



Request for Quotations (RFQ)

Appointment of a service provider for the provision of third-party auditing (Conformity Assessment Bodies) services for Agreement South Africa's Ecolabelling Certification Scheme (ecoASA Label)

RFQ Number	ASA 16/07/2023
Date of Issue	13/07/2023
Closing Date & Time	26/07/2023 @12:00 pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Technical inquiries may be directed to:

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Supply Chain Management inquiries may be directed to:

Moloko Mosha

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1. BACKGROUND

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 was established as a Schedule 3A entity on 1 April 2017. 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-standardized construction-related products or systems in the local or international market;
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

Agrément South Africa extends a call for the submission of proposals from suitably qualified service providers to offer third-party auditing for the ecoASA Label Scheme. As part of the ecolabelling certification process, the appointed service providers will be required to carry out audits in accordance with ecoASA Specifications to verify whether a product satisfies criteria set by a particular specification. The product shall also be assessed in relation to the ecoASA Scheme Rules that govern how the ecoASA labels, Applicants and Licence Holders operate under the scheme.

3. SPECIFICATIONS

The appointed service providers will be required to verify whether a product satisfies criteria set by a particular specification. The appointed service providers shall conduct audits using comprehensive protocols and fixed procedures to ensure the collection of the required data and documentation and verification of that information. The auditing service is required for the following specifications:

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1. Carpets
 2. Paints
 3. Adhesives, Fillers and Sealants
 4. Building Insulation
 5. Wall and Ceiling Panels
 6. Ceramics
 7. Cleaning Products
 8. Concrete and Concrete Products
 9. Flooring
 10. Masonry Products
 11. Flat and Long Steel Products
 12. Furniture and Fittings
 13. Rammed Earth

3.1 Auditors shall verify the following:

- A product's conformance with specific laws, South African National Standards or International Standards;
- That legal and social requirements are adhered to;
- The validity of documents submitted as proof of conformance to a certain criterion;
- Compliance of products with regulations, waste management, water consumption and efficiency, air emissions and hazardous substances;
- Internal controls in place and whether they are properly implemented;
- Conduct site inspection of the site premises;
- If necessary, collect samples for testing.

3.2 The Auditors shall be expected to deliver as follows:

- An Audit Report;
- Preparation and implementation of an action plan;
- Monitoring of action plan;
- Test reports detailing the product tested and which criteria it was tested for, and whether it has passed or not.

4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1 Submission of procurement documents

- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD;
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms**;
- Signed General Conditions of Contract;
- Completed price schedule.

4.2 Evaluation

4.2.1 Phase 1: Technical Specification and Functionality Evaluation

The bids shall first be evaluated for functionality. A **minimum score of 60%** 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:

	Description	Weight (%)
1	<p>Methodology and Approach:</p> <p>The service provider must provide an approach paper (please provide an execution plan)</p> <ul style="list-style-type: none">• The technical approach and/or methodology is poor/is unlikely to satisfy project objectives or requirements. The technical expert has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project – 0 points• The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc. is too generic – 1 point• The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc. is specifically tailored to the critical characteristics of the project – 3 points• Besides meeting the “good” rating, the important issues are approached innovatively and efficiently, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The	40

	approach paper details ways to improve the project outcomes and the quality of the outputs – 5 points	
2	<p>Company Experience:</p> <p>Relevant experience of the company in terms of the provision of auditing, testing and verification services.</p> <p>Minimum 3 years’ experience in auditing, testing and verification services.</p> <p>A company profile clearly indicating the number of years in providing auditing, testing and verification services must be submitted as evidence.</p> <ul style="list-style-type: none"> • Less than 3 years’ experience – 0 points • 3 – 5 years’ experience – 1 point • 5 – 10 years – 3 points • More than 10 years’ experience – 5 points 	30
3	<p>Accreditation as a certification body or conformity assessment body:</p> <p>The service provider must be SANAS or ISO 17025 accredited.</p> <ul style="list-style-type: none"> • No evidence provided – 0 points • Evidence provided – 5 points 	10
4	<p>Audit Capacity:</p> <p>The qualifications and competence of the personnel proposed to provide the service must be documented to indicate the bidder's capacity to deliver on the expected outcomes. The team profile must be accompanied by documented experience of individual team members (Attach CVs and certified copies of qualifications/affiliations).</p> <ul style="list-style-type: none"> • No Qualifications indicated and audit experience – 0 points • Qualifications attached with a minimum of 3 years audit experience – 1 point • Qualifications attached with 3-5 years audit experience – 3 points • Qualifications attached with over 5 years audit experience – 5 points 	20
	TOTAL	100

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 60% in order to proceed to Phase 2.

4.2.2 Phase 2: Calculation of points

Please note for acquisitions below or equal 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 will be awarded based on the specific goals.

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 the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

Preference points for the specific goals will be allocated as follows:

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	10 points	- A B-BBEE certificate /sworn affidavit as supporting evidence - CSD report
2.	>50% Black female ownership	5 points	- CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners

3.	>50% Black youth ownership	5 points	<ul style="list-style-type: none"> - CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners
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The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	100

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.

A recommendation for the award will then be formulated for approval by the relevant delegated authority.

5. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder must enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for delivering the service as well as how performance shall be measured. Contract extensions are at the sole discretion of ASA.

6. PRICE SCHEDULE

6.1 Please complete Annexure A.

7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Considering the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from 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.

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to procurement@agrement.co.za.
- 9.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 9.3 All documents submitted electronically via e-mail must be clear and visible.
- 9.4 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 Mmahlaule@agrement.co.za with **RFQ No: ASA 31/05/2023** "Appointment of a service provider for the provision of third-party auditing (Conformity Assessment Bodies) services for Agrement South Africa's Ecolabelling Certification Scheme (ecoASA label).

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- 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 RFQ before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFQ 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 procurement@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 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.
- 17.4 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 request for quotations 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.