



TERMS OF REFERENCE
REQUEST FOR QUOTATIONS:
**DEVELOPMENT OF THE *eco*ASA SPECIFICATION FOR FURNITURE &
FITTINGS FOR AGREMENT SOUTH AFRICA**

RFQ Number	ASA 20/01/2023
Date of issue	14 March 2023
Bid Closing date	27 March 2023 @12:00pm
Submissions	procurement@agrement.co.za

1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

Mihloti Mahlaule

MMahlaule@agrement.co.za

2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:

Mr Moloko Mosh

MMosha@agrement.co.za

1. BACKGROUND

Agrément South Africa (ASA) 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 has established the Agrément South Africa ecolabel scheme - referred to as ecoASA Label. ecoASA is a labelling scheme for building products and materials, which is closely aligned with the principles of green building design, sustainable buildings and sustainable development. ecoASA was established by the government but will be promoted to both the public and private sectors.

Agrément South Africa officially launched the ecoASA Scheme in September 2022 and will be accepting new applications from 2023/2024 financial year. Specifications for various products have been successfully developed and published on the ASA website (www.agrement.co.za). Agrément South Africa seeks to further develop specification standards for other products that will be certified under the scheme.

The progress to date regarding the development of specifications is as follows:

	ecoASA Specifications	Published	Under Development	To be developed
1	Adhesives, Fillers and Sealants	X		
2	Building Insulation	X		
3	Carpets	X		
4	Paints	X		
5	Walling and Ceiling Panels	X		
6	Ceramics		X	
7	Cleaning Products		X	

8	Concrete and Concrete Products		X	
9	Flooring		X	
10	Masonry		X	
11	Steel		X	
12	Furniture and Fittings			X
13	Rammed Earth			X

2. INVITATION FOR PROPOSALS

Agrément South Africa extends a call for the submission of proposals from technical experts to develop the ecoASA specification for Furniture and Fittings to be used for the eco-labelling of furniture and fittings used in buildings. The development of ecoASA specifications is closely aligned with the methodology adopted by Good Environmental Choice Australia (GECA). GECA is an Australian-based not-for-profit ecolabelling body that offers a multi-sector sustainability and environmental certification program. The appointed service provider will be required to review the applicability of the GECA standards for Furniture and Fittings and any other applicable best-practice ecolabel specifications/standards and their relevance in South Africa. The appointed service provider is expected to outline how the below deliverables will be achieved in their proposal to ASA:

- Review the market viability of the proposed ecoASA specification for Furniture and Fittings used in buildings.
- Review the GECA Standard for Furniture and Fittings and develop an ecoASA equivalent that is relevant to the South African context.
- Set limits for the most material environmental loads attributable to furniture and fittings used in buildings throughout their life cycle.
- Set the environmental benchmark for furniture and fittings within the specification.
- Cover the review and development of furniture and fittings sold in the South African and international markets in the scope of the specification. The scope of the specification must consider and give preference to the preservation of indigenous knowledge systems (IKS) i.e., indigenous furniture, the use of local trees, and recovery/rehabilitation of harvested forests.
- The criteria contained within the specification should be applicable for environmental labelling and implementable by Agrément South Africa as part of the Department of Public Works & Infrastructure's Ecolabelling program.

The specifications must be applicable to South African conditions and reflect South African norms and standards. However, in the absence of applicable South African norms and standards, the ecoASA specification must draw on international experience, in particular the GECA Standards (available at www.geca.eco). The specification, must, after verification, enable certification of the product/material and the display of the ecoASA environmental label (ecolabel) as implemented by Agrément South Africa, to demonstrate environmental preferability. The ecoASA specification development process must conform to the ecoASA Scheme Rules, ISO 14020 and ISO 14024.

The following product environment criteria and principles shall apply:

- a) ecoASA criteria shall be based on the environmental performance of products, considering the latest policy directives of the government of South Africa in the field of the environment and green public procurement.
- b) ecoASA criteria shall set the environmental requirements that a product must fulfil to bear the ecoASA Label.
- c) ecoASA criteria shall be determined on a scientific basis considering the whole life cycle of products. In determining such criteria, the following shall be considered:
 - i. The most significant environmental impacts, in particular the impact on climate change, the impact on nature and biodiversity, energy and resource consumption, generation of waste, emissions to all environmental media, pollution through physical effects and use and release of hazardous substances;
 - ii. The substitution of hazardous substances by safer substances, as such or via the use of alternative materials or designs, wherever it is technically feasible;
 - iii. The potential to reduce environmental impacts due to the durability and reusability of products;
 - iv. The net environmental balance between the environmental benefits and burdens, including health and safety aspects, at the various life stages of the products;
 - v. Where appropriate, social and ethical aspects, e.g., by referring to the National Development Plan (NDP) and to CIDB best practice Standards issued in terms of the CIDB Project Assessment Scheme.
 - vi. Criteria established for other environmental labels, particularly officially recognised, nationally or regionally, ISO 14024 Type I environmental labels, where they exist for that product group, so as to enhance synergies;
 - o As far as possible the principle of reducing animal testing.

- ecoASA criteria shall include requirements intended to ensure that the products bearing the ecoASA label function adequately in accordance with their intended use.
- The ecoASA label may not be awarded to goods containing substances or preparations/mixtures meeting the criteria for classification as toxic, hazardous to the environment, carcinogenic, mutagenic or reprotoxic (CMR).

The review of ecoASA Specifications will take place under the direction of a Technical Committee established by Agrément South Africa.

3. SCOPE OF WORK

The appointed service provider will be expected to perform the following services as duties and responsibilities: The scope of this assignment is outlined below.

3.1 Work Component 1: Review the GECA Furniture and Fittings Standard and or any other relevant eco-label standard for application in South Africa. Review the market viability within South Africa for the applicable product category.

Objective: The objective of this work component is to review the GECA Furniture and Fittings Standard, for application in South Africa, and to review the relevance of the product environment criteria and the performance criteria for South African conditions.

Output: The output of this Work Component will be developing and submitting technical reports which detail the review of the GECA Standard and or any other relevant eco-label standards for application in South Africa.

3.2 Work Component 2: Development of ecoASA Specification for Furniture and Fittings for application in South Africa

Objective: The objective of this work component is to, under the direction of a Technical Committee, develop an ecoASA Specification for Furniture and Fittings. This will include:

- Development of a 1st draft ecoASA Specification for submission to the Technical Committee.
- Development of a 2nd draft ecoASA Specification for submission to the Technical Committee; and
- Development of a final ecoASA Specification for submission to the Technical Committee for final adoption.

Output: The output of this Work Component will be an ecoASA Furniture and Fittings Specification for submission to the Board of Agrément South Africa for approval.

3.3 Work Component 3: Technical Support to Specifications Technical Committee

Objective: The objective of this work component is to provide technical support to Agrément’s Technical Committee, including participating in two (2) Technical Committee meetings (of approximately 6 hours).

Output: The output of this Work Component will be full attendance at Technical Committee meetings, including developing and presenting summary presentations of the technical reports developed.

4. DELIVERABLES/EXPECTED OUTPUTS

The service providers are expected to review and develop an ecoASA equivalent, relevant to South Africa, for use as an ecoASA Furniture and Fittings specification. The specification must set limits for the most material environmental loads attributable to furniture and fittings used in buildings throughout their lifecycle. The specification must set an environmental benchmark for furniture and fittings. The scope is intended to cover the review and development of furniture and fittings sold in the South African and international markets. The criteria will be used for environmental labelling, implemented by Agrément South Africa, as part of the Department of Public Works & Infrastructure’s ecolabelling program.

5. QUALIFYING CRITERIA: TECHNICAL AND FUNCTIONALITY

The following values will be applicable when evaluating the bid:

5=Very good	3=Good	1=Good	0=Poor
Functional Criteria	Description of functional criteria	Maximum number of tender evaluation process	
Methodology	<p>Approach Paper (please provide an execution plan)</p> <p>Poor (score 0 Points): The technical approach and/or methodology is poor/is unlikely to satisfy project objectives or requirements. The technical expert has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.</p> <p>Satisfactory (score 1 Point): The approach is generic and not tailored to address the specific project objectives and methodology.</p> <p>The approach does not adequately deal with the</p>	40	

	<p>critical characteristics of the project. The quality plan, the manner in which risk is to be managed etc. is too generic.</p> <p>Good (score 3 Points): The approach is specifically tailored to address the specific project objectives and methodology and is efficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk is specifically tailored to the critical characteristics of the project.</p> <p>Very good (score 5 Points): Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches.</p>	
<p>Experience: Manufacture, Use and Environmental Performance</p>	<p>Relevant experience of technical expert in the manufacture, use and environmental performance of products and materials relative to ecolabelling specifications.</p> <p>Poor (score 0 Points): No previous experience and understanding of the manufacture, use and environmental performance of products and materials relative to ecolabelling specifications. Years of experience: 0 years</p> <p>Satisfactory (score 1 Point): Inadequate experience and understanding of the manufacture, use and environmental performance of products and materials relative to ecolabelling specifications. Years of experience: 1-2 years</p> <p>Good (score 3 Points): Adequate relevant previous experience and understanding of the manufacture, use and environmental performance of products and materials relative ecolabelling specifications. Years of experience: 3-4 years</p> <p>Very good (score 5 Points): In-depth relevant previous experience and understanding of the manufacture, use and environmental performance of products and materials relative to ecolabelling specifications. Years of experience: 5 years or more</p>	<p>25</p>

<p>Experience: Specifications and Criteria</p>	<p>Relevant experience of the organisation in the development of ecolabelling specifications and standards.</p> <p>Poor (score 0 Points): No previous experience and understanding of the development of ecolabelling specifications and standards. Years of experience: 0 years</p> <p>Satisfactory (score 1 Point): Inadequate experience and understanding of the development of ecolabelling specifications. Years of experience: 1-2 years</p> <p>Good (score 3 Points): Adequate relevant previous experience and understanding of the development of ecolabelling specifications and standards. Years of experience: 3-4 years</p> <p>Very good (score 5 Points): In-depth relevant previous experience and understanding of the development of ecolabelling specifications and standards. Years of experience: 5 years or more</p>	<p>25</p>
<p>Technical Support</p>	<p>Relevant experience of technical expert in providing technical support.</p> <p>Poor (score 0 Points): Successful provision of technical support services for at least one. Technical project over the past 5 years.</p> <p>Good (score 3 Points): Successful provision of technical support services for 2-4 technical. Projects over the past 5 years.</p> <p>Very good (score 5 Points): Successful provision of technical support services for 5 or more. Technical projects over the past 5 years.</p>	<p>10</p>
<p>Total evaluation points for quality</p>		<p>100</p>

6. SUBMISSION OF PROPOSALS

- National Treasury’s Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD.
- Completed and Signed Standard Bidding Document **SBD 4, SBD 6.1**.
- Signed General Conditions of Contract.
- All proposals will be evaluated by an evaluation team for functionality and price.

All proposals should include:

FILE 1	<p>Section 1</p> <ul style="list-style-type: none"> • Pre-qualification documents (SBD documents) <p>Section 2</p> <ul style="list-style-type: none"> • Mandatory & Technical Requirements • Technical Responses • Supporting documents for technical responses <p>Section 3</p> <ul style="list-style-type: none"> • Initialed General Conditions of Contracts (GCC)
FILE 2	<p>Section 1</p> <ul style="list-style-type: none"> • Pricing Schedule • The completed pricing schedule must be submitted in Microsoft Excel format in an electronic copy.

After considering the functional criteria, a bidder is considered to have passed the functional requirements if they have scored 60 points or more to be considered for Phase 2 of the evaluation.

The following formula will be used to convert the points scored against the weight:

So

$$Ps = \frac{\quad}{Ms} \times 100$$

Where:

- Ps = Percentage scored for functionality by bid under consideration.
- So = The total score of bids under consideration
- Ms = Maximum possible score

Service providers must achieve a minimum threshold score of 60% to proceed to Phase 2.

7. PHASE 2: CALCULATION OF POINTS

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:

$$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right)$$

Where:

- 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	- CSD report
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	<ul style="list-style-type: none"> - CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners
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The final points will be calculated as follows:

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.

8. PRICING SCHEDULE

Refer to Annexure A for the detailed pricing schedule to be completed.

9. 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.

10. 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 at all.

11. PROCEDURE FOR SUBMISSION OF PROPOSALS

11.1 Proposals must be submitted electronically to procurement@agrement.co.za.

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

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

11.4 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

12. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **THREE (3) months** calculated from the closing date.

13. APPOINTMENT OF SERVICE PROVIDER

13.1 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.

13.2 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.

13.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

14. ENQUIRIES AND CONTACT WITH ASA.

14.1 Any enquiry regarding this RFQ shall be submitted in writing to with **RFQ No: ASA 20/01/2023** “**Development of the ecoASA specification for furniture & fittings for Agrément South Africa**”.

14.2 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.

15. MEDIUM OF COMMUNICATION

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

16. 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 responsible directly or indirectly for any costs incurred by tenderers.

17. CORRECTNESS OF RESPONSES

- 17.1 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.
- 17.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

18. VERIFICATION OF DOCUMENTS

18.1 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.

18.2 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 not have been recalled/withdrawn in writing by the bidder.

19. ADDITIONAL TERMS AND CONDITIONS

- 19.1 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.
- 19.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 19.3 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.
- 19.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

20. ASA RESERVES THE RIGHT TO

- 20.1 Extend the closing date.
- 20.2 Verify any information contained in a proposal.
- 20.3 Request documentary proof regarding any tendering issue.
- 20.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 20.5 Award this RFQ as a whole or in part.
- 20.6 Cancel or withdraw this RFQ as a whole or in part.

21. 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.