



Terms of Reference

The appointment of an accredited training service provider for Life Cycle Assessments

RFQ Number	ASA 22/11/2022
Date of issue	21 November 2022
Bid Closing date	05 December 2022 @12:00 noon
Submissions	MMosha@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


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.

Outside of issuing certificates after satisfaction of the fitness-for-purpose of innovative technologies, the entity will soon launch the very first government-endorsed ecolabelling scheme for construction materials. Agrément South Africa has established the Agrément South Africa ecolabel scheme - referred to as ecoASA 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 the government but will be promoted to both the public and private sectors. It is anticipated that this ecoASA scheme, will drive the demand and supply of construction materials that cause less harm to the environment.

2. Background and overview of the project

To adequately carry out its mandate, Agrément South Africa relies on relevant technical expertise within the built environment. As Agrément South Africa expands upon its core processes, the entity recognises the need for Life Cycle Assessment (LCA) training. Life cycle assessment (LCA) is the calculation and evaluation of the environmentally relevant inputs and outputs and the potential environmental impacts of the life cycle of a product, material, or service. The life cycle consists of the technical system of processes and transport routes used at, or needed for, raw materials extraction, production, use and after use (waste management or recycling).



Agrément South Africa extends an invitation for quotation to an accredited training service providers for the provision of a virtual or physical LCA training to Agrément South Africa's to 20 members of Technical Services Department. 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 Agrément South Africa's Technical Services Department. The training material must be designed to address the needs of beginner, intermediate and advanced learners.

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

- The functional units referenced in various LCAs
- The purpose of impact categories in relation to various LCAs
- The selection of Impact Assessment Models
- The analysis of LCA results
- The benefits of LCAs in various decision-making environments

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 a 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 **05 December 2022 at 12h00 noon.**

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) 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,
- b) Valid B-BBEE Certificate or sworn affidavit (Copy must be certified) Failure to submit will result in points awarded however you will not be disqualified.
- c) Completed and Signed Standard Bidding Document SBD 4, SBD 6.1, SBD 8, SBD 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's proof of accreditations by 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. Kindly provide quotations with two options for virtual and physical attendance.

9. Scoring and Evaluation

No.	Requirement	Criterion and Scoring	Weighting
9.1	Track record or years of experience of the training company in similar work (provision of LCA training services).	0 Years = 0 1 -2 Years = 1 3 -4 Years = 3 5+ Years = 5	20%
9.2	Training provider accredited by SETA. Proof of accreditation (accreditation certificate or confirmation letter)	No accreditation = 0 Accreditation = 5	20%
9.3	At least Three (3) contactable references with signed letters	0 reference = 0 3 references = 1 4 references = 3 5 references = 5	15%
9.4	Qualifications of the facilitator. Provide overview of qualifications i.e. LCA related qualifications, and attach CV's of the facilitator. Indicate knowledge and exposure to ISO Standards (i.e. ISO 14040, ISO 14044, ISO 14045, ISO 14046, ISO 14001, ISO 14006, etc.)	0 Years = 0 1 - 2 Years = 1 3 - 4 Years = 3 5+ Years = 5	15%
9.5	Training plan. Detailed Plan: outlines the objectives, needs, strategy, and curriculum to be addressed of the training, and project quotation with two options for virtual and physical attendance.	No training plan provided = 0 Lack of detailed training plan = 3 Detailed training plan = 5	30%
	TOTAL		100%

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:

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

- Ps = Percentage scored for functionality by bid under consideration
- So = Total score of 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.

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
TOTAL		100

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. The rates quoted must include all applicable rates and taxes. The rate must include all applicable direct and indirect costs.

Requirement	Cost (excluding VAT)
Training provider	R____.
Training material	R____.
Sub-total (excluding VAT)	R____.
Sub-total (including VAT)	R____.
Total Cost for 20 people	R____.