

Request for Quotations (RFQ):

Appointment of a service provider to conduct an internal audit and facilitate recertification for ISO 9001:2015 for Agrément South Africa

RFQ Number	ASA 02/12/2025
Date of Issue	10 December 2025
Closing Date & Time	18 December 2025 @12: 00pm 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 the National Department 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-standardised construction-related products or systems in the local or international market.
- To support policymakers in minimising 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.

Agrément South Africa has identified the need to demonstrate its ability to consistently provide a service that meets customer and regulatory requirements and aims to enhance customer satisfaction through the effective application of a quality management system. The leadership of Agrément South Africa has therefore committed to obtaining ISO 9001:2015 recertification for the organisation.

2. INVITATION FOR PROPOSALS

Agrément South Africa invites a suitable service provider to submit a proposal for conducting an internal audit to verify compliance with the requirements of ISO 9001:2015, facilitate the clearance of findings, and assist with the renewal/re-issuance of the ISO 9001:2015 certification.

3. SPECIFICATIONS

The appointed service provider will be expected to conduct an internal audit to verify compliance with ISO 9001:2015 requirements, facilitate the clearance of findings, and assist with the renewal/re-issuance of the ISO 9001:2015 certification.

The scope of this assignment is outlined below:

- **Work Component 1:** Conduct the internal audit of Agrément South Africa's compliance with ISO 9001:2015.

The objective of this work component is to review and verify the implementation of **every** process within ASA's QMS to ensure conformance to ISO 9001:2015 and facilitate the renewal of ISO 9001 certification.

The output of this work component will be an audit report detailing the findings and corrective actions required for recertification and ongoing improvement.

- **Work Component 2:** Facilitate clearance of internal quality audit findings of Agrément South Africa's compliance with ISO 9001:2015.

The objective of this work component is to clarify and close all findings to ensure conformity with the ISO 9001:2015 recertification requirements.

The output of this work component will be the completed findings and ASA's readiness for the ISO 9001 recertification audit.

- **Work Component 3:** Facilitate the recertification audit of Agrément South Africa conformance to ISO 9001:2015.

The objective of this work component is to facilitate the recertification of ISO 9001:2015 by identifying a suitable Accredited Certification Body accredited by SANAS or an equivalent body to issue an accredited certificate of compliance with ISO 9001:2015 for Agrément South Africa.

The output of this Work Component will be an ISO 9001:2015 certificate/recertification.

- **Work Component 4:** Facilitate clearance of recertification findings of Agrément South Africa's compliance with ISO 9001:2015.

The objective of this work component is to clarify and resolve all outstanding recertification audit findings, ensuring conformity with ISO 9001:2015.

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**.
- 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 documents

- Completed price schedule
- The service provider must provide proof of accreditation with the South African Auditor and Training Certification Authority (SAATCA) certificate or a relevant professional body.

NB: failure to meet any of the mandatory requirements on 4.2 above will disqualify the bidder.

4.3 Evaluation Criteria

4.3.1 Functional Criteria

The functional criteria that will be used to test the capability of Bidders are as follows: the technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of **100 points**, and only those bids that achieve a threshold of **70 points** for the technical proposal will move to the next level of evaluation, where a score for price.

Item No.	Description	Weight (%)
1.	<p>Company experience</p> <p>Number of years the company has been in business, developing, implementing, and auditing ISO 9001:2015.</p> <p>A company profile clearly indicates the number of years in the field of ISO 9001 in relation to implementation, auditing, and facilitating ISO 9001 certification.</p> <ul style="list-style-type: none"> • Has less than 3 years' experience – 0 points • Has 3 – 5 years of experience – 3 points • Has more than 5 years – 5 points 	30

2.	<p>Relevant qualifications, registration with SAATCA, and experience with ISO 9001 certification</p> <p>The service provider must submit Curriculum Vitae (CVs) for the Lead Auditor, accompanied by relevant experience in ISO 9001, and copies of relevant qualifications, including a SAATCA certificate and years of experience in developing, implementing, and auditing ISO 9001.</p> <p>Qualifications with a BSc/B.Eng/B.Tech or (equivalent to NQF level 7) or higher for the Project leader in either of the following:</p> <ul style="list-style-type: none"> • Civil Engineering • Building Science • Construction Management • Project Management • Quantity Surveying • Or any other recognised built environment qualification. • No relevant qualification or below NQF level 7 qualification, No Registered Lead Auditor accredited with SAATCA or equivalent certification body, and less than 3 years' experience – 0 points • BSc/B.Eng/B.Tech (equivalent to NQF level 7) or higher qualification, Registered Lead Auditor with SAATCA or equivalent certification body, and 3 – 5 years' experience – 3 points • BSc/B.Eng/B.Tech (equivalent to NQF level 7) or higher qualification, Registered Lead Auditor with SAATCA or equivalent certification body, and more than 5 years' experience – 5 points 	30
3.	<p>References where similar work was done:</p> <p>The service provider must have experience working with various organisations, ranging from large to small-scale, in the overall development, implementation, and auditing of ISO 9001:2015.</p> <p>At least three (3) contactable references where similar services were rendered in the immediate past 3 years</p> <ul style="list-style-type: none"> • Less than three (3) contactable references – 0 points 	20

	<ul style="list-style-type: none"> Three (3) contactable references – 3 points More than three (3) contactable references – 5 points 	
4.	Project Timelines: The service provider must indicate the project timelines: <ul style="list-style-type: none"> Project to be completed within six (6) months - 5 Points No indication of project timelines - 0 Points 	20
	TOTAL	100

The following formula will be used to convert the points scored against the weight:

$$Ps = \left(\frac{So}{Ms} \right) \times \text{weighting percentage for the section under consideration}$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = the total score of a bid under consideration

Ms = maximum possible score

The service providers will be expected to achieve a minimum threshold score of 60% to proceed to Phase 2.

4.3.2 Calculation of points

Please note for acquisitions below or equal to R50 Million, ASA evaluates these 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 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 the 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 /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

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 must enter into a Service Level Agreement (SLA) with Agrément 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

Item no	Item Description	Unit	Total Price
01	Work Component 1: Conduct the internal audit.	1 Audit report	
02	Work Component 2: Facilitate clearance of internal audit findings.	1 Report	
03	Work Component 3: Facilitate the ISO 9001 recertification audit with a Certification Body accredited by SANAS or an equivalent body.	External audit report	
04	Work Component 4: Facilitate clearance of recertification findings, until the issuing of ISO 9001 certificate.	ISO 9001 certification	
TOTAL AMOUNT (EXCL VAT)			
15% VAT			
TOTAL AMOUNT (ALL INCLUSIVE)			

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, 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 the parties fail 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 enquiry regarding this RFQ shall be submitted in writing to procurement@agrement.co.za with **RFQ No:** "Appointment of a service provider to conduct an internal audit to verify compliance with ISO 9001:2015 requirements, facilitate the clearance of findings, and assist with the renewal/re-issuance of the ISO 9001:2015 certification.– "ISO 9001 recertification" as the subject.

- 12.2 Any 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 directly or indirectly responsible 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 fees 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 pages' numbers to ensure 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 have yet to be recalled/withdrawn in writing by the bidder.

17. ADDITIONAL TERMS AND CONDITIONS

- 17.1 A tenderer shall not assume that information or 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.

- 17.2 Copies of any affiliations, memberships and accreditations that support your submission must be included in the tender.
- 17.3 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.
- 17.4 Please comply with the terms and conditions in this document to ensure the proposal is valid.

18. ASA RESERVES THE RIGHT TO:

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

19. DISCLAIMER

This document is only an RFQ and 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. 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, guarantee or endorsement 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.

20. POPIA

Protection of Personal Information - All bidders agree that the personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for submitting a bid. All bidders agree that the ASA may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.