

## REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER DESIGN, LAYOUT, EDIT, PROOFREAD, AND PRINTING OF THE ANNUAL REPORT AND APP FOR THE PERIOD OF THREE (3) YEARS.

RFQ Number	ASA 06/04/2026
Date of Issue	29 April 2026
Closing Date & Time	07 May 2026 @12:00pm <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>
Submissions	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>

Technical inquiries may be directed to: [procurement@agrement.co.za](mailto:procurement@agrement.co.za)

## 1. BACKGROUND

The Agrément South Africa (ASA) is a Schedule 3A public entity and a statutory body established in terms of ASA Act, 2015 (Act No. 11 of 2015). The entity operates under a delegation of authority from the Minister of Public Works and Infrastructure.

The main objectives are:

- To assure fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote 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

The objective of this project is to appoint a suitable service provider with relevant skills, expertise, and experience for the design, layout, editing, proofreading, and printing of ASA strategic documents (i.e., Annual Reports and Annual Performance Plan).

## 3. SCOPE OF WORK

The service provider will be required to provide:

- Suggest and present at least three (3) separate layout formats/designs to depict any theme related to the innovative construction products/systems.
- Search and procure images related to innovative construction products or systems.
- Type set content (image quality, colour checking etc.), recreate tables and/or graphs as necessary, proofread and edit publication before sharing drafts for ASA's review, and finalising the publication based on input received. This would include, but not be limited to:

### 3.1. Concept development

Development of a creative design concept (i.e., look and feel) aligned to ASA’s brand identity

Visual theme development for the Annual Report and Annual Performance plan

- Consistency with ASA’s corporate identity guidelines
- Coordinate all changes from ASA and ensure that they are incorporated into the annual report and APP

### 3.2. Editing, Proofreading, Design, and Layout

- Professional design, layout, editing, proofreading, and formatting of the full Annual Report (AR) and Annual Performance Plan (APP)
- Design of cover page and internal pages
- Integration of text, infographics, tables, images, and charts
- Visual presentation of governance, strategy, performance, financial information, etc (All sections)

#### 3.2.1. Annual Performance Plan (APP) Specification

DESCRIPTION	SPECIFICATIONS
Pages	Design options that include cover and pages +/- 60 pages (this might change)
Format	A4 -Portrait
Binding	Perfect binding
Quantity	10 copies once a year for 3 years
General print specifications	<ul style="list-style-type: none"> <li>• Full colour</li> <li>• Matt gloss</li> <li>• 300 gsm cover</li> <li>• 150 gsm inside pages</li> </ul>
Language	<ul style="list-style-type: none"> <li>• English</li> </ul>
Editing and Proofreading	<ul style="list-style-type: none"> <li>• Fine-tune the compiled document (+/- 60 pages) to ensure synergy throughout, which includes correcting or improving:</li> <li>• Use of language</li> </ul>

# Terms of Reference

	<ul style="list-style-type: none"> <li>• General grammar &amp; spelling</li> <li>• Content &amp; style</li> <li>• Punctuation</li> <li>• Sentence structure</li> <li>• Logical sequencing</li> <li>• Clarity of communication &amp; accuracy</li> <li>• Pagination</li> <li>• Unnecessary jargon</li> <li>• Consistency of facts</li> <li>• Simplification of content</li> <li>• Edit the document using MS Word track changes tools to ensure suggested corrections, changes, and comments are clearly indicated.</li> <li>• Ensure and verify that graphs and tables match the narrative accordingly.</li> </ul>
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### 3.2.2. Annual Report Specifications

Description	Specifications
Pages	2 cover pages and +/- 150 pages (This might change)
Format	A4 – Portrait print copy, including the following: <ul style="list-style-type: none"> <li>• An interactive, electronic, printable booklet in PDF suitable for users to download online or download for printing.</li> </ul>
Binding	PUR Bound and Trim to Size.
Quantity	10 printed copies once a year for 3 years

# Terms of Reference

General print specifications	<ul style="list-style-type: none"><li>• Full colour</li><li>• Matt gloss</li><li>• 300 gsm cover</li><li>• 150 gsm inside</li></ul>
Language	<ul style="list-style-type: none"><li>• English</li></ul>
Editing & Proofreading	<ul style="list-style-type: none"><li>• Fine-tune the compiled document (+/- 100 pages) to ensure synergy throughout, which includes correcting or improving:<ul style="list-style-type: none"><li>• Use of language</li><li>• General grammar &amp; spelling</li><li>• Content &amp; style</li><li>• Punctuation</li><li>• Sentence structure</li><li>• Logical sequencing</li><li>• Clarity of communication &amp; accuracy</li><li>• Pagination</li><li>• Unnecessary jargon</li><li>• Consistency of facts</li><li>• Simplification of content</li></ul></li><li>• Edit the document using MS Word track changes tools to ensure suggested corrections, changes, and comments are clearly indicated.</li><li>• Check and ensure that graphs and tables match the narrative accordingly.</li></ul>
Photography	<ul style="list-style-type: none"><li>• A photographer will also be required to arrange and conduct a photo shoot with ASA leadership (EXCO and Board annually)</li></ul>

### 3.3. Infographics and visual elements

- Design of custom infographics and icons where required
- Data visualisation for key statistics
- Ensure high-quality design for digital format

### 3.4. Photography services

- ASA requires an experienced photographer with a proven record to conduct a photo shoot for the Annual Report and APP on a yearly basis for three (3) years.
- ASA requires samples of work done by the photographer.
- The service provider is to provide samples of previous relevant work done.
- ASA will select the site for the shoot.
- ASA will make the final selection of the photos.
- Photo shoot to be scheduled around the EXCO and Board members' schedules
- Provide and coordinate photography services for Board members and the accounting officer annually.

### 3.5. Project Manager

- ASA requires a Project Manager to manage the APP and Annual Report process.
- The project Manager will be the central point for ASA.
- ASA requires a project plan with, amongst others, a production schedule and timelines.
- This project plan will be managed by the Project Manager after it has been approved and confirmed by ASA's Project Leader.
- The Project Manager will provide a status report on a weekly, monthly, and quarterly basis as and when required by ASA.
- Project Manager will ensure that all changes are tracked and effected with the version number of each mock-up copy printed until sign-off of the documents.

### 3.6. Service Provider Responsibilities

As part of the service expectations, the following key elements will be required to be addressed:

- The service provider must be available as and when required by ASA

- The service provider will assign resources to ASA for the duration of the implementation project
- The service provider will be expected to follow the specifications and all requirements
- The service provider will be expected to deliver assigned tasks and daily duties within the agreed time frames
- Propose other cost-effective methods of delivering the project as per ASA business requirements, including responses to queries within a 24-hour turnaround time.

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

### **4.1. Submission of procurement documents**

- Latest National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD,
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms**.
- Signed General Conditions of Contract.

### **4.2 Mandatory requirements**

- Completed price schedule.

**NB: Failure to submit any of the mandatory documents requested in 4.2 will result in disqualification.**

### **4.3 Evaluation Criteria**

#### **Phase 1: Technical evaluation**

The bidder's quotation will be evaluated to determine compliance with the specification set out in paragraph 3 above. **Failure to meet one of the specifications listed will result in the disqualification of your quotation.**

#### **4.2.1. Phase 1: Technical Specification and Functionality Evaluation**

# Terms of Reference

The bids shall first be evaluated for functionality. A **minimum score of 70%** must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows:

No.	Evaluation Criteria	Description	Weights (%)
1.	<b>Contactable Reference Letters</b>	<p>The bidder <b>MUST</b> provide positive written contactable reference letters where Design, Layout, Editing, Proofreading, and printing of strategic documents services were completed in the public sector.</p> <p><b>The reference letter must be from 2019 to date</b></p> <p><b>The reference letters from the clients of a service provider must include:</b></p> <ul style="list-style-type: none"> <li>• Company letterhead</li> <li>• Company name</li> <li>• Project Description</li> <li>• Duration of project</li> <li>• Contact person and contact numbers</li> <li>• The letter must be signed by a duly authorised person.</li> </ul> <p><b>Reference Letters</b></p> <ul style="list-style-type: none"> <li>• 0 Reference Letters = 0 Points</li> <li>• 1 Positive reference Letters = 1 Point</li> <li>• 2 Positive reference Letters = 2 Point</li> <li>• 3 Positive reference Letters = 3 Point</li> <li>• 4 Positive reference Letters = 4 Point</li> <li>• 5 Positive reference Letters = 5 Point</li> </ul> <p><b>ASA reserves the right to call the clients to obtain further information.</b></p>	<b>30</b>
3.	<b>Qualification of the Team member and CV (Editor)</b>	The bidder <b>MUST</b> provide a team member with a qualification in Editing and experience	<b>30</b>

		<ul style="list-style-type: none"> <li>• Certified copy of Qualifications must not be older than six (6) months.</li> <li>• CVs of the team members must highlight qualifications and areas of experience/competence in Editing.</li> </ul> <p><b>Team members MUST at least have the following qualifications and experience:</b></p> <table border="1" data-bbox="689 685 1356 981"> <thead> <tr> <th data-bbox="689 685 1070 792">Qualification</th> <th data-bbox="1070 685 1356 792">NQF Level 6, 7 or above</th> </tr> </thead> <tbody> <tr> <td data-bbox="689 792 1070 842">1. Communication</td> <td data-bbox="1070 792 1356 842"></td> </tr> <tr> <td data-bbox="689 842 1070 891">2. Journalism</td> <td data-bbox="1070 842 1356 891"></td> </tr> <tr> <td data-bbox="689 891 1070 981">3. Public Relations</td> <td data-bbox="1070 891 1356 981"></td> </tr> </tbody> </table> <p><b>Scoring</b></p> <ul style="list-style-type: none"> <li>• No experience and no qualification = 0 Points</li> <li>• 1 year experience and relevant qualification = 1 Point</li> <li>• 2 years' experience and relevant qualification = 1 Points</li> <li>• 3 years' experience and relevant qualification = 3 Points</li> <li>• 4 years' experience and qualification = 4 Points</li> <li>• 5 years' experience and qualification = 5 Points</li> </ul>	Qualification	NQF Level 6, 7 or above	1. Communication		2. Journalism		3. Public Relations		
Qualification	NQF Level 6, 7 or above										
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2. Journalism											
3. Public Relations											
4.	<p><b>Qualification of team member and CV (Graphic Designer)</b></p>	<p>The bidder <b>MUST</b> provide a team member with a qualification in graphic design. CV of the team member (Graphic Designer) must highlight qualifications and areas of experience/competence in graphic design.</p> <ul style="list-style-type: none"> <li>• Certified copy of Qualifications must not be older than six (6) months.</li> <li>• Team member must at least have the following qualification and experience:</li> </ul>	30								

# Terms of Reference

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5.	<p><b>Qualification of the team member and CV (Monitoring &amp; Evaluation Officer/Strategy/Performance Reporting Officer)</b></p>	<p>The bidder <b>MUST</b> provide a team member with a qualification in Strategy, Monitoring &amp; Evaluation, and experience.</p> <ul style="list-style-type: none"> <li>• Certified copy of Qualifications must not be older than six (6) months.</li> <li>• CVs of the team members must highlight qualifications and areas of experience/competence in Strategy Planning/Monitoring &amp; Evaluation/Performance Reporting</li> </ul> <p><b>Team member must at least have one of the following qualifications and experience:</b></p> <table border="1"> <thead> <tr> <th>Qualification</th> <th>NQF Level 6, 7 or above</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Qualification	NQF Level 6, 7 or above			10
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# Terms of Reference

		<ol style="list-style-type: none"> <li>1. Public Administration/Management</li> <li>2. Business Administration</li> <li>3. Monitoring &amp; Evaluation/Strategic Management</li> </ol>	
		<p><b>Scoring</b></p> <ul style="list-style-type: none"> <li>• No experience and no qualification = 0 Points</li> <li>• 1 year experience and relevant qualification = 1 Point</li> <li>• 2 years' experience and relevant qualification = 2 Points</li> <li>• 3 years' experience and relevant qualification = 3 Points</li> <li>• 4 years' experience and qualification = 4 Points</li> <li>• 5 years' experience and qualification = 5 Points</li> </ul>	
<b>Total</b>			<b>100</b>

The minimum threshold is 70 points or greater out of 100 points. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and preference points.

## Phase 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 the 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:

# Terms of Reference

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 conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

# Terms of Reference

A recommendation for the award will then be formulated for approval by the relevant delegated authority.

## 4 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.

## 5. PRICE SCHEDULE

SERVICE DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	TOTAL COST FOR YEARS
Service description as per the scope of works, refer to section 3.2.  <b><i>NB Pricing for Annual Performance Plan must be for 2025/26, 2026/27, and 2027/28 financial years) Refer to section 3.2.1.</i></b>				
Service description as per the scope of works, refer to section 3.2.  <b><i>NB Pricing for Annual report must be for 2025/26, 2026/27, and 2027/28 financial years) Refer to section 3.2.2.</i></b>				
<b>Total cost for three (3) years</b>				

# Terms of Reference

(Excl VAT)				
Total cost for three (3) years (Incl 15% VAT)				
BIDDER SIGNATURE				

## 6. 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.

## 7. 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.

## 8. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 8.1. All proposals must be submitted electronically to [procurement@agrement.co.za](mailto:procurement@agrement.co.za) .
- 8.2. Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 8.3. All documents submitted electronically via e-mail must be clear and visible.
- 8.4. All proposals, documents, and late submissions after the due date will not be evaluated.

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

## 9. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **90 days** calculated from the closing date.

## 10. 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.

## 11. ENQUIRIES AND CONTACT WITH ASA

- 11.1 Any enquiry regarding this RFQ shall be submitted in writing to [procurement@agrement.co.za](mailto:procurement@agrement.co.za) with RFQ No:
- 11.2 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.

## 12. MEDIUM OF COMMUNICATION

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

## 13. 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.

## 14. CORRECTNESS OF RESPONSES

- 14.1 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.

14.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## 15. VERIFICATION OF DOCUMENTS

15.1 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.

15.2 Only one electronic copy of the proposal must be submitted via email to [procurement@agrement.co.za](mailto:procurement@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.

## 16. ADDITIONAL TERMS AND CONDITIONS

16.1 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.

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

16.3 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.

16.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

## 17. ASA RESERVES THE RIGHT TO

17.1 Extend the closing date.

17.2 Verify any information contained in a proposal.

17.3 Request documentary proof regarding any tendering issue.

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

17.5 Award this RFQ as a whole or in part.

17.6 Cancel or withdraw this RFQ as a whole or in part

## 18. DISCLAIMER

This document is only a RFQ 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.

## 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.