



## Request for Quotation

**Appointment of a Service Provider for the relocation & transporting of assets from CSIR Campus, Meiring Naudé Road, Brummeria to Infotech Building, 1090 Arcadia Street, Hatfield, Pretoria for**

**Agrément South Africa**

<b>RQF Number</b>	ASA 07/11/2022
<b>Date of Issue</b>	11 November 2022
<b>Closing date</b>	24 November 2022 @12:00pm
<b>Site Visit</b>	15 November 2022 @ 11:00am <b>NB: All bidders required to do site visits before submissions</b>
<b>Submissions</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

**Technical enquiries may be directed to:**

Corporate Services

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063 792 6794

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**Supply Chain Management enquiries may be directed to:**

Procurement

Mr Moloko Mosha

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## 1. Introduction

Agrément South Africa extends a call for the submission of proposals from suitably qualified service providers to provide office removal services for Agrément South Africa.

## 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 recognized 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 purpose of this exercise is to appoint a reputable logistics service provider that has the capability of providing furniture removal services.

### 4. Scope of services

Removal of office furniture from CSIR Campus, Meiring Naudé Road, Brummeria to Infotech Building, 1090 Arcadia Street, Hatfield, Pretoria. See **Annexure A** for the list of furniture to be removed to 1090 Arcadia Street, Hatfield.

### 5. General Requirements:

- 5.1 Insurance must be included in quote
- 5.2 The bidder is expected to assemble, disassemble the furniture and packaging
- 5.3 Service provider must supply boxes for packaging.
- 5.4 Service provider must pack furniture at collection address.
- 5.5 All items must be placed into packed in the new address.

### 6. Timelines

Upon appointment the recommended service provider is expected to collect all items/furniture from CSIR Campus, building 17B and deliver to 1090 Arcadia Street within the date that will be provided by Agrément South Africa (arrangements will be made with the successful bidder).

Failure to deliver Agrément South Africa reserve the right to cancel the Purchase Order.

### 7. Financial Payment

Payment will be made in accordance with the PFMA (within 30 days of receipt of valid invoice).

## 8. Submission of Proposal.

### 8.1 Phase 1: Pre-qualification criteria (Failure to follow below criteria 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.
- b) Valid BBEE certificate or sworn affidavit (Points will not be given to companies that does not submit).
- c) All Supply Chain Management compliant (required) documents have been submitted. These include SBD 4, 6.1, 8 & 9.
- d) Signed General Conditions of Contract.

ASA 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.

### 8.2 Phase 2: Calculation of points

During this phase, 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

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.

### 9. Complaints handling mechanism

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

### 10. Time frames

Set up agreed turnaround times for findings and complaints.

### 11. Required documentation for submission

- 11.1 Company profile.
- 11.2 List and supporting documents of all company directors.
- 11.3 Valid original tax clearance certificate with good standing.
- 11.4 Reference Letters
- 11.5 Pricing Schedule.



**Important Notes:**

- I. Pricing must be inclusive of VAT.
- II. **Proposals must be emailed to [Mmosha@agrement.co.za](mailto:Mmosha@agrement.co.za)**
- III. The closing date for submission of proposals is **the 24 November 2022 at 12:00pm.**
- IV. **All the bidders will be required to do site visits before submissions.**
- V. **NO LATE SUBMISSIONS WILL BE ACCEPTED**