

Terms of Reference for the Appointment of qualified registered built environment experts to serve as assessors and evaluators of innovative and non-standardised products and systems for Agrément South Africa

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1. INTRODUCTION

Agrément South Africa extends a call for the submission of proposals from suitable qualified registered built environment experts to register with Agrément South Africa, to serve as assessors and evaluators of innovative and non-standardised products or systems for Agrément South Africa as fit for purpose.

2. 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 is bound by its mandate to support and promote the process of integrated socio-economic development in South Africa, as it relates to the construction industry, by facilitating the introduction, application, and utilisation of satisfactory innovation and technology development. The main objectives are:

- To certify non-standardised construction products or systems through technical assessment as being fit-for-purpose;
- To serve construction communities nationally, by providing specifiers, regulators, financial institutions, and users with assurance that the products or systems can be used;
- Enabling the introduction of innovation into markets and minimising associated risks; and

3. INVITATION FOR REGISTRATION

Agrément South Africa recognises the role played by experts in the built environment, in discharging Agrément South Africa's mandate. In this regard, the entity intends to broaden the list of external service providers in the built environment, to build and strengthen Agrément South Africa's capacity. Experts will be utilised for the following:

- assessment and certification of innovative construction products or systems, on an on-going basis
- advising the Technical Committee of the Board of Agrément South Africa (TECO), on fitness-for-purpose for products and systems for which certification is sought;

- providing expert advice to Agrément South Africa on a need basis.

Agrément South Africa complies with procurement regulations by appointing registered Built Environment experts on Agrément South Africa's database as expert assessors and evaluators of innovative and non-standardized products or systems for Agrément certification as fit-for-purpose; thereby ensuring consistent, fair, equitable, transparent, competitive, cost-effective and efficient procurement system.

It must be noted that your appointment, if successful, as an expert on Agrément South Africa's database does not automatically constitute expert responsibilities to assess innovative and non-standardised products or systems for Agrément certification. If you are appointed, you will be approached as and when your service is required, based on your expertise.

The following conditions will apply in participating as an expert:

- All experts will, by participating in TECO and evaluations, and assessments have access to privileged information and therefore are all expected to respect confidentiality of such information and to restrict sharing of internal discussions and working documents, to members of respective committees TECO.
- Experts will be expected to declare any conflict of interest, should there be any, as well as sign non-disclosure agreements.
- Experts involved in the evaluations, and assessments cannot participate in the TECO reviewing the same projects they have worked on.
- Experts participating in evaluation and assessments are expected to conduct necessary tests using an ISO 17025 accredited laboratory or accredited SANAS testing laboratory and produce test results and reports with conclusions, and recommendations.

4. SCOPE OF WORK

Successful applicants will be invited to enter into an agreement either similar or according to FORM SBD 7.2 *SERVICE CONTRACT WITH AGREEMENT SOUTH AFRICA (ASA)*, provided for information purposes and not to be construed as the final agreement to be concluded with the successful service provider. Applicants should peruse these appendices carefully, prior to their submission, as information relating to responsibilities, deliverable, reporting, scope of work etc.

is also contained in Form SBD 7.2. The general duties and responsibilities of an expert are as described in the form.

The experts are required for the following functions:

(i) Assessment of non-standardized construction products and systems.

The assessment of non-standardized products and systems involves the activities below::

- Identify the relevant assessment criteria and, in the absence of such criteria, establish performance criteria appropriate to the properties and use of the product or system;
- Identify and establish suitable test methods or methods of assessment which may be applied in the measurement of performance;
- Establish the actual performance of the product or system in accordance with the methods established above; and
- Provide expert opinion and judgement of acceptability of the product or system, in light of the measured or assessed performance against the appropriate performance criteria and make recommendations to Agrément South Africa Technical and Evaluation Committee (TECO), to approve the product or system as fit for purpose, impose limitations or conditions on the use of the product or system or recommend that approval be withheld.


(ii) Advising the Technical Committee of the Board of Agrément South Africa (TECO), on fitness-for-purpose for products and systems for which certification is sought. This function includes the following:

- Reviewing test reports and draft certificates (prior to the TECO meeting),
- Provide written as well as oral opinion to the TECO meeting on the fitness for purpose of non-standardized products and systems that are presented at TECO,
- Engage in discussions with other experts and members of TECO, and either recommend or reject the draft certificate(s) for approval.

(iii) Providing expert advice to Agrément South Africa on a need basis.

This includes the following but not limited to:

- Site investigations on projects claiming Agrément compliance but are deviating from the certificate specifications
- Conduct referee assessments



Typical assessments include testing fitness-for-purpose;

(i) For Building Systems:

- Behaviour in relation to fire
- Structural strength and stability
- Condensation/ water penetration
- Acoustics
- Durability
- Thermal performance

(ii) For Roads and Pavement Products:

- Cold mix materials
- Bituminous Road Products (including surfacing systems)
- Non-traditional road additives
- Stabilisation products

(iii) For Sanitation:

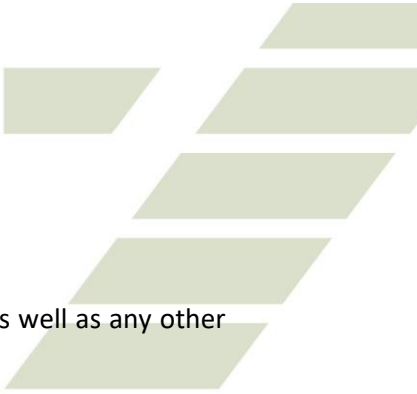
- Digester systems
- Sanitation systems
- Social acceptability assessment

(iv) For Structures:

- Bridge deck joints

(v) For Other:

- Paints
- Flooring
- Doors and door frames
- Windows and window frames
- Ceiling products
- Insulation products
- Energy Simulation Software
- Traffic Monitoring System
- Polymer materials

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- Quality Management System

When responding to this call, kindly indicate area(s) of expertise, as per above, as well as any other relevant built environment assessments or evaluations within your expertise.

4.1 Assessment and Evaluation

Given the absence of standards, Agrément South Africa bases its assessments and evaluations on the performance concept, whereby the required performance in use of a product or system is defined without specifying how such performance is to be attained.

Usually, the assessment or evaluation process must always be sufficiently comprehensive to confirm the overall fitness for purpose of the product or system, in its “as-built” or installed condition. This would include the ability of the manufacturer, installer or contractor to consistently manufacture, build or install the product to the required level of quality.

Where Agrément South Africa Assessment Criteria exist, evaluators and assessors shall be expected to evaluate and assess, in accordance with such criteria. Where none exists, the product or system’s fitness-for-purpose will be assessed, using expert opinion. The results of the assessment or evaluation process and its conclusions must be able to withstand robust peer review and critical consideration by the Board of Agrément South Africa.

4.2 Invoicing

All invoices submitted by the Service Provider shall be signed by the Service Provider.

The Service Provider shall invoice Agrément South Africa for work already done and Agrément South Africa shall settle that specific account within 30 days, after date of receipt of the invoice and all relevant supporting documentation as required, subject to the submission and approval of deliverables as defined in the Terms of Reference.

All payments made by Agrément South Africa to the Service Provider shall be in accordance with, and subject to Agrément South Africa policies and procedures, including any applicable legislation and/or regulations.

The rates for experts are as follows:

Item	
TECO	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
Expert advice on a need basis	Flat rate of R555 per hour for document review and input (6 hours document review and input)
Certification of non-standardised construction products or systems through technical assessment as being fit-for-purpose	Fees will be determined per RFQ.

5. SUBMISSION REQUIREMENTS

Documents to be submitted by the service provider are as follows:

- 5.1 Signed covering letter, on an official letterhead, stating the following;
 - 5.1.1 Full names and identification number,
 - 5.1.2 Company proof of registration (with registration number) and profile,
 - 5.1.3 Area(s) of expertise,
 - 5.1.4 That the Terms of Reference were obtained and that the submission is based on the Terms of Reference,
 - 5.1.5 That the service provider has no undisputed commitments for Agrément South Africa services towards Agrément South Africa or other service providers in respect of which payment is overdue for more than 30 days,
 - 5.1.6 That the service provider has no conflict of interest in services to be rendered to Agrément South Africa (personal or otherwise),
- 5.2 Certified copy of identity document,
- 5.3 Proof of professional registration with relevant Built Environment Professions Council,
- 5.4 Curriculum Vitae(s) as per expert proposed,
- 5.5 Proof of registration on National Treasury's Central Supplier Database (CSD). The CSD registration is not a compulsory requirement to respond to this request. However, it must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD.
- 5.6 Completed schedule of product category (Table below)

Index	Product Category	Yes
1.	Behaviour in relation to fire	
2.	Structural strength and stability	
3.	Thermal and energy performance	



4.	Condensation performance	
5.	Water penetration	
6.	Materials (Durability)	
7.	Polymer materials	
8.	Paints	
9.	Waterproofing	
10.	Acoustics	
11.	Cold mix materials	
12.	Bituminous Road Products (including surfacing systems)	
13.	Non-traditional road additives	
14.	Stabilisation products	
15.	Digester systems	
16.	Sanitation systems	
17.	Social acceptability assessment	
18.	Bridge deck joints	
19.	Flooring	
20.	Doors and door frames	
21.	Windows and window frames	
22.	Ceiling products	
21.	Insulation products	
22.	Energy Simulation Software	
23.	Traffic Monitoring System	
24.	Quality Management System	

6. EVALUATION CRITERIA AND METHODOLOGY

The following criteria and methodology will apply:

Phase 1: Verification of Basic Compliance

The following evaluation shall be followed:

- a. Pre-qualification stage
 - (a) Signed and completed standard bidding documents SBD form 4 and 6.1.
 - (b) Valid BBBEE or Sworn Affidavit (If copy must be certified).
 - (c) Signed General Conditions of Contract.

Phase 2: Technical Evaluation

The service provider's submission will be evaluated against the set evaluative criteria as below

CRITERIA DESCRIPTION		WEIGHTING
Curriculum Vitae (CV) reflecting years of experience in the field of expertise	2 to 5 years = 1 point 6 to 10 years = 3 points >10 years = 5 points	40
Certified Proof of professional registration with relevant Built Environment Professions Council must be attached.	No accreditation = 0 points Certified Accreditation = 5 points	60
Total		100

The service provider will need to obtain a minimum of 55% in order to be recommended for approval by the Executive Committee of Agrément South Africa (EXCO); failing which will result in the disqualification of your bid.

Phase 3: TECO Approval

The user department will formulate a recommendation for approval by EXCO.

Phase 4: Contracting

Agrément South Africa will notify successful service providers, finalise Service Level Agreements and arrange for signing thereof.