

Terms of Reference:

Appointment of a service provider for the B-BBEE verification agency for a period of 3 years

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| RFP Number | ASA 29/09/2022 |
| Date of issue | 26 September 2022 |
| Bid Closing date | 10 October 2022 at 12:00 noon |
| Submissions | Mmosha@agrement.co.za |

1. BACKGROUND

Agreement South Africa (ASA) is an entity of the Department of Public Works and Infrastructure responsible to undertake the technical assessment and issuing of fit for-purpose certificates for non-standardised construction products. These are the official terms of reference (TORs) commissioned by ASA for the appointment of a service provider to perform a B-BBEE verification for ASA.

2. INVITATION FOR PROPOSALS

These terms of reference are intended to provide a scope of work and deliverables to appoint BBBEE verification agency to compile a balance score card, do the required verification in relation to the BBBEE for a period of 36 Months.

Please note the following regarding ASA:

- ASA is a schedule 3A public entity reporting directly to the DPWI.
- Currently have 40 employees.
- This will be the first time we get verified as an entity.

3. SCOPE OF WORK

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

| Scope of work | Deliverable |
|---|--|
| Verification of ASA's B-BBEE status' | Project plan on how to implement the verification services of the ASA's BBBEE status |
| Generation of verification certificate confirming B-BBEE status and recognition | ASA BBBEE certificate |

The provision of BBBEE verification services will address the following B-BBEE verification services phases:

3.1. Planning

3.1.1. Understanding the ASA operating model and context

3.2. Execution

3.2.1 Project plan on how to implement the verification services of the ASA BBBEE status

Implementation of the BBBEE verification service.



3.3. Reporting

3.3.1 Provide a BBBEE certificate confirming ASA’s status and recognition level.

3.3.2 Provide a status on gaps identified during the assessment.

3.3.3 Provide a report on the ASA’s B-BBEE compliance status

4. TIMING AND DELIVERY

The project will run from appointment of the service provider for a duration of the project. The expected delivery date - will be communicated once the service provider is appointed.

5. SUBMISSION OF PROPOSALS AND QUALIFYING CRITERIA

- Pre-qualification criteria (failure to follow below criterion will result in disqualification)
 - a) Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD).
 - b) All Supply Chain Management compliant (required) documents have been submitted. These include SBD 4, 6.1, 8 & 9 and General Conditions of Contract.
 - c) Price/quotation (Amount must include all taxes)

An all-inclusive quotation as per the price schedule below.

• Evaluation Criteria

The following criteria and weights shall apply when considering the proposals:

| CRITERIA FOR TECHNICAL SPECIFICATION | WEIGHT |
|--|--------|
| <p>Company Experience</p> <p>Reference letters from different clients as evidence of related services previously successfully completed</p> <p>NB: The Reference Letter(s) must not be older than 5 years must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.</p> | 40 |

| | |
|---|----|
| <p>4 or more letters attached = 5 points</p> <p>3 letters attached = 3 points</p> <p>2 letters attached = 2 points</p> <p>1 letter attached = 1 points</p> <p>0 letter attached = 0 points</p> | |
| <p>Methodology and Project Plan</p> <p>The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope.</p> <p>The project plan must deliverables and timeframes.</p> <p>The timeframes and project plan are suited and tailored to the project needs and demonstrates the following:</p> <ul style="list-style-type: none"> • project plan with clear project timelines and deliveries and processes to be followed and sequence of events aligned = 5 points • demonstrates adequate understanding and knowledge in the BBBEE verification services = 5 points • Adequate understanding of BBBEE and related regulatory prescripts = 4 points • adequate understanding of development of BBBEE compliance reports = 3 points • adequate understanding and knowledge in facilitating BBE requirements awareness to Management = 2 points <p>Non submission = 0 points</p> | 30 |
| <p>Provide the qualifications and professional competencies in Compliance Management of the lead consultant to be used to provide the service.</p> <p>Qualifications:</p> <p>Must provide proof of qualifications, experience, and professional competencies in Compliance</p> <p>Relevant tertiary qualification in Law, Business Management or Compliance = 5 points</p> <p>Any other qualification not equivalent or related = 0 points</p> | 10 |

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| <p>Bidders must attach certified copies of qualifications. Uncertified qualification certificates will not be accepted and will therefore not score any points.</p> | |
| <p>Experience of Lead Consultant Submission of Curriculum Vitae (CV's) indicating relevant experience.</p> <p>Experience of Lead Consultant More than 8 years of experience = 5 points 5– 8 years of experience = 3 points Less than 5 years of experience = 0 points</p> | 10 |
| <p>Experience and Qualifications of consultant assisting the lead consultant</p> <p>Experience and Qualification More than 3 years of experience with Relevant tertiary qualification in Law, Business Management = 5 points Less than 3 years of experience with Any other qualification not equivalent or related = 0 points</p> <p>Bidders must attach certified copies of qualifications. Uncertified qualification certificates will not be accepted and will therefore not score any points.</p> | 10 |
| <p>Total</p> | 100 |
| <p>Minimum Threshold Score</p> | 60 |

Pricing schedule

| Description | Year 1 R | Year 2 R | Year 3 R |
|---|-------------|-------------|-------------|
| Provision of B-BBEE verification services | | | |
| VAT | | | |
| Total amount inclusive of VAT | | | |

Important Notes:

- I. Contract will be for a period of 3 years.
- II. Pricing must be inclusive of VAT.
- III. **Proposals must be emailed to Mmosha@agrement.co.za**
- IV. The closing date for submission of proposals is **10 October 2022 at 12:00pm.**
- V. **NO LATE SUBMISSIONS WILL BE ACCEPTED**

Technical enquiries

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General enquiries

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