

Terms of Reference for the Appointment of a Service Provider to design forms, templates, product markings, develop vector format logo and update the corporate identity manual for Agrément South Africa

RFQ Number	ASA 17/02/2021
Date of issue	13/10/2021
Bid Closing date	26/10/2021 at 12:00 noon
Submissions	Dmamaregane@agrement.co.za

1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

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2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:

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1. Introduction

Agrément South Africa was established by a Ministerial delegation of Authority in 1969. Since its inception, it has been administered by and housed at the Council for Scientific and Industrial Research (CSIR). The National Department of Public Works and Infrastructure (NDPW&I) has effectively managed the process of creating Agrément South Africa as a juristic person. The Agrément South Africa Bill was tabled before the National Council of Provinces and the National Assembly in Parliament and passed. The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No. 11 of 2015. Agrément South Africa is an independent public entity for the technical assessment and certification of fitness-for-purpose of innovative building and construction products or systems.

Agrément South Africa is tasked with providing assurance of fitness-for-purpose of non-standard construction related products and systems to specifiers and users, amongst other objects. The process of certification starts with clients submitting applications for the respective schemes Agrément South Africa offers. Current applications forms, templates, product marking and other elements are outdated, non-user-friendly and non-interactive.

2. Agrément South Africa's objectives

Agrément South Africa extends an invitation to form designers/builders, to update all Technical Services application forms, templates, develop product markings, create vector format logo, update the CI manual to make them current, available online, and more interactive.

3. Scope of work

The successful bidder will be expected to design all forms and templates used in the Technical Services Division, to make them current, available online, user-friendly, aligned, aesthetically pleasing and more interactive.

The bidder must make allowance to develop between 35 and 40 forms, with an average number of 15 pages per form, as well as between 20 and 25 templates, with an average number of 7 pages per template. The bidder must make allowance for development of new forms, where necessary (an allowance of 5 is acceptable).

- The forms and templates must be branded with applicable ASA corporate logos and colours
- The forms must have drop down options where applicable
- The forms and templates must be interactive and downloadable off the ASA website.
- The forms must be named and numbered, as guided by ASA
- ASA must approve the designs before official publication
- ASA must be provided with all forms and templates electronically and they must all be saveable and printable

The successful bidder will also be expected to perform the following services as duties and responsibilities:

- Conceptualise and design all Eco-ASA templates and provide initial design concepts for the ASA to choose from
- Design, layout of different product markings
 - Overall design according to client brief
 - Create ASA and EcoASA logo in vector format
 - Develop EcoASA templates and product markings and guidelines for the use of the visual identity
 - Print and digital collateral mockups (including all templates, Eco-ASA logo and product markings)
 - Process of coordinating all changes from ASA and making sure that they are incorporated to the CI Manual.

4. Use of reasonable skills and care

a) Reasonable skills:

The service provider must have track record in similar work, be skilled and understand the brief.

b) Care:

The service provider must adhere to Agrément South Africa's confidentiality code. The service provider shall not, in any way or form, reproduce or publish any material provided by ASA, for the sake of skills testing, or otherwise.

5. Co-operation with other form builders and designers

The service provider is not expected to work with other designers. The work must be their own.

6. Planning and programming

All currently used forms and templates will be availed to the service provide, within five (5) working days of appointment. The service provider will be expected to hand the complete project over to ASA, within eight (8) weeks of appointment.

The service provider will be expected to present draft forms and templates to ASA, within five (5) weeks of appointment.

Other planning matters will be discussed in detail, upon appointment.

7. Quality Management

The service provider will be expected to test the online functionality with ASA and obtain official sign-off of the forms and templates, from the Executive Manager: Technical Services.

8. Format of communications

Electronic mail, virtual meetings and telephone are the preferred forms of communication with Agrément South Africa.

9. Procurement

- A pre-qualifying criterion shall be applicable. Only bidders which are BBBEE Level 1 or 2 will be eligible to participate in the process.
- Completed SBD forms 4, 6.1 , 8 and 9.

There will be a two-stage evaluation process, where the initial evaluation will be on functionality (or quality); thereafter, bidders who score a minimum of 70 points will be evaluated on Price, using the 80/20 principle.

In order to evaluate functionality, the bidder must provide the following information:

- i) Track record in similar work
- ii) CVs of key personnel illustrating skills and experience
- iii) Project plan
- iv) At least one contactable reference.

Below is the procedure for the evaluation of responsive bidders:

“Functionality” (or Quality) means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.

The need to invite and evaluate bids on the basis of functionality depends on the nature of the required commodity or service. When functionality is utilised as an evaluation criterion, below must be adhered to.

Functionality shall be scored by not less than three evaluators in accordance with below schedules. The functionality criteria and maximum score in respect of each of the criteria for a particular service are as follows:

The following values will be applicable when evaluating the bid

5=Very good 3= Good 1= Adequate 0= Poor

Track record in similar work	30
Skills and experience of key personnel	30
Understanding of objective and plan	30
Contactable reference	10
Minimum Threshold of 70%	100

Track Record in similar work:

Poor (Score 0 Points)	The bidder has little or has not demonstrated specialised understanding and proven knowledge and ability in form building and designing. Applicability of the experience is not clear.
Adequate (Score 1 Point)	The bidder has limited (<2 years) demonstrated specialised understanding and proven knowledge and ability in form building and designing. Applicability of the experience is adequate.

Good (Score 3 Points)	The bidder has sufficient (2 – 5 years) demonstrated specialised understanding and proven knowledge and ability in form building and designing. Applicability of the experience is good.
Very Good (Score 5 Points)	The bidder has limited (>5 years) demonstrated specialised understanding and proven knowledge and ability in form building and designing. Applicability of the experience is very good.

Skills and experience of key personnel:

<p>Poor (Score 0 points)</p>	<p>The bidder has not demonstrated experience in graphic design, and/or form building. Applicability of the skills is not clear.</p>
<p>Adequate (Score 1 Point)</p>	<p>The bidder has demonstrated experience by updating one of the templates provided by ASA, as a test of skills.</p>
<p>Good (Score 3 Points)</p>	<p>The bidder has demonstrated experience by updating one of the templates provided by ASA, as well as an alternative (option) to the same template, as a test of skills.</p>
<p>Very Good (Score 5 Points)</p>	<p>The bidder has demonstrated experience by updating one of the templates provided by ASA, as well as an alternative (option) to the same template, and designed an application form (in full), for one of the application forms*.</p>

*an example of what is required will be provided

Understanding of objective and plan:

<p>Poor (Score 0 Points)</p>	<p>The bidder has little or has not demonstrated understanding of what is required. No project plan has been submitted/The project plan does not capture the objective well.</p>
<p>Adequate (Score 1 Point)</p>	<p>The bidder has adequate understanding of what is required. The project plan captures demonstrates understanding of the objective well.</p>
<p>Good (Score 3 Points)</p>	<p>The bidder has good understanding of what is required. The project plan captures includes high level project deliverable and timelines</p>
<p>Very Good (Score 5 Points)</p>	<p>The bidder has very good understanding of what is required. The project plan captures includes detailed project deliverable and timelines</p>

Contactable References:

Poor (Score 0 Points)	The bidder has no contactable reference
Adequate (Score 1 Point)	The bidder has one contactable reference
Very Good (Score 5 Points)	The bidder has two or more contactable references

Pricing must be provided for in the table in Annexure 1.

Based on the firm bidder price provided, the following formula will be used to award points on price evaluation.

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

- P_s = Points scored for price of bid under consideration
- P_t = Rand value of bid under consideration
- P_{min} = Rand value of lowest acceptable bid



The cost breakdown of the work components must be submitted with the RFQ.

Annexure I

Work Component	Deliverable	Cost (excluding VAT)
Forms Design	Develop/update between 25 and 30 forms, with an average number of 15 pages per form	
Templates Design	Develop between 20 and 25 templates, with an average number of 7 pages per template	
New Form/Template Design	Develop new forms, where necessary (an allowance of 5 is acceptable) *this component will not be payable if not utilised	
Sub-total (excluding VAT)		
VAT at 15%		
Total (including VAT)		

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