

**Request for Quotations (RFQ)**

**Appointment of a service provider for the provision of third-party auditing (Conformity Assessment Bodies) services for three (3) products on behalf of Agreement South Africa's Ecolabelling Certification Scheme (ecoASA Label).**

<b>RFQ Number</b>	ASA 01/11/2024
<b>Date of Issue</b>	21 November 2024
<b>Closing Date &amp; Time</b>	02 December 2024 @12:00pm
<b>Submissions</b>	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>  <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>

**Supply Chain Management and technical inquiries may be directed to:**

[procurement@agrement.co.za](mailto: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.

## 2. INVITATION FOR RFQ

Agrément South Africa extends a call for the submission of quotations from suitably qualified service providers to offer third-party auditing for the ecoASA Label Scheme. As part of the eco-labelling certification process, the appointed service providers will be required to carry out audits in accordance with ecoASA Specifications to verify whether a product satisfies criteria set by a particular specification. The specifications can be downloaded from this link <https://agrement.co.za/ecoasa/>. The product shall also be assessed in relation to the ecoASA Scheme Rules that govern how the ecoASA labels, Applicants and Licence Holders operate under the scheme.

## 3. SPECIFICATIONS.

The appointed service providers will be required to verify whether a product satisfies criteria set by a particular specification. The appointed service providers shall conduct audits using comprehensive

protocols and fixed procedures to ensure the collection of the required data and documentation and verification of that information. The auditing service is required for the following specifications:

1. Carpets
2. Paints
3. Adhesives, Fillers and Sealants
4. Building Insulation
5. Wall and Ceiling Panels
6. Ceramics
7. Cleaning Products
8. Concrete and Concrete Products
9. Flooring
10. Masonry Products
11. Flat and Long Steel Products
12. Furniture and Fittings
13. Rammed Earth

### **3.1 Auditors shall verify the following:**

- A product's conformance with specific laws, South African National Standards or International Standards;
- That legal and social requirements are adhered to;
- The validity of documents submitted as proof of conformance to a certain criterion;
- Compliance of products with regulations, waste management, water consumption and efficiency, air emissions and hazardous substances;
- Internal controls in place and whether they are properly implemented;
- Conduct site inspection of the site premises;
- If necessary, collect samples for testing.

### **3.2 The Auditors shall be expected to deliver as follows:**

- An Audit Report;
- Preparation and implementation of an action plan;
- Monitoring of action plan;

- Test reports detailing the product tested and which criteria it was tested for, and whether it has passed or not.
- Travel and Accommodation should be in line with National Treasury Travel rates and Agreement South Africa Travel and Accommodation policy.

### 3.3 Company Location

Company name	Location	Number of products to be audited
Harvey Roofing Products	Coner Molecule & Helium Roads, Vulcania, Brakpan, Gauteng Province.	1: Eco-Tile
Promac Paints	354 Derdepoort Rd, Silverton, Pretoria, Gauteng Province	2: Two types of paints (Strong coat & Design Wall Coat)
<b>Total</b>		<b>3</b>

### 3.4 Scope of Work

Bidders with experience in Eco-Labeling of building materials are requested to provide quotations for auditing the listed companies and products above (figure 3.3). Quotations should include unit costs for auditing including VAT. Please see a table with a summary of the cost breakdown below;

Activities	Cost including VAT
Audit cost for each product	
Traveling Cost	
Another cost	
<b>Total cost</b>	
<i>Bidders are requested to exclude the cost of testing materials</i>	

#### 4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

##### 4.1 Submission of procurement documents.

- All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
- Completed and signed standard bidding documents, **SBD 4, and 6.1 forms**.
- Signed General Conditions of Contract.

##### 4.2 Phase 1: Mandatory documents to be submitted in order to be eligible for preference points:

- Accreditation as a certification body or conformity assessment body ISO 17065 accredited or any relevant conformity assessment body. Attach proof of the certificate.
- At least 3 Reference letters of service providers: in relation to training experience in OHS Act related projects: Proof to be submitted on a company letterhead indicating the type of project(s) and when it was carried out.
- A team composing of at least 3 members, each with at least one of the below qualifications:
  - bachelor's degree in environmental management/sciences; Built Environment; Architect, Construction Management, Quantity Survey; Building Sciences, Civil Engineering, Project Management. **(The copies of relevant Qualifications must be attached for each member)**

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

##### Stage 2: Preference points calculation

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

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

Where:

$P_s$  = Points scored for the price of the quotation under consideration

$P_t$  = 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 / 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.

## 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 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

Activities	Cost including VAT
Audit cost for each product	
Traveling Cost	
Other cost	
<b>TOTAL AMOUNT (EXCL VAT)</b>	
<b>15% VAT</b>	
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>	
<i>Bidders are requested to exclude the cost of testing materials</i>	

## 7. 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.

## 8. 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.

## 9. PROCEDURE FOR SUBMISSION OF PROPOSALS

9.1 Respondents must use the RFQ number as the subject reference number when submitting their bids.

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

9.3 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 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 ASA at [procurement@agrement.co.za](mailto:procurement@agrement.co.za) with RFQ No: ASA 01/11/2024 “ Appointment of a service provider for the provision of third-party auditing (Conformity Assessment Bodies) services for three (3) products on behalf of Agreement South Africa’s Ecolabelling Certification Scheme (ecoASA Label).

12.2 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.

## 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 RFQ before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFQ 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 RFQ. 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 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.

## **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 document 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 facts 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 or not they submitted a joint proposal).
- 18.5 Award this RFQ as a whole or in part.

18.6 Cancel or withdraw this RFQ as a whole or in part.

## **19. DISCLAIMER**

This document is only a RFQ is a request for quotations 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.

## **20. POPIA.**

Protection of Personal Information - All bidders agree that 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.