

**Request for Proposals (RFP)**

**Terms of Reference**

**Appointment of a service provider for the Refurbishment of Agreement South Africa's  
Offices Premises in Hatfield, Pretoria**

<b>RFP Number</b>	ASA 03/2023
<b>Date of Issue</b>	09 February 2023
<b>Compulsory Site Visit</b>	21 February 2023 @13:00pm Address: Hatfield, Infotech building, third (3) floor, 1090 Arcadia Street, Pretoria, 0083.
<b>Closing Date &amp; Time</b>	03 March 2023
<b>Submissions</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

**Technical enquiries may be directed to:**

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Corporate Services

063 792 6794

[nmabasa@agrement.co.za](mailto:nmabasa@agrement.co.za)

**Supply Chain Management enquiries may be directed to:**

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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

ASA requests proposals from suitable suppliers for appointment of a service provider for the refurbishment of Agrément South Africa's offices premises in Hatfield, Pretoria.

## 3. SCOPE OF WORK

The appointed service provider will be expected to perform the following services as duties and responsibilities:

- Interior design and decoration.
- Office fitout and installations.
- Building compliance (Certificate)
- Plumbing, ablutions and drainage (installations), refurbishment.
- Demolishing
- Carpentry and Joinery.
- Ceilings, Partitioning and access flooring.

- Floor Coverings.
- Ironmongery.
- Metalwork
- Plumbing and drainage.
- Tiling.
- Electrical installation.
- Airconditioning.
- Fireprotection.
- Paintwork



#### **4. PROJECT TEAM**

ASA requires a project team composing of the following:

- Architect,
- Quantity Surveyor,
- Mechanical/Electrical Engineer,
- Civil/Structural Engineer,
- Contracts Manager,
- Foreman,
- Interior Designer/Decorator

#### **5. DELIVERABLES/EXPECTED OUTPUTS**

The appointed service provider is expected to deliver a BOQ based on the scope of work.

#### **6. LOCATION**

The appointed service provider will be expected to carry out the work in Hatfield, Infotech building, third (3) floor, 1090 Arcadia Street, Pretoria, 0083.

#### **7. SUBMISSION OF PROPOSALS AND QUALIFYING CRITERIA**

##### **7.1 MANDATORY REQUIREMENTS (STAGE 1)**

- The service provider must be registered with a CIDB Grading of 3 GB to 9 GB.
- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD,
- Completed and signed standard bidding documents, **SBD 1, SBD 3.1, SBD 4 and 6.1 form.**

- Signed General Conditions of Contract.
- Valid proof of registration with the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 (COIDA) (attach valid proof).
- A letter of confirmation from insurers or letter of intent indicating that they qualify for adequate insurance cover for the project of this nature, that is, Contractors All Risks which include but not limited to third party liability related to work conducted on site, property damage and injury losses (attach valid proof).

**NOTE: FAILURE TO MEET ANY OF THE MANDATORY REQUIREMENTS ABOVE WILL LEAD THE BIDDER TO BE DISQUALIFIED.**

## 8. STAGE 2: FUNCTIONALITY IN TERMS OF THE SET TECHNICAL EVALUATION CRITERIA

#	Description	Weight (%)
1.1	<p><b>Company Experience</b></p> <p>Company experience in office refurbishment projects. Please provide a company profile</p> <p>3 years' experience = 1 Point</p> <p>4 – 6 years 'experience = 3 Points</p> <p>7 or more years' experience = 5 Points</p>	10
1.2	<p>Evidence of previous projects relating to:</p> <p>(a) Interior design &amp; decoration</p> <p>(b) Fit-outs &amp; installation works execution.</p> <p>Non-submissions of minimum of two sample projects (a &amp; b) = 0 Points.</p> <p>Submission of 1 previous project (a) &amp; (b) = 1 Point</p> <p>Submission of 2 – 4 previous projects (a) &amp; (b) = 3 Points</p> <p>Submission of 5 or more previous projects (a) &amp; (b) = 5 Points</p>	45
1.3	<p>References where refurbishments of a similar nature were completed. The reference letters must be signed and dated on official letterhead. <b>(Failure to submit signed, dated and letterhead will result in the bidder scoring zero)</b></p> <p>Non-submissions of reference letter = 0 Points</p> <p>Submission of 1 reference letter = 1 Point</p>	20

	Submission of 2 – 4 reference letters = 3 Points Submissions of 5 or more reference letters = 5 Points	
2.	<p><b>Methodology</b></p> <p>Proposal that includes clear implementation plan and timelines</p> <p>Incomplete proposal lacking relevant details = 0 Points</p> <p>Detailed Proposal including clear implementation plan and timelines = 5 Points</p>	5
3.	<p><b>Project Team - Experience</b></p> <p>Proposals should indicate whether or not bid participants have the internal capacity to meet the requirements of the terms of reference. The bidder(s) must indicate the experience of the proposed team to suit ASA’s needs.</p> <p>Provide CVs and skills matrix of the team member. Information required must include the following:</p> <ul style="list-style-type: none"> <li>• Educational background</li> <li>• Relevant qualifications (provide certified copies of qualifications)</li> <li>• Years of experience of each team member.</li> </ul> <p>Less than 3 years’ experience = 0 points 4-6 years’ experience = 3 points More than 7 years’ experience = 5 points</p>	10
4.	<p><b>Project Team – Qualifications</b></p> <p>Key staff members qualifications</p> <p>No relevant NQF6 qualification(s) or equivalent, professional registration/membership = 0 points</p> <p>Relevant NQF6 qualification(s) or equivalent, professional registration/membership = 5 points</p>	10
	<b>TOTAL</b>	<b>100</b>

**Bidders who score 70 points and more in Phase 2 will be considered for the next phase of the evaluation.**

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

$$Ps = \frac{So}{Ms} \times 100$$

Where:

- Ps = Percentage scored for functionality by bid under consideration.
- So = The total score of bids under consideration
- Ms = Maximum possible score

Service providers must achieve a minimum threshold score of 70% to proceed to Phase 2.

### 9. STAGE 3: 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:

$$Ps = 80 \left( 1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right)$$

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
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
<b>TOTAL</b>	<b>100</b>



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.

## **10. PRICING SCHEDULE**

Refer to Annexure A for the detailed pricing schedule to be completed.

## **11. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.**

In consideration of 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.

## **12. 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.

## **13. PROCEDURE FOR SUBMISSION OF PROPOSALS**

13.1 Proposals must be submitted electronically to [mmosha@agrement.co.za](mailto:mmosha@agrement.co.za).

13.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

13.3 All documents submitted electronically via e-mail must be clear and visible.

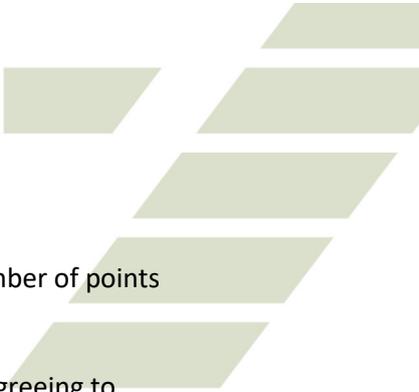
13.4 All proposals, documents, and late submissions after the due date will not be evaluated.

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

## **14. VALIDITY PERIOD OF PROPOSAL**

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

## **15. APPOINTMENT OF SERVICE PROVIDER**

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- 15.1 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.
- 15.2 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.
- 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 with **RFP No: ASA 03/2023** “**Appointment of a service provider for the refurbishment of Agreement South Africa’s offices Premises in Hatfield, Pretoria**”.

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**

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

## **18. 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.

## **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 [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.

## **21. ADDITIONAL TERMS AND CONDITIONS**

21.1 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.

21.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

21.3 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.

2.4 Failure to comply with any of the terms and conditions as set out 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.

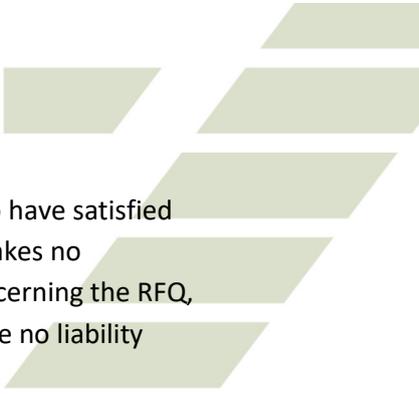
22.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).

22.5 Award this RFP as a whole or in part.

22.6 Cancel or withdraw this RFP as a whole or in part.

## **23. DISCLAIMER**

This document is only an RFP 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.

