

Request for Quotations (RFQ)

Appointment of a service provider to assist with purchasing and delivery of kitchen surplus

RFQ Number	ASA 04/05/2026
Date of Issue	18 May 2026
Closing Date & Time	25 May 2026 @12:00 pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Supply Chain Management and Technical inquiries may be directed to:
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 assure fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote integrated socio-economic development related to the construction industry in the Republic.
- 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 assessing and confirming fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

ASA requests proposals and quotations from suitable suppliers for the purchase and delivery of kitchen surpluses according to the specifications.

3. SPECIFICATIONS

The appointed service provider will be expected to supply and deliver the following:

- 10x boxes rooibos (160 Tea bags).
- 10x boxes five roses (102 Tea bags).
- 10x Boxes of fresh Milk.
- 20L Microwave Oven - White- Output Power 700W Turntable)
- Electronic Urn 28litter)
- 40X teaspoons.
- 4X Kitchen Chef Knife, 320 mm x 45 mm x 13 mm Size.
- 2X Stainless Steel Rectangular Serving Tray with Textured Surface, 45 cm Diameter, Silver.

Terms of Reference

- 2 X Kitchen Storage Set, White Square Tinplate Canisters with Bamboo Lids, Coffee Tea Sugar Containers on Tray, 3-Piece Set
- 12x 200g of Jacobs Instant Coffee/equivalent.
- 12x 200g of Nescafe Coffee/equivalent.
- 6x 1Kg Coffee Creamer.
- 10x 2kg of Brown Sugar
- 2X Cutlery Table Fork 6-Piece Set
- 4X Dessert Spoon 4-Piece Set



4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1. Submission of procurement documents

- 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.**
- The disclosure in the SDB 4 Form must be true and complete in every respect (Take specific note of Paragraph 2.3 of the disclosure).
- Signed General Conditions of Contract

Terms of Reference

4.2 Mandatory documents

- Completed price schedule.
- The bidder **MUST** provide positive written contactable reference letters where insurance services were completed in the public or private sector.

NB: Failure to submit any of the above-requested mandatory documents on 4.2 will lead to disqualification of the bidder.

4.3 Evaluation

Phase 1 Technical evaluation

Bidders must indicate their compliance with the requirements by **YES/NO** in the box provided below.

Failure to comply with the requirements below in the box will lead to the bidder being disqualified

Item No	Requirement	Mark (YES/NO)
01	Boxes of Rooibos (160 Tea bags).	
02	Boxes five roses (102 Tea bags)	
03	Creamer	
04	Bottles of Jacobs coffee/equivalent.	
05	Bottles of Nescafe Coffee/equivalent.	
06	Boxes of full cream milk	
07	Brown Sugar	
08	Electronic Urn 28litter.	
09	Teaspoons	
10	Kitchen storage set Coffee Tea Sugar Containers on Tray, 3-Piece Set	
11	Dessert Spoon 4-Piece Set	
12	Table Fork 6-Piece Set	
13	Serving Tray with Textured Surface, 45 cm Diameter, Silver.	
14	4X Kitchen Chef Knife, 320 mm x 45 mm x 13 mm Size.	
15	20L Microwave Oven - White- Output Power 700W Turntable	

Terms of Reference

4.4 Evaluation

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

P_{\min} = 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:

Terms of Reference

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	100

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 must enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for delivering the service and how performance shall be measured. Contract extensions are at the sole discretion of ASA.

6. PRICE SCHEDULE

Item no	Item Description	Size	Unit of Measure	Quantity	Unit Price	Total Price
01	10x Boxes of Rooibos (160 Tea bags).	400g	Each	10		
02	10x Boxes of Five roses (102 Tea bags)	250g	Each	10		
03	Creamer	750g	Each	06		
04	Bottles of Nescafe coffee/equivalent.	200g	Bottle	12		
05	Bottles of Jacobs Coffee/equivalent.	200g	Bottle	12		
06	Full Cream Milk	1 L	Box	10		

Terms of Reference

07	Brown Sugar	2kg	Each	10		
08	Electronic Urn 28 litter.	28 liters	Each	01		
09	Teaspoons	Per Pack/set	Per Pack/set	40		
10	2 X Kitchen Storage Set, Coffee Tea Sugar Containers on Tray, 3-Piece Set	Per Pack/set	Per Pack/set	02		
11	4X Dessert Spoon 4- Piece Set	Set	Set	04		
12	2X Cutlery Table Fork 6-Piece Set	Set	Set	02		
13	2X Serving Tray with Textured Surface, 45 cm Diameter.	Each	Each	02		
14	4X Kitchen Knife, 320 mm x 45 mm x 13 mm Size.	Each	Each	04		
15	20L Microwave Oven 700W	Each	Each	01		
TOTAL AMOUNT (EXCL VAT)						
15% VAT						
TOTAL AMOUNT (ALL INCLUSIVE)						

7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

Considering the fees paid, the service provider expressly assigns any copyright to ASA from the works the consultant produces while executing this contract. The consultant may not use, reproduce, or

otherwise disseminate or authorize 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 proposals and/or not appoint any service provider.

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1. All proposals must be submitted electronically to procurement@agrement.co.za.
- 9.2. Respondents must use the RFQ number as the subject reference when submitting their bids.
- 9.3. All documents submitted electronically via e-mail must be clear and visible.
- 9.4. All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10. VALIDITY PERIOD OF THE PROPOSAL

Each proposal shall be valid for **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 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. If the parties fail to reach such an agreement, ASA reserves the right to appoint an alternative supplier.
- 11.3. Contract awards 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 inquiry regarding this RFQ shall be submitted in writing to ASA at procurement@agrement.co.za.
- 12.2. Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process is not 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 RFP before submitting proposals. Each bidder assumes all risks for resource commitment and direct or indirect expenses of proposal preparation and participation throughout the RFP 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 RFP. 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 page numbers to ensure that none are missing or duplicated. ASA will accept no liability for anything arising from missing or duplicated pages.

16.2. Only one electronic copy of the proposal must be submitted via email to procurement@agrement.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it have yet to be recalled/withdrawn in writing by the bidder

17. ADDITIONAL TERMS AND CONDITIONS

17.1. A tenderer shall not assume that information and/or documents supplied to ASA, at any time before 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 fact may result in the disqualification of a tender or cancellation of any subsequent contract.

17.4. Please comply with all the terms and conditions in this document to ensure the proposal is valid.

18. ASA RESERVES THE RIGHT TO

18.1. Extend the closing date.

Terms of Reference

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 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 an 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 submitting this proposal, tenderers shall be deemed satisfied with and accept all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee, or endorsement to the tenderer concerning the RFQ, whether its accuracy, completeness or otherwise. ASA shall have no liability towards the tenderer or any other party in connection.

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.