

Request for Quotations (RFQ)

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

RFQ Number	ASA 15/09/2025
Date of Issue	23 September 2025
Closing Date & Time	29 September 2025 @12:00 pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Supply Chain Management and Technical inquiries may be directed to:

procurement@agrement.co.za

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.

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.

4. INVITATION FOR PROPOSALS

Agrément South Africa extends a call for the submission of proposals from suitably qualified service providers to assist with the following:

4.1 SCOPE OF SERVICES

- 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:
 - 4.1.3 Criminal records Verification
 - 4.1.4 Fraud Listing
 - 4.1.5 Overall Credit Records from bureau in the respective resident countries where such bureau exists.
 - 4.1.6 Employee background and reference checks
 - 4.1.7 Verification of Qualifications
 - 4.1.8 Identity and Citizenship verification
 - 4.1.9 Fingerprints Verification
 - 4.1.10 Confirmation of Professional Membership

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

5. DURATION

- 5.1 The service provider 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.

7. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

7.1 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**.
- The disclosure in the SDB 4 Form must be true and complete in every respect (Take specific note of Paragraph 2.3 of the disclosure).
- Signed General Conditions of Contract.

7.2 Mandatory documents to be submitted to be eligible for technical evaluation.

- Completed price schedule.
- Proof of Registration as a Credit Bureau.
- Proof of ownership and operating rights of national qualifications register
- Proof of being a member in good standing with the National Association of Professional Background Screeners (NAPBS).
- Proof of being a member in good standing with the South African fraud prevention service.
- Provide three (3) letters of reference from the public and/or private institutions which demonstrate having satisfactory delivered on similar services.

NB: Failure to submit any of the above-requested on 7.2 mandatory documents will lead to disqualification.

8. Evaluation

8.1.1. Phase 1: 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 the price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Terms of Reference

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

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	5 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	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners
4.	> 50% Disabilities ownership	5 points	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20

TOTAL	100
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ASA also reserves the right to investigate 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.

8. 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 and how performance shall be measured. Contract extensions are at the sole discretion of ASA.

10. PRICE SCHEDULE

Item no	Item Description	Total Price (R)
01	• Criminal records Verification • Fraud Listing • Overall Credit Records from bureau in the respective resident countries where such bureau exists • Employee background and reference checks • Verification of Qualifications • Identity and Citizenship verification • Fingerprints Verification • Confirmation of Professional Membership	R
TOTAL AMOUNT (EXCL VAT)		R
15% VAT		R
TOTAL AMOUNT (ALL INCLUSIVE)		R

11. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

11.1 Considering the fees paid, the service provider expressly assigns any copyright to ASA 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.

12. FINAL APPROVAL

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject all proposals and not to appoint any service provider.

13. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 13.1 All proposals must be submitted electronically to procurement@agrement.co.za.
- 13.2 Respondents must use the RFQ number as the subject reference when submitting their bids.
- 13.3 All documents submitted electronically via e-mail must be clear and visible.
- 13.4 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

14. VALIDITY PERIOD OF PROPOSAL

- 14.1 Each proposal shall be valid for **three (3) months**, calculated from the closing date.

15. APPOINTMENT OF SERVICE PROVIDER

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

16. ENQUIRIES AND CONTACT WITH ASA

- 16.1 Any enquiry regarding this RFQ shall be submitted in writing to ASA at procurement@agrement.co.za

16.2 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.

17. MEDIUM OF COMMUNICATION

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

18. COST OF PROPOSAL

18.1 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 direct or indirect expenses of proposal preparation and participation throughout the RFP process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

19. CORRECTNESS OF RESPONSES

19.1 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.

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

20. VERIFICATION OF DOCUMENTS

20.1 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.

20.2 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 have yet to be recalled/withdrawn in writing by the bidder.

21. ADDITIONAL TERMS AND CONDITIONS

21.1 A tenderer shall not assume that information and documents supplied to ASA at any time before this request are still available to ASA and shall consequently not make any reference to such information document in its response to this request.

- 21.2 Copies of any affiliations, memberships and accreditations that support your submission must be included in the tender.
- 21.3 An omission to disclose material information, a factual inaccuracy, and a misrepresentation of fact may result in the disqualification of a tender or cancellation of any subsequent contract.
- 21.4 Failure to comply with any of the terms and conditions in this document will invalidate the proposal.

22.ASA RESERVES THE RIGHT TO

- 22.1 Extend the closing date.
- 22.2 Verify any information contained in a proposal.
- 22.3 Request documentary proof regarding any tendering issue.
- 22.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 22.5 Award this RFQ as a whole or in part.
- 22.6 Cancel or withdraw this RFQ as a whole or in part

23. DISCLAIMER

This document is only an RFQ and is a request for proposals, 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 submitting this proposal, tenderers shall be deemed to have satisfied themselves with and accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, or guarantee endorsements to the tenderer concerning the RFQ, whether about its accuracy, completeness, or otherwise. ASA shall have no liability towards the tenderer or any other party in connection in addition to that.