

**TERMS OF REFERENCE: REQUEST FOR PROPOSALS: THE  
DEVELOPMENT OF *eco*ASA SPECIFICATIONS FOR OFFICE FURNITURE  
FOR AGRÉMENT SOUTH AFRICA**

<b>RFP Number</b>	ASA 06/02/2021
<b>Date of issue</b>	13 December 2021
<b>Bid Closing date</b>	07 January 2022 at 12:00 pm Mid-day
<b>Submissions</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

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## 1. BACKGROUND

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 has established the Agrément South Africa ecolabel scheme - referred to as ecoASA. ecoASA is a labelling scheme for building products and materials, which is closely aligned to the principles of green building design, sustainable buildings and sustainable development. ecoASA has been established by government but will be promoted to both the public and private sectors.

Agrément South Africa will be hosting an official launch of the ecoASA Scheme in 2021 and seeks to develop specification standards for the various products that will be certified under the scheme.

## 2. INVITATION FOR PROPOSALS

Agrément South Africa extends a call for the submission of proposals from technical experts to develop ecoASA Office furniture specifications, in line with the methodology adopted by the Good Environmental Choice Australia (GECA), by reviewing the applicability of the GECA Office furniture specifications and or any other applicable best-practice eco-label standards and its relevance in South Africa. The suitable service providers are expected to offer the following services, as part of their proposal:

- To review the market viability of the above listed product category.
- To review and develop an ecoASA equivalent, relevant to South Africa, for use as an ecoASA office furniture specification.
- The specifications must set limits for the most material environmental loads attributable to office furniture throughout their life cycle.

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- The specifications must set an environmental benchmark for office furniture.
  - The scope is intended to cover the review and development of office furniture standard sold in the South African and international market.
  - The criteria will be used for environmental labelling, implemented by Agrément South Africa, as part of the Department of Public Works & Infrastructure's Ecolabelling program.

The specifications must be applicable to South African conditions and reflect South African norms and standards. However, in the absence of applicable South African norms and standards, the ecoASA specification must draw on international experience, in particular the GECA Standards (available at [www.geca.eco](http://www.geca.eco)). The specification, must, after verification, enable certification of the product and the display of the ecoASA environmental label (ecolabel) as implemented by Agrément South Africa, to show it is environmentally preferable. The ecoASA specification development process must conform to the ecoASA Scheme Rules and must conform to ISO 14020 and ISO 14024.

The following product environment criteria and principles shall apply:

- a) ecoASA criteria shall be based on the environmental performance of products, taking into account the latest policy directives of the government of South Africa in the field of the environment and green public procurement.
- b) ecoASA criteria shall set out the environmental requirements that a product must fulfil to bear the ecoASA Label.
- c) ecoASA criteria shall be determined on a scientific basis considering the whole life cycle of products. In determining such criteria, the following shall be considered:
  - The most significant environmental impacts, in particular the impact on climate change, the impact on nature and biodiversity, energy and resource consumption, generation of waste, emissions to all environmental media, pollution through physical effects and use and release of hazardous substances;
  - The substitution of hazardous substances by safer substances, as such or via the use of alternative materials or designs, wherever it is technically feasible.

- The potential to reduce environmental impacts due to durability and reusability of products.
- The net environmental balance between the environmental benefits and burdens, including health and safety aspects, at the various life stages of the products.
- where appropriate, social and ethical aspects, e.g., by making reference to the National Development Plan (NDP) and to CIDB best practice Standards issued in terms of the CIDB Project Assessment Scheme.
- Criteria established for other environmental labels, particularly officially recognised, nationally or regionally, ISO 14024 Type I environmental labels, where they exist for that product group, so as to enhance synergies;
  - As far as possible the principle of reducing animal testing.
  - ecoASA criteria shall include requirements intended to ensure that the products bearing the ecoASA label function adequately in accordance with their intended use.
  - The ecoASA label may not be awarded to goods containing substances or preparations/mixtures meeting the criteria for classification as toxic, hazardous to the environment, carcinogenic, mutagenic or reprotoxic (CMR).

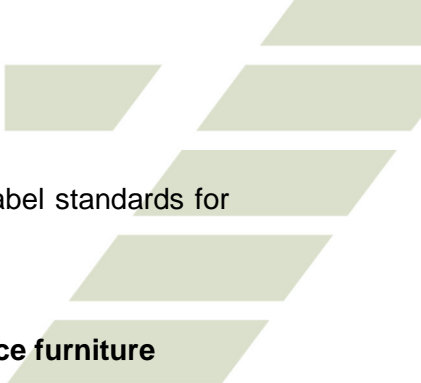
**The review of ecoASA Specifications will take place under the direction of a Technical Committee established by Agrément South Africa.**

### **3. SCOPE OF WORK**

The appointed service provider will be expected to perform the following services as duties and responsibilities: The scope of this assignment is outlined below.

**3.1 Work Component 1: Review the GECA Office Furniture Products Standard , and or any other relevant eco-label standard for application in South Africa. Review the market viability within South Africa for the applicable product category.**

The objective of this work component is to review the GECA Adhesive and Sealant Products Standard, for application in South Africa, and in particular to review the relevance of the product environment criteria and the performance criteria for South African conditions. The output of this Work Component will be developing and submitting technical reports which



details the review of the GECA Standard and or any other relevant eco-label standards for application in South Africa.

### **3.2 Work Component 2: Development of ecoASA Specification for office furniture Standard for application in South Africa**

The objective of this work component is, under the direction of a Technical Committee, to develop an ecoASA Specification for office furniture Standard. This will include:

- Development of a 1st draft ecoASA Specification for submission to the Technical Committee.
- Development of a 2nd draft ecoASA Specification for submission to the Technical Committee; and
- Development of a final draft ecoASA Specification for submission to the Technical Committee for final adoption.

The output of this Work Component will be an ecoASA office furniture Specification Standard for submission to Agrément South Africa for approval.

### **3.3 Work Component 3: Technical Support to Specifications Technical Committee**

The objective of this work component is to provide technical support to the Specifications Technical Committee, including participating in eight (8) Specifications Technical Committee meetings (of approximately 5 hours duration). The output of this Work Component will be full attendance of Technical Committee Meetings and developing and presenting summary presentations of the technical reports developed.

## **4. DELIVERABLES/EXPECTED OUTPUTS**

The service providers are expected to review and develop an ecoASA equivalent, relevant to South Africa, for use as an ecoASA office furniture specification. The specifications must set limits for the most material environmental loads attributable to office furniture throughout their life cycle. The specifications must set an environmental benchmark for office furniture. The scope is intended to cover the review and development of office furniture standard sold in the South African and international market. The criteria will be used for environmental labelling, implemented by Agrément South Africa, as part of the Department of Public Works & Infrastructure's Ecolabelling program.



## 5. QUALIFYING CRITERIA: TECHNICAL AND FUNCTIONALITY

The following values will be applicable when evaluating the bid

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

Functionality Criteria	Description of functionality criteria	Maximum number of tender evaluation process
<b>Methodology</b>	Approach Paper (please provide an execution plan) <b>Refer to Table A for scoring of Approach Paper</b>	40
Experience: Manufacture, Use and Environmental Performance	Relevant experience of technical expert in the manufacture, use and environmental performance of products and materials relative to the ecoASA Specification <b>Refer to Table B for scoring of Manufacture, Use and Environmental Performance</b>	20
Experience; Specifications and Criteria	Relevant experience of technical expert in the development of specifications and standards relative to the ecoASA Standard <b>Refer to Table C for scoring of Specifications and Standards</b>	30
<b>Technical Support</b>	Relevant experience of technical expert in providing technical support. <b>Refer to Table D for scoring of Technical Support</b>	10
<b>Total evaluation points for quality</b>		<b>100</b>

## SUBMISSION OF PROPOSALS

- National Treasury’s Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD,
- Valid B-BBEE Certificate or Sword Affidavit (copy must be certified).
- Completed and Signed Standard Bidding Document SBD 4, SBD 6.1, SBD 8, SBD 9.
- Signed General Conditions of Contract.
- All proposals will be evaluated by an evaluation team for functionality and price
- All proposals should include:

<b>FILE 1</b>	<p><b>Section 1</b></p> <ul style="list-style-type: none"> <li>• Pre-qualification documents (SBD documents)</li> </ul> <p><b>Section 2</b></p> <ul style="list-style-type: none"> <li>• Mandatory &amp; Technical Requirement</li> <li>• Technical Responses</li> <li>• Supporting documents for technical responses</li> </ul> <p><b>Section 3</b></p> <ul style="list-style-type: none"> <li>• Initialled General Conditions of Contracts (GCC)</li> </ul>
<b>FILE 2</b>	<p><b>Section 1</b></p> <ul style="list-style-type: none"> <li>• BEE Certificate</li> </ul> <p><b>Section 2</b></p> <ul style="list-style-type: none"> <li>• Pricing Schedule</li> </ul> <p>The completed pricing schedule must be submitted in Microsoft Excel format in an electronic copy.</p>

**After considering the functional criteria, a bidder is considered to have passed the functional requirements if they have scored 60 points or more to be considered for Price and BBBEE**

### 6. Evaluation Phases:

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:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of bids 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.

### Phase 2: Calculation of points

Please note for quotations or bids above R10 000 up 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 are allocated for the service provider's B-BBEE Level of Contribution. An original or certified copy of a B-BBEE certificate must be submitted to substantiate claims for preference points.

A due diligence process in a form of a presentation will be conducted in respect of all short-listed bidders. A set of questions will be posed during the presentation. Should the bidder fail to meet the requirements of the due diligence process, their quote will be disregarded at this stage.

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.

During phase 2, 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:

Ps = Points scored for price of quotation under consideration

Pt = Rand value of quotation under consideration

Pmin = Rand value of lowest acceptable quotation



The final points will be calculated as follows:

CRITERIA	SUB-CRITERIA	WEIGHTING POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

### POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

EMEs are deemed to have a B-BBEE status level four (4) contributor, in instances where EMEs are more than 50% black owned, such enterprises qualify for promotion to a BBEE status level three (3) contributor and points will be awarded accordingly.

Please note that the quotes will be evaluated using the 80/20 preference point system.

A recommendation for award will then be formulated for approval by the relevant delegated authority.

Proposals not including all the above information will not be reviewed. Interested parties must submit, their proposals no later than **07 January 2022 at 12:00 pm Mid-day to the following address: [Mmosha@agrement.co.za](mailto:Mmosha@agrement.co.za)**

**NO LATE SUBMISSIONS WILL BE ACCEPTED**

## 7. 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

**Table A:** The scoring of the approach paper will be as follows:

<b>Score</b>	<b>Technical approach and methodology</b>
<b>Poor (score 0 Points )</b>	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The technical expert has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
<b>Satisfactory (score 1 Point )</b>	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc. is too generic.
<b>Good (score 3 Points )</b>	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc. is specifically tailored to the critical characteristics of the project.
<b>Very good (score 5 Points )</b>	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

**Table B:** The scoring of relevant experience in the manufacture, use and environmental performance of products and materials relative to the ecoASA Standard will be as follows:

<b>Score</b>	<b>Experience and understanding</b>
<b>Poor (score 0 Points )</b>	No previous experience and understanding of the manufacture, use and environmental performance of products and materials relative to the ecoASA Specification.
<b>Satisfactory (score 1 Point )</b>	Inadequate experience and understanding of the manufacture, use and environmental performance of products and materials relative to the ecoASA Specification.
<b>Good (score 3 Points )</b>	Adequate relevant previous experience and understanding of the manufacture, use and environmental performance of products and materials relative to the ecoASA Specification.

<b>Very good (score 5 Points )</b>	In-depth relevant previous experience and understanding of the manufacture, use and environmental performance of products and materials relative to the ecoASA Specification.
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**Table C:** The scoring of relevant experience in the organisation in the development of specifications and standards relative to the ecoASA Specification will be as follows:

<b>Score</b>	<b>Experience and understanding</b>
<b>Poor (score 0 Points )</b>	No previous experience and understanding of the development of specifications and standards relative to the ecoASA Specification.
<b>Satisfactory (score 1 Point )</b>	Inadequate experience and understanding of the manufacture, use and environmental performance of products and materials relative to the ecoASA Specification.
<b>Good (score 3 Points )</b>	Adequate relevant previous experience and understanding of the manufacture, use and environmental performance of products and materials relative to the ecoASA Specification.
<b>Very good (score 5 Points )</b>	In-depth relevant previous experience and understanding of the manufacture, use and environmental performance of products and materials relative to the ecoASA Specification.

**Table D:** The scoring of relevant experience and capacity of the organization in providing technical support will be as follows:

<b>Score</b>	<b>Experience and understanding</b>
<b>Poor (score 0 Points )</b>	Successful provision of technical support services to one or less technical projects over the past 5 years.
<b>Good (score 3 Points )</b>	Successful provision of technical support services to between 2 and 4 technical projects over the past 5 years.
<b>Very Good (score 5 Points )</b>	Successful provision of technical support services to 5 or more technical projects over the past 5 years.

## ANNEXURE B

### PRICING SCHEDULE

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

Work Component	Deliverable	Cost (excluding VAT)
Work Component 1: Review the GECA Office furniture standard for application in South Africa.	Technical reports detailing the review of the GECA and or any applicable Standard for application in South Africa.	R___.
Work Component 2: Develop the ecoASA office furniture Standard for application in South Africa.	Development of a 1st draft ecoASA Specification for submission to the Technical Committee Development of a 2nd draft ecoASA Specification for submission to the Technical Committee Development of a final draft ecoASA Specification for submission to the Technical Committee for final adoption	R___.
Work Component 3: Technical Support to ASA (8 meetings estimated)	Attendance of Technical Committee Meetings and development and presenting summary presentations of the technical reports.	R___.
<b>Provision</b>		<b>15%</b>
<b>Sub-total (excluding VAT)</b>		<b>R___.</b>
<b>Sub-total (including VAT)</b>		
<b>Total</b>		