



### Terms of Reference

**Appointment of a service provider for provision of background & reference screening on prospective employees for a period of 36 months.**

<b>RFQ Number</b>	ASA 16/09/2022
<b>Date of issue</b>	19 September 2022
<b>Bid Closing date</b>	26 September 2022 at 12:00 noon
<b>Submissions</b>	<a href="mailto:Dmamaregane@agrement.co.za">Dmamaregane@agrement.co.za</a>



## 1. Introduction

Agrément South Africa extends a call for the submission of proposals from suitably qualified service providers to provide background & reference checks on prospective employees.

## 2. Background

Agrément South Africa was established in 1969 and has been operating within the CSIR under the auspices of its Built Environment Unit. In December 2015, Agrément South Africa was recognised an independent agency to bring an impartial judgement to the evaluation of innovative construction products and systems in the interest of the consumer and the construction industry at large.

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 being established as a Schedule 3A entity from 1 April 2017, were previously it was transferred to CSIR being a Schedule 3B entity with a staff compliment of 37 employees. 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-standardised construction related products or systems in the local or international market.
- To support policy makers in minimizing the risk associated with the use of non-standard construction related product or system; and
- To be an impartial and internationally acknowledged South African center for assessment and confirmation of fitness-for-purpose of non-standard construction related products or systems

## 3. Purpose

The main purpose is to ensure that ASA hire employees with the right skill with correct background check to mitigate the risk of negative reputation associated with hiring of individual with questionable job history or skills. Pro-active Background Screening helps organization avoid costly litigation due to dismissals that may result in arbitration.

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#### 4. Scope of services

4.1 The service provider must offer the following:

4.1.1 Conduct background checks on any prospective employees whose consent and details ASA would have obtained legally.

4.1.2 The background check includes the following:

4.1.2.1 Criminal record,

4.1.2.2 Fraud Listing

4.1.2.3 Overall Credit Records from bureau in the respective resident countries where such bureau exists,

4.1.2.4 employee background and reference checks,

4.1.2.5 Qualification checks

4.1.2.6 as well as any other necessary checks as agreed to between the service providers.

4.1.3 Provide reports of these in the agreed to format on an ongoing basis within agreed to time limits,

#### 5. Duration

5.1 The service would be appointed for a period of 36 Months.

5.2 The service provider must be available to start at the earliest possible time, with reports issued on demand.

#### 6. Technical Specifications

6.1 Implementation

The service provider may provide the support remotely but strictly meet the agreed turnaround times.

6.2 Reporting

Provide reports of these in the agreed format on an ongoing basis within agreed to time limits.

6.3 Services roles and responsibilities

The Service Provider will be expected to have the following capabilities and skills:

6.3.1 Links into various background check databases in these various countries.

6.3.2 A track record of at least 10 (ten) years in this specific industry.

6.3.3 Be flexible, dynamic, and proactive.

#### 7. Evaluation Process:

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The following evaluation process shall be followed:

**a. Basic Compliance Pre-qualification criteria ( Failure to submit it will result in disqualification**

- a) Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted.; and
- b) All Supply Chain Management compliant (required) documents have been submitted. These include SBD 4, 6.1, 8 & 9 and General Conditions of Contract.

**b. Evaluation Phases:**

- **Phase 1: Technical Specification and Functionality Evaluation**

The service provider's proposal will be evaluated against the set criteria indicated under paragraph 9.3 below. A form will be used which will reflect the name of the service provider, the different criteria, with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be affected on a basis of consensus.

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 R30 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.

ASA also reserves the right to investigate 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:

$$Ps = 80 \left( 1 - \frac{Pt - P \min}{P \min} \right)$$

Where:

Ps = Points scored for price of quotation under consideration

Pt = Rand value of quotation under consideration

Pmin = Rand value of lowest acceptable quotation

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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)
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-compliant contributor</b>	<b>0</b>

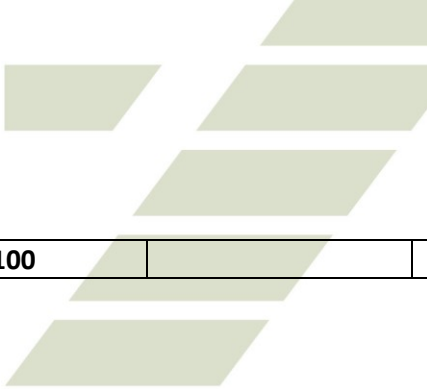
EMEs are deemed to have a B-BBEE status level four (4) contributor, in instances where EMEs are more than 50% black owned, such enterprises qualify for promotion to a B-BBEE status level three (3) contributor and points will be awarded accordingly.

Please note that the proposals 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.

## Evaluation Criteria

Functional Factors	Proof Required	Weighting	0	3	5
<p><b>Company Experience</b></p> <p>Number of years the company has been rendering services.</p>	<p>Company profile clearly indicating the number of years in business providing required services.</p>	30	Less than 5 years	5 – 8 years	More than 8 years
<p><b>Client references.</b></p> <p>The service provider must have dealt with various organisations from large to small scale employees.</p>	<p>At least three signed references (3) letters to be supplied.</p> <p>Signed reference letters with contact details must be on a company letter head and must be within the last 5 years</p>	20	Less than 3 references provided, or references are not for large organisations	3 – 5 positive references provided	More than 5 positive references provided
<p><b>Sample Feedback Reporting</b></p>	<p>Provide a sample report of incidence report and usage of the service</p>	30	Did not provide any sample report or did not understand requirements	Report provided but not relevant to service requirements.	Report provided fully meets the requirements
<p><b>Methodology and Approach</b></p>	<p>The service provider must demonstrate their understanding of the key requirements and expectations of ASA as outlined in this document. A detailed approach, methodology and tools on how they will assist ASA in achieving the objectives of this request must be provided.</p>	20	Non-submission or poor methodology and approach submitted.	Approach is specifically tailored to suit the requirements and will meet the needs. The tools that will be used for the project are indicated.	The approach is innovative and well-articulated. The tools that will be used for the project are indicated.



<b>TOTAL</b>		<b>100</b>			
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## 8. Monitoring and Evaluation

### 8.1 Evaluate the impact of the service

Agrément South Africa Corporate Services will determine the evaluation criteria, agreed criteria will determine the level and technique of measuring the impact of the service.

### 8.2 Complaints handling mechanism

The appointed service provider must implement and exercise the necessary measures to address complaints with corrective measures and provide to ASA.

### 8.3 Time frames

Set up agreed turnaround times for findings and complaints

## 9. Review procedures

9.1 The service provider must be able to provide a comprehensive report.

9.2 Annual review to provide an overall review of the service and discuss organizational trends.

## 10. Confidentiality

All information collected shall be treated with the highest level of confidentiality, this applies to the information acquired before, during and after completion of the contracted period, in compliance with Act No. 4 of 2013, *Protection of Personal Information Act*

### **Important Notes:**

- I. Contract will be for a duration of 36 months.
- II. Pricing must be inclusive of VAT.
- III. **Proposals must be emailed to [Dmamaregane@agrement.co.za](mailto:Dmamaregane@agrement.co.za)**
- IV. The closing date for submission of proposals is the **26 September 2022 at 12:00pm.**
- V. **NO LATE SUBMISSIONS WILL BE ACCEPTED**

### **Technical enquiries**

### **Human Resource**

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