

**TERMS OF REFERENCE: APPOINTMENT OF AN ENVIRONMENTAL OR ECO-LABELLING EXPERT TO REVIEW AND PROVIDE OPINION ON ECO-LABELLING SPECIFICATIONS AT THE TECHNICAL COMMITTEE OF AGREEMENT SOUTH AFRICA.**

RFQ Number	ASA 29/11/2022
Date of issue	25 November 2022
Closing date	01 December 2022 @12:00pm
Submissions	<a href="mailto:mmosha@agrement.co.za">mmosha@agrement.co.za</a>

**1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

Mihloti Mahlaule

+27 63 792 8105

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

**2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:**

Moloko Mosha

+27 76 9672 415

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

## 1. BACKGROUND

Agrément South Africa was established by a Ministerial delegation of Authority in 1969. Since its inception, it has been administered by and housed at the Council for Scientific and Industrial Research (CSIR). The National Department of Public Works and Infrastructure (NDPW&I) has effectively managed the process of creating Agrément South Africa as a juristic person. The Agrément South Africa Bill was tabled before the National Council of Provinces and the National Assembly in Parliament and passed. The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No. 11 of 2015. Agrément South Africa is an independent public entity for the technical assessment and certification of fitness-for-purpose of innovative building and construction products or systems.

Agrément South Africa (ASA) has been tasked by the Department of Public Works and Infrastructure (DPWI) to establish an ecolabel system for building materials and products. The ecolabel system is referred to as the ecoASA Label Scheme and was officially launched on 30 September 2022.

Based on its experience in the certification of non-standard building materials and products, ASA was seen as being well-placed to establish the government-initiated ecoASA Label Scheme. To effectively implement the scheme, the entity has recognized a need to appoint two structural engineers to assist the Agreement's Technical Committee (TECO) with the review of ecolabelling specifications.

Experts invited to TECO are expected to review the draft specifications and recommend or disapprove the implementation of the eco labelling specifications. Approval by TECO shall be by consensus, and subject to ratification by the Board.

All experts will, by participating in TECO, have access to privileged information and therefore are all expected to respect the confidentiality of such information and to restrict sharing of internal discussions and working documents, to members of TECO. Experts will be expected to declare any conflict of interest, should there be any, as well as sign non-disclosure agreements.

## 2. EXPERTISE INVITATION

Agrément South Africa extends a call to service providers with Environmental or eco-labelling expertise, with experience/understanding or knowledge of eco-labelling, to provide expert advice to TECO, on draft ecoASA specifications.

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

## 3. SCOPE OF WORK & COST IMPLICATIONS

The appointed experts will be expected to review the draft specifications (prior to the meeting), provide written as well as oral opinions to the meeting, engage in discussions with other experts and members of TECO, and either recommend or reject the draft specifications. The draft specifications are as follows:

- Ceramics
- Steel
- Masonry
- Flooring
- Concrete
- Cleaning Products

Procurement of environmental or eco-labelling expert services, at a flat rate of R555 per hour for preparations (6 hours preparation payable) and a Meeting sitting fee of R3669, to provide expert advice to TECO.

## 4. DELIVERABLES/EXPECTED OUTPUTS

The expert will be expected to deliver as follows:

- Attend TECO induction meeting. The meeting is compulsory and should be attended by the person who will sit at TECO.
- Attend TECO 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 the draft specifications

## 5. Pre-qualification Criteria.

No.	Requirement	Complaint	Non-Complaint
6.1	Curriculum Vitae (CV) reflecting years of experience as an Environmental or Eco- Labelling Expert.		
6.2	Proof of accreditation with a relevant professional body (e.g., SAICE, ECSA) (accreditation certificate or confirmation letter)		
6.3	Certified copies of qualifications		
6.4	SBD 4, 6.1 and General Conditions of Contract (Documents must be completed and signed)		

## 6. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

In consideration of the fees paid, the expert expressly assigns to ASA any copyright arising from the works the expert produces while executing this work. Experts may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.





Document 3: **(Name of Document)**

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

3 Recommendations/ Suggestions