

**Terms of Reference:**

***Appointment of a service provider for the provision of conferencing platform, coordination, and related services to ASA for a Stakeholder engagement forum***

<b>RFQ Number</b>	ASA 02/01/2023
<b>Date of Issue</b>	13 January 2023
<b>Closing Date &amp; Time</b>	25 January 2023 @12:00 noon
<b>Submissions</b>	<a href="mailto:Mmosha@agreement.co.za">Mmosha@agreement.co.za</a>

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## 1. INTRODUCTION

Agrément South Africa (ASA) is an entity of the Department of Public Works and Infrastructure (DPWI) responsible for undertaking technical assessments and issuing of fit for-purpose certificates for non-standardised construction products. This document sets out the official terms of reference (TOR) commissioned by ASA for the provision of a digital conferencing platform and related services for the ASA Stakeholder Engagement Forum.

ASA is in the process of formalising its engagements with its stakeholders in a bid to improve its market penetration and footprint across South Africa. It is envisaged that the launch will be an event at a venue. The event will also be used as an anchor event for certificate holders to showcase their products as well as address any challenges and risks in the market. The entity plans to host a maximum of 300 guests venue based. The aim of the event is for ASA to communicate the work that has been done in developing SMMEs as well as showcase its products and strengthen relations with sister entities. This request for proposals (RFP) relates to an event hosting platform and related services.

## 2. INVITATIONS FOR PROPOSAL

Proposals are hereby invited by ASA for the provision of an event management platform and related services to host the ASA Stakeholder Engagement. ASA is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of the event, planned to take place on **24 February 2023**.

## 3. PROPOSAL SPECIFICATION

ASA is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of the venue (catering included). Management of all components, including comments and Q&A.



### 3.1 Summary of Specifications:

- The venue must accommodate 200 guests and a waiting room for the Minister and Deputy Minister and include catering at the venue for the event.
- End-to-end Event Management in web, mobile and tablet devices.
- Technology that integrates the venue-based and virtual speaker's talk, presentations, additional resources as well as a panel discussion for questions in one screen.
- Coordinate all event activities in line with the project management plan
- Source relevant speakers from the built environment of which at least one must be an ASA certificate holder.
- Follow-up with guests and invitees
- Virtual hosting of a webinar using Live Streaming (on-premises and cloud based) with minimum latency hosted in South Africa.
- Engagement via VoIP calling and chat with host and participants as well as feedback and polling functionality.
- Coordinate discussions as well as presentations from specified stakeholders.
- The proposal should include continual testing of the system prior to the event.

### 3.2. Other specifications:

- The venue and digital platform's functionality to be tested a day before the event.
- A full-time technical support team available on the day of the event.
- Event should be recorded.

### 3.3. Functional requirements are as follows:

4. Track record
5. Conceptualisation and functionality

#### a. Confidentiality

The information within the message or transaction is kept confidential. It may only be read and understood by the intended sender and receiver.

#### b. Integrity

The information within the message or transaction is not tampered accidentally or deliberately with en-route without all parties involved being aware of the tampering.

#### c. Non-repudiation

**innovative construction product assessments**

The sender cannot deny sending the message or transaction, and the receiver cannot deny receiving it.

**d. Access control**

Access to the protected information is only realized by the intended person within ASA.

**e. Security and hosting**

This should be hosted on the cloud, Geo location security. IT Security Compliant Solution & the Service Must be certified entity

**3.4 Venue**

- f. Should be located in the Gauteng province
- g. Accommodate **200** guests
- h. It should be secured for safety of the guests
- i. It should include catering of **200** guests
- j. It should have a waiting room for the Minister and Deputy Minister
- k. It should have a sound system to play music during speeches
- l. It should have a video camera to record the event.
- m. Registration table for the guests

**4. Pricing proposal**

- 4.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 4.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations indicated.
- 4.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 4.4 Only firm prices\* will be accepted during the tender validity period. Non-firm prices\*\* (including prices subject to rates of exchange variations) will not be considered.
- 4.5 Bidders must quote as per the pricing schedule.

*\*Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.*

*\*\*Non-firm price is all prices other than "firm" prices.*

- 4.6 Payment will be according to the ASA Payment Terms and Conditions.



## 5. Submission of documents and qualifying criteria

### 5.1 Submission of procurement documents

- a) The company must be registered on CSD Central Supplier Database.
- b) A Valid BBEE Certificate or Sworn affidavit (If 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 documents, SBD 4, and SBD 6.1.
- d) Signed General Conditions of Contract.
- e) Completed price schedule

### 5.2 Functional evaluation criteria

5.2.1 The bids shall first be evaluated for functionality. A **minimum score of 70%** must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows:

No	Evaluation criteria	Weighted score
1	<p>Track Record with corporate or public sector event management solutions (web, mobile and tablet-based interface). The service provider's ability will be measured by examples of where such work was completed. Reference at least 3 in past 5 years for minimum of 100 users or more.</p> <ul style="list-style-type: none"> <li>• No references provided – 0 points</li> <li>• 3 references over the last 5 years for a minimum of 100 users – 3 points</li> <li>• 4 or more references over the last 5 years for a minimum of 100 users – 5 points</li> </ul>	40
2	<p>ISO 27001 Certified Organization with POPI Act Compliant event management solution with sensitive information encryption and consent management with clear detailed architecture and BCM (business continuity management) plan and project implementation and support plan. Or complaint with ISO 27701 Security techniques — Extension to ISO/IEC 27001 and ISO/IEC 27002 for privacy information management — Requirements and guidelines.</p> <ul style="list-style-type: none"> <li>• No ISO 27001 or ISO 27701 compliance certificate – 0 points</li> <li>• ISO 27001 or ISO 27701 compliance certificate – 5 points</li> </ul>	15

3	<p>Working Demo conceptualisation of the digital platform and its functionality to meet the requirements. The service provider’s ability will be measured by examples of where such work was completed. Reference at least 3 projects in past 5 years for minimum of 100 users or more. Working demo of digital platform.</p> <ul style="list-style-type: none"> <li>• Less than 3 previously managed Digital Platform projects with contactable references for work done in the past 5 years – 0 points</li> <li>• 3 previously managed Digital Platform projects with contactable references for work done in the past 5 years – 3 points</li> <li>• 4 or more previously managed Digital Platform projects with contactable references for work done in the past 5 years – 5 points</li> </ul>	20
4	<p>Customization and Integration Specialist CVs &amp; skills and relevant Organization OEM Certifications and credentials.</p> <p><b>CVS of the specialists must be submitted to qualify for points</b></p> <ul style="list-style-type: none"> <li>• No Specialist credentials provided – 0 points</li> <li>• 1 set of Specialist credentials provided – 3 points</li> <li>• 2 or more sets of Specialist credentials provided – 5 points</li> </ul>	10
5	<p>Venue should located in the Gauteng province. It should accommodate 200 people. Catering for 200 guests should be included at the venue. It should include a waiting room for the Minister and Deputy Minister. It should have a sound system to play music during speeches. It should have a video camera to record the event. Registration table for the guests.</p> <p><b>Service providers to provide evidence of venues where they have previously hosted events.</b></p> <ul style="list-style-type: none"> <li>• No evidence provided – 0 points</li> <li>• Evidence of 1 venue provided – 3 points</li> <li>• Evidence of at least 2 venues provided – 5 points</li> </ul>	15

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:

$P_s$  = Percentage scored for functionality by bid under consideration

$S_o$  = Total score of bid under consideration

$M_s$  = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 70% in order to proceed to Phase 2.

### 5.3 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 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

EMEs are deemed to have a B-BBEE status level four (4) contributor, in instances where EMEs are more than 50% black owned, such enterprise qualify for promotion to a 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.

#### 6. Elimination criteria.

6.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Bidders who are restricted by National Treasury.

## **7. Terms of contract and service level agreement**

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agreement South Africa (ASA). The SLA shall form the contractual basis for the delivery of the service as well as how performance shall be measured.

Contract extensions are at the sole discretion of ASA.

## **8. Final approval**

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals, and/or not to appoint any service provider at all.

## **9. Procedure for submission of proposals**

- 8.1 All proposals must be submitted electronically to [mmosha@agrement.co.za](mailto:mmosha@agrement.co.za).
- 8.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 8.3 All documents submitted electronically via e-mail must be clear and visible.
- 8.4 All proposals, documents, and late submissions after the due date will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## **10. Validity period of proposal**

Each proposal shall be valid for a minimum period of **three (3) months** calculated from the closing date.

## **11. Appointment of service provider**

- 11.1. The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 11.2. Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, ASA reserves the right to appoint an alternative supplier.
- 11.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.



## 12. Enquiries and contact with ASA

12.1 Any enquiry regarding this RFQ shall be submitted in writing to ASA at [Smaluleke@agrement.co.za](mailto:Smaluleke@agrement.co.za) with RFQ No: **ASA 02/01/2023** *“The provision of a digital conferencing platform and related services to Agreement South Africa”* subject.

12.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process other than as required through existing service arrangements or as requested by ASA as part of the RFQ process.

## 13. Medium of communication

All documentation submitted in response to this RFQ must be in English.

## 14. Cost of proposal

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

## 15. Correctness of responses

15.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

15.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## 16. Verification of documents

16.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

- 16.2 Only one electronic copy of the proposal must be submitted via email to [MMosha@agrement.co.za](mailto:MMosha@agrement.co.za). If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

### **17. Additional terms and conditions**

- 17.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time prior to this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.
- 17.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 17.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- 17.3.1 Joint venture Agreement including split of work signed by both parties.
  - 17.3.2 The original or certified copy of the B-BBEE certificate of the joint venture.
- 17.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 17.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

### **18. ASA RESERVES THE RIGHT TO**

- 18.1 Extend the closing date.
- 18.2 Verify any information contained in a proposal.
- 18.3 Request documentary proof regarding any tendering issue.
- 18.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 18.5 Award this RFQ as a whole or in part.
- 18.6 Cancel or withdraw this RFQ as a whole or in part

### 19. Disclaimer

This document is only a RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of this proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and ASA shall have no liability towards the tenderer or any other party in connection therewith.

### 20. Pricing structure

Description	Overall Total Excl Vat
<p>ASA is looking to appoint a service provider that will manage all aspects, including proposed design and functional use of a venue and the digital space, including comments, Q&amp;A, presentations and full online support on the day of the webinar and provide catering.</p> <p>The proposal should include testing of the system a day prior to the event.</p> <ul style="list-style-type: none"> <li>• Summary of Specifications as per 3.1 above</li> <li>• Other specifications as per 3.2 above</li> <li>• Venue as per 3.4 above</li> </ul> <p>The proposal must be inclusive of all costs including travelling and accommodation.</p>	
<b>Sub Total (Excl. Vat)</b>	<b>R</b>
<b>Total 15% Vat</b>	<b>R</b>
<b>Total (Incl. Vat)</b>	<b>R</b>

## 21. Declaration by tenderer

Only tenderers who completed the declaration below will be considered for evaluation.

RFQ No: ASA 02/01/2023

I hereby undertake to render services described in the attached tendering documents to ASA in accordance with the requirements and task directives / proposal specifications stipulated in RFQ No. **ASA 02/01/2023** at the price(s) quoted. My offer(s) remains binding upon me and open for acceptance by ASA during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that ASA may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE.....

WITNESSES	
1	.....
2	.....
DATE:.....	