

# Request for Proposals (RFP)

## The provision of a digital conferencing platform and related services to ASA

RFP No. ASA 05/07/2021

### TABLE OF CONTENTS

<b>SECTION A – TECHNICAL INFORMATION</b>	<b>2</b>
<b>1 INTRODUCTION</b>	<b>2</b>
<b>2 INVITATIONS FOR PROPOSAL</b>	<b>2</b>
<b>4 PROPOSAL SPECIFICATION</b>	<b>3</b>
<b>5 FUNCTIONAL EVALUATION CRITERIA</b>	<b>3</b>
<b>6 ELIMINATION CRITERIA</b>	<b>4</b>
<b>7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION</b>	<b>4</b>
<b>SECTION B – TERMS AND CONDITIONS</b>	<b>4</b>
<b>8 INTENT TO BID</b>	<b>4</b>
<b>9 PROCEDURE FOR SUBMISSION OF PROPOSALS</b>	<b>4</b>
<b>10 TENDER PROGRAMME</b>	<b>5</b>
<b>11 SUBMISSION OF PROPOSALS</b>	<b>5</b>
<b>12 DEADLINE FOR SUBMISSION</b>	<b>5</b>
<b>13 AWARDING OF TENDERS</b>	<b>5</b>
<b>14 EVALUATION PROCESS</b>	<b>6</b>
<b>15 PRICING PROPOSAL</b>	<b>6</b>
<b>16 VALIDITY PERIOD OF PROPOSAL</b>	<b>7</b>
<b>17 APPOINTMENT OF SERVICE PROVIDER</b>	<b>7</b>
<b>18 ENQUIRIES AND CONTACT WITH ASA</b>	<b>7</b>
<b>19 MEDIUM OF COMMUNICATION</b>	<b>7</b>
<b>20 COST OF PROPOSAL</b>	<b>7</b>
<b>21 CORRECTNESS OF RESPONSES</b>	<b>8</b>
<b>22 VERIFICATION OF DOCUMENTS</b>	<b>8</b>
<b>23 SUB-CONTRACTING</b>	<b>8</b>
<b>24 TRAVEL EXPENSES</b>	<b>8</b>
<b>25 ADDITIONAL TERMS AND CONDITIONS</b>	<b>9</b>
<b>26 ASA RESERVES THE RIGHT TO</b>	<b>9</b>

27	<b>DISCLAIMER</b>	<b>9</b>
28	<b>DECLARATION BY TENDERER</b>	<b>11</b>
29	<b>ANNEXURE A: FUNCTIONAL EVALUATION CRITERIA SCORING SHEET</b>	<b>12</b>
30	<b>ANNEXURE B RETURNABLE CHECKLIST</b>	<b>13</b>

## **SECTION A – TECHNICAL INFORMATION**

### **1 INTRODUCTION**

Agrement South Africa (ASA) is an entity of the Department of Public Works and Infrastructure responsible to undertake the technical assessment and issuing of fit for-purpose certificates for non-standardised construction products. These are the official terms of reference (TORs) commissioned by ASA for the provision of a digital conferencing platform and related services.

Agrement South Africa recently developed the eco-labelling department, and the organisation plans to host the ecoASA launch digitally to celebrate this milestone and to use it as an anchor event for related stakeholder engagements. At this virtual event, Agrement South Africa will communicate its work through pre-recorded and live online talks, interviews, presentations, and discussions. The theme of the conference is: ecoASA\_Launched – Transforming the South African built environment through eco-labelling. This request for proposals relates to a digital/virtual event hosting platform.

### **2 INVITATIONS FOR PROPOSAL**

Proposals are hereby invited by ASA for the provision of a digital event platform and related services to host the webinar.

Agrement SA is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of the digital launch event, planned to take place in November 2021.

**The proposal must be inclusive of all costs including travelling and accommodation.**

## 4 PROPOSAL SPECIFICATION

Agreement SA is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of the digital space, management of all virtual components, including comments, Q&A, presentations and full online support on the day of the webinar. The proposal should include testing of the system a day prior to the event.

### Specifications in summary:

- Technology that integrates the speaker's talk, presentations, additional resources as well as a panel discussion for questions in one screen.
- Virtual hosting of a webinar

### Other specifications:

- The digital platform and its functionality to be tested a day before the webinar
- A full-time technical support team available on the day of the webinar.

The Functional requirements are as follows:

1. Track Record
2. Conceptualization and functionality

## 5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No	Evaluation criteria	Weighted score
1	Track Record	40
2	Conceptualisation of the digital platform and its functionality to meet the requirements	60

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70 % and less than 40 % on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

## 6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- Bidders who are restricted by National Treasury.

## 7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za);
- provide ASA of their CSD registration number; and
- provide ASA with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

### SECTION B – TERMS AND CONDITIONS

## 8 INTENT TO BID

Prospective bidders are requested to complete the intent to bid form (Appendix A) published with this RFP and confirm their intention to submit a bid. All interested bidders **MUST** submit the completed intent to bid form by not later than **26/08/2021 @ 12:00pm** to [Dmamaregane@agrement.co.za](mailto:Dmamaregane@agrement.co.za). The RFP Number must be used on the email subject.

## 9 PROCEDURE FOR SUBMISSION OF PROPOSALS

9.1 All proposals must be submitted electronically to [dmamaregane@agrement.co.za](mailto:dmamaregane@agrement.co.za)

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

9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.

9.4 The naming/labelling syntax of files or documents must be short and simple (e.g., Product Catalogues).

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

9.6 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 TENDER PROGRAMME**

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: 01/09/2021
- Last date for submission of queries: 14/09/2021
- Closing / submission Date: 15/09/2021

**11 SUBMISSION OF PROPOSALS**

11.1 All proposals are to be submitted electronically to Dmamaregane@agrement.co.za. No late proposals will be accepted.

11.2 Responses submitted by companies must be signed by a person or persons duly authorised.

11.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

**PART 1:** Technical Proposal RFP No. -----

**PART 2:** Pricing Proposal RFP No.: -----

11.4 ASA will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to ASA, taking into consideration the technical (functional) solution, price, and B-BBEE.

11.5 Proposals submitted must be in the following file formats:  
PDF

**12 DEADLINE FOR SUBMISSION**

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of **15/09/2021**, during ASA business hours. ASA business hours are between 08h00 and 16h30.

Where a proposal is not received by ASA by the due date and stipulated e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

**13 AWARDING OF QUOTATION**

13.1 Awarding of Quotation will not be published on the National Treasury e-tender portal or ASA website. No regret letters will be sent out.

## **14 EVALUATION PROCESS**

### **14.1 Evaluation of proposals**

An evaluation team will evaluate all proposals for functionality, price, and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, ASA will approve the awarding of the contract to successful tenderer/s.

A two-phase evaluation process will be followed:

14.1.1 The first phase includes the evaluation of elimination and functionality criteria.

14.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

### **14.2 Preference points system**

The 80/20 preference point system will be used where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all Quotation received are more than R1m, the proposal will be cancelled and re-issued.

## **15 PRICING PROPOSAL**

15.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

15.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations indicated.

15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

15.4 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.

15.5 Bidders must quote as per the pricing schedule.

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

*\*\*Non-firm price is all prices other than "firm" prices.*

15.6 Payment will be according to the ASA Payment Terms and Conditions.

## 16 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

## 17 APPOINTMENT OF SERVICE PROVIDER

- 17.1 The contract will be awarded to the bidder who scores the highest total number of points and whose price proposal does not exceed R 200 thousand rands, during the evaluation process, except where the law permits otherwise.
- 17.2 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.
- 17.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

## 18 ENQUIRIES AND CONTACT WITH ASA

Any enquiry regarding this RFP shall be submitted in writing to ASA at [Dnaiker@agreement.co.za](mailto:Dnaiker@agreement.co.za) with **RFP No: ASA 05/07/2021** “**The provision of a digital conferencing platform and related services to ASA**” subject.

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.

## 19 MEDIUM OF COMMUNICATION

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

## 20 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.

## **21 CORRECTNESS OF RESPONSES**

21.1 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.

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

## **22 VERIFICATION OF DOCUMENTS**

22.1 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.

22.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via email to Dmamaregane@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.

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

## **23 SUB-CONTRACTING**

23.1 Sub-contracting will not be allowed.

## **24 TRAVEL EXPENSES**

24.1 All travel expenses for ASA'S account, be it directly via ASA travel agent or indirectly via reimbursements, must be in line with the ASA travel policy. The following will apply:

24.1.1 Only economy class tickets will be used.

24.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.



24.1.3 No car rentals of more than a Group B will be accommodated.

## **25 ADDITIONAL TERMS AND CONDITIONS**

25.1 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.

25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;

25.4 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.

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

## **26 ASA RESERVES THE RIGHT TO**

26.1 Extend the closing date.

26.2 Verify any information contained in a proposal.

26.3 Request documentary proof regarding any tendering issue.

26.4 Give preference to locally manufactured goods.

26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).

26.6 Award this RFP as a whole or in part.

26.7 Cancel or withdraw this RFP as a whole or in part.

## **27 DISCLAIMER**

This 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 its 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.

## PRICING STRUCTURE

Description	Overall Total Excl Vat
<p>ASA is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of the digital space, management of all virtual components, including comments, Q&amp;A, presentations and full online support on the day of the webinar.</p> <p>The proposal should include testing of the system a day prior to the event.</p> <p><b>Specifications in summary:</b></p> <ul style="list-style-type: none"> <li>• Technology that integrates the speaker’s talk, presentations, additional resources as well as a panel discussion for questions in one screen.</li> <li>• Virtual hosting of a webinar</li> </ul> <p><b>Other specifications:</b></p> <ul style="list-style-type: none"> <li>• The digital platform and its functionality to be tested a day before the webinar</li> <li>• A full-time technical support team available on the day of the webinar.</li> </ul> <p><b>The proposal must be inclusive of all costs including travelling and accommodation</b></p>	
<b>Sub Total (Excl Vat)</b>	<b>R</b>
<b>Total 15% Vat</b>	<b>R</b>
<b>Total (Incl Vat)</b>	<b>R</b>

**28 DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFP No: ASA 05/07/2021**

I hereby undertake to render services described in the attached tendering documents to ASA in accordance with the requirements and task directives / proposal specifications stipulated in RFP **No. ASA 05/07/2021** at the price(s) quoted. My offer(s) remains binding upon me and open for acceptance by ASA during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that ASA may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	

**29 ANNEXURE A: FUNCTIONAL EVALUATION CRITERIA SCORING SHEET**

Competence	Criterion	Key Aspects of Criterion	Points
<b>Conceptualisation of the digital platform and its functional to meet the requirements</b> <b>[60%]</b>	A description of how the Digital Platform will be compiled and possible examples.	The description is clear and realistic. It has enough details to understand how the report will be compiled.	5
		The description lacks some information and it is not clear on how the report will be compiled.	3
		Unclear description at all.	0
<b>Track Record</b> <b>[40%]</b>	The service provider's ability will be measured by examples of where such work was completed. (The reference must include work done, date training conducted, contact person, contact details including email.)	3 or more previously managed <b>Digital Platform</b> projects with contactable references for work done in the past <b>4 years</b>	5
		2 previously managed <b>Digital Platform</b> projects with contactable references for work done in the past <b>4 years</b>	3
		List of less than 2 previously managed <b>Digital Platform</b> projects with contactable references for work done in the past <b>4 years</b>	0

### 30 ANNEXURE B RETURNABLE CHECKLIST

**NOTE:** The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of ASA will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

<b>PART A: TECHNICAL PROPOSAL RETURNABLES</b>			
<b>ONE ELECTRONIC COPY</b>			
<b>Description</b>		<b>Submitted (Please tick)</b>	
		<b>Yes</b>	<b>No</b>
1	Cover letter		
2	Company profile stipulating the number of years rendering similar services		
3	Detailed Proposal		
4	Samples		
5	High-level project plan and detailed methodology and production process on the execution of the works		
6	Contactable references, minimum Four (4)- Completed reference information (section 29 of RFP) must be submitted		
7	Completed SBD 1,4,6.2, 8 and 9 form		
8	Completed Declaration form		
9	B-BBEE certificate or valid affidavit and registration report		
<b>PART B: PRICING PROPOSAL RETURNABLES</b>			
<b>ONE ELECTRONIC COPY</b>			
7	Cover letter		
8	Pricing on official company letterhead		

**1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

Direshni Naiker

+27 12 841 2544

dnaiker@agrement.co.za

**2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:**

Daniel Mamaregane

+27 12 841 2735

Dmamaregane@agrement.co.za