Terms of Reference

Appointment of a Fire Expert to advise the Technical Executive Committee of Agrément South Africa.

RFQ Number	ASA 06/11/2026
Date of Issue	09 November 2026
Closing Date & Time	16 November 2026 @12:00 noon **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

Terms of Reference

1. BACKGROUND

The Agrément South Africa Act was assented 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 and Infrastructure.

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. INVITATIONS FOR PROPOSAL

Agrément South Africa extends an invitation to service providers with Fire expertise to provide expert advice to the Technical Committee (TECHNICAL EXECUTIVE COMMITTEE) on the pending certification of construction products and building systems. The expert will be expected to advise whether the draft certificates comply with the Agrément South Africa assessment criteria and any other applicable minimum standards.

Agrément South Africa remunerates experts, advising Technical Exco, as per National Treasury 2019 Remuneration Levels: Service Benefit Packages for Office Bearers of Certain Statutory and Other Institutions (Category A2).

3. PROPOSAL SPECIFICATION

Agrément South Africa extends a call to service providers with Fire expertise to provide expert advice to the TECHNICAL EXECUTIVE COMMITTEE on the pending certification of construction products and building systems.

3.1 Scope of work & Cost implications

The appointed experts will be expected to review test reports and draft certificates (prior to the meeting), provide written as well as oral opinions to the meeting, engage in discussions with other experts and members of the Executive Committee, and either recommend or reject the draft certificate(s) for approval. The draft certificates are for construction products and building systems.

Procurement of Fire Expert's services, at a flat rate of R1800 per hour for preparations (4 hours preparation payable) and a Meeting sitting fee of R3669, to provide expert advice to the TECHNICAL EXECUTIVE COMMITTEE.

3.2. Deliverables/ Expected outputs.

The expert will be expected to deliver as follows:

- Attend Technical Exco induction meeting. The meeting is compulsory and should be attended by the person who will sit on the TECHNICAL EXECUTIVE COMMITTEE.
- Attend Technical Exco meeting (approximately 3-hour meeting) and discussion
- Submit written comments (on attached annexure A), on or before the date of the meeting, to the Board Secretary
- Recommend approval or non-approval of certification.

4. SUBMISSION OF DOCUMENTS AND QUALIFYING 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 into if such a service provider is not registered on the CSD.
- Completed and Signed Standard bidding documents, **SBD 4, and SBD 6.1.**

- 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.

4.2 Mandatory requirements

- Curriculum Vitae (CV) reflecting over five (5) years of experience as a Fire Engineer.
- At least 3 contactable reference letters where similar services have been rendered.
- Proof of accreditation with a relevant professional body (e.g., IFE, ECSA)
- Copy of qualifications in Fire or any related qualifications.

NB: Failure to submit any of the above-requested mandatory documents on 4.2 will lead to Disqualification

4.2 Evaluation

4.2.1 Phase 2: Calculations of points

Please note that 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 the price, and 20 points will be awarded based on the specific goals.
Points for the price will be calculated for all shortlisted service providers by 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	5 points	- A B-BBEE certificate /sworn affidavit as supporting evidence
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% People with 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**

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.

5 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 Agrement 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.

6 PRICE SCHEDULE

Activity	Hours	Rate	Amount
Review draft certificates and reports	4	R1800.00	R7200.00
Attend the Technical Exco Meeting and prepare a report (Annexure A)	3	R1223.00	R3669.00
Total			**R10 869.00**

7 COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Considering the fees paid, the service provider expressly assigns to ASA any copyright arising from the work 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 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 DOCUMENT 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 an 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 inquiry regarding this DOCUMENT shall be submitted in writing to ASA at procurement@agrement.co.za

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

13 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Document 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 number of 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 or documents 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 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 they submitted a joint proposal).

18.5 Award this DOCUMENT as a whole or in part.

19 DISCLAIMER

This document is a request for proposals only and not an offer document. Answers to this DOCUMENT 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 DOCUMENT. ASA makes no representation, warranty, assurance, guarantee, or endorsement to the tenderer concerning the DOCUMENT, whether about its accuracy, completeness, or otherwise, and ASA shall have no liability towards the tenderer or any other party in connection therewith.

ANNEXURE A

TECHNICAL EXECUTIVE COMMITTEE Expert's Technical Report

1 Participant's Details

TECHNICAL EXECUTIVE COMMITTEE Meeting Date:	
Email address:	
Name and Surname:	
Organization Name:	
Organization Contact Details:	
Organization Sector:	
Do you wish to participate in the Working Group that develops Assessment Criteria applicable in this sector, and may ASA contact you?	

2 Comments on Documents

Document 1: (Name of Document)

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

Document 2: (Name of Document)

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

Document 3: (Name of Document)

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

3 Recommendations/ Suggestions