information regarding the Curriculum Vitae of a material expert:

Questions:	Yes	No	Weighting
1. Do you have adequate experience as a material expert			60
Tick (X) the appropriate box below to indicate your years of experience in a respected field. A detailed CV must be attached to stipulate the number of years as a material engineer			
a) 1 to 4 years of experience.			=1 point
b) Five (5) years of experience.			=2 points

c) 6 to 10 Years of experience.		=3 points
(d) 11 to 15 years of experience.		= 4 points
(e) More than 15 years' experience.		=5 points

2) Qualifications as a material engineer

Stipulate the type of qualification the engineer has and attach a copy.

Questions:	Yes	No	Weighting
1. Do you have a qualified engineer who has experience in material?			40
Tick(X) the appropriate box that is applicable. The service provider must provide a copy of the qualification as a material expert or any relevant qualification			
a) No qualification attached			=0 points
b) Qualification of the material engineer attached, or relevant qualification attached			=5 points
Total			100
Minimum threshold			60

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: Calculations of points

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
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	<ul style="list-style-type: none"> - CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners
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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 shall be required to 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.

6. 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 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 or all the proposals, and/or not to appoint any service provider.

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

All proposals must be submitted electronically to procurement@agrement.co.za.

9.1 Respondents must use the RFQ number as the subject reference number when submitting their bids.

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

9.3 All proposals, documents, and late submissions after the due date

will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

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 with **RFQ No: ASA 02/08/2024 “Appointment of a material expert to advise the technical committee of Agrement South Africa”**.
- 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. 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.
- 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.

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.

ANNEXURE A

TECO Expert' Technical Report

1 Participant's Details

TECO Meeting Date:	
Email address:	
Name and Surname:	
Organization Name:	
Organization Contact Details:	
Organization Sector:	
Do you wish to participate in the Working Group which develops Assessment Criteria applicable in this sector, and may ASA contact you?	

2 Comments on Documents

Document 1: **(Name of Document)**

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

Document 2: (Name of Document)

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

Document 3: (Name of Document)

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

3 Recommendations/ Suggestions

