



***Terms of Reference***  
***The appointment of an accredited training service provider for Life Cycle Assessments.***

<b>RFQ Number</b>	<b>ASA 08/04/2022</b>
<b>Date of issue</b>	<b>05 May 2022</b>
<b>Bid Closing date</b>	<b>11 May 2022 @12:00 noon</b>
<b>Submissions (ELECTRONIC)</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

**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

Established by the Act of Parliament (Act 11 of 2015), Agrément South Africa is a schedule 3A public entity established to carry out technical assessments of non-standardised construction materials, products and systems for which no SABS standards exist. Agrément assessments are based on the performance concept in which the required performance of an innovative technology is defined without identifying how the performance is to be achieved. The entity relies on fitness-for-purpose performance criteria to benchmark innovative products for purposes of ascertaining performance-in-use.

Through its core department, Technical Services, Agrément South Africa is responsible for managing the certification process from first contact with a client to the final issuance of an Agrément certificate. The department comprises three sub-departments, namely: Technical Assessments, Quality Assurance and Research & Development. All three sub-departments play a significant role in the operations of the department and are supported by other organisational departments in achieving their objectives.

## 2. Background and overview of project

Agrément South Africa has been given a mandate to issue ecolabels, through the Agrément South Africa ecolabel scheme, the very first government-endorsed ecolabelling scheme. ecoASA has been established by government but will be promoted to both the public and private sectors. To fulfil this mandate, Agrément South Africa recognises the need for Life Cycle Assessment (LCA) training.

Agrément South Africa therefore extends an invitation for quotations to accredited training service providers for the provision of LCA training to Agrément South Africa's Technical Services Department (beginner level). The primary objective of the training is to guide the development of skills with respect to LCAs and their application, and how they impact operational functions such as decision-making.

### 3. Scope of work

The successful service provider will be expected to offer a comprehensive LCA training programme to eighteen (18) Agrément South Africa's Technical Services Department staff. The training must provide essential overview of life cycle assessment and address how to interpret/evaluate reports where claims are made, of products' environmental friendliness, for the purpose of ecolabelling.

The course content should cover the following scope as a minimum:

- The LCA framework
- An overview of environmental indicators
- Functional units referenced in various LCAs
- Impact categories in relation to various LCAs
- An overview of the main data sources and software packages
- Selection of Impact Assessment Models
- Interpreting results

Certification must be awarded, per trained individual, post successful completion of the training.

### 4. Use of reasonable skills and care

a) Reasonable skills:

The service provider must have a 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 and to ASA without consent.

### 5. Planning and programming

The bidder is expected to submit a detailed project plan with submission of the quotation. Other planning matters will be discussed in detail, upon appointment.

### 6. Format of communications

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

## 7. Closing Date

The closing date for submissions to be considered for this project shall be 11 May 2022 at 12h00pm.

**NO LATE SUBMISSIONS WILL BE ACCEPTED.**

## 8. Qualifying criteria: technical and functionality

8.1 The following prequalifying criteria shall be applicable and only bidders satisfying below criteria will be eligible to participate in the evaluation of functionality requirements:

- a) The company must be registered on Central Supplier Database (CSD).
- b) Valid B-BBEE Certificate or Sworn Affidavit (Copy must be certified) failure to submit will result in no points awarded however you will not be disqualified.
- c) Completed and Signed Standard Bidding Document SBD 4, 6.1, 8 & 9.
- d) Signed General Conditions of Contract.

8.2 The bidder must provide the following information to be evaluated for functionality:

- a) Track record/experience in similar work of providing training on LCAs
- b) At least three contactable references with signed reference letters
- c) Training provider/programme's proof of accreditation with a relevant professional body (e.g., ECSA, SETA)
- d) Qualifications of the facilitator
- e) Project quotation and training plan detailing the training material to be offered and tools to be utilised during the course.

## 9. Scoring and Evaluation

No.	Requirement	Criterion and Scoring	Max Available Points
9.1	Track record or years of experience as LCA expert/practitioner.	0 years = 0 1-5 years = 5% Over 5 – 10 years = 10% 10+ years = 20%	20%
9.2	Training provider/programme accredited by relevant professional body (e.g. ECSA, SETA) Proof of accreditation (accreditation certificate or confirmation letter)	No accreditation = 0 Accreditation = 20%	20%
9.2	At least Three (3) contactable references with signed letters	0 reference = 0 1 reference = 2% 2 references = 5% 3 references = 10%	10%
9.3	Qualifications of the facilitator. Chemical Engineering qualifications and attach CV's of the facilitator.	No qualifications = 0 Undergraduate Chemical Engineering qualification = 10% Undergraduate Chemical Engineering qualification plus pending postgraduate qualification = 20% Postgraduate Chemical Engineering qualification = 30%	30%
9.5	Training plan. Detailed Plan: outlines the objectives, needs, strategy, and curriculum to be	No training plan provided = 0 Training plan lacks detail = 10% Detailed training plan = 20%	20%

	addressed of the training, and project quotation.		
	<b>TOTAL</b>		<b>100%</b>

Technical (Functional) Assessments' minimal acceptable requirements: 70 Points

### TOTAL SCORE = 100

After considering the functional criteria, a bidder is considered to have passed the Functional Requirements if the TOTAL score is equal to, or greater than 70 points.

Bidders who obtain 70%, under Functionality Evaluation will be evaluated in terms of the 80/20 preference point system, where a maximum of 80 points are allocated for price and a maximum of 20 points are allocated in the respect of the level of B-BBEE Contribution of the bidder.

### 10. Evaluation Phases

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

$$Ps = \left( \frac{So}{Ms} \right) \times 100$$

Where:

- Ps = Percentage scored for functionality by bid under consideration
- So = Total score of bid under consideration
- Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 70% 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:

$P_s$  = Points scored for price of quotation under consideration

$P_t$  = Rand value of quotation under consideration

$P_{\min}$  = 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

## 11. Pricing Schedule

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

Requirement	Cost (excluding VAT)
Venue	R____.
Training provider	R____.
Training material (including certification)	R____.
Other	R____.
<b>Sub-total (excluding VAT)</b>	R____.
<b>Sub-total (including VAT)</b>	R____.
<b>Total Cost for 18 people</b>	R____.