

Content Management Plan



REQUEST FOR QUOTATIONS (RFQ)

Provision of Temporary Financial Accountant services for three (03) months.

RFQ Number	ASA 05/09/2025
Date of Issue	02 September 2025
Closing Date & Time	09 September 2025 @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 provide assurance of fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote the process of 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 minimising 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 hereby seeks to appoint an experienced and reputable firm /service provider to provide the services of an outsourced Financial accountant for 3 months.

3. SPECIFICATIONS

3.1 Requirements

The outsourced Financial Accountant will be reporting to the Chief Financial Officer and have the following duties:

- Execution and implementation of Finance policies and procedures.
- Payroll accounting (Processing payroll, release of payslips, payment of salaries, payment of third parties and payroll reconciliation)
- Creditors management (Processing of invoices, supplier reconciliations and payment of suppliers)

- Debtors management. (Follow up on outstanding debts) Maintain effective financial internal control through a risk assessment workshop, ensuring ASA has mitigating controls to avert risks identified.
- Cash Book processing
- Payment of travel subsistence allowances.
- Asset management (Ensure asset management is correctly classified and recorded in line with GRAP standards and Treasury regulations to ensure safeguard of assets).
- Facilitate compliance with the Public Finance Management Act (PFMA).
- Communicate with the CFO and executive committee and implement the necessary company policies to comply with change.
- Support the external and internal audit function to ensure compliance with accounting standards, law, and internal controls.
- Monitor batches on the financial system to ensure that all batches are approved and posted on a regular basis.
- Ensure all journal entries are captured and approved on the financial system.
- Ensure the implementation of Financial Risk Managements and Controls
- Any other ad-hoc duties from the Chief Financial Officer

3.2 Requirements

- The proposed resource must hold an appropriate and recognised qualification in Finance/Accounting at NQF Level 7.
- A minimum of 5 years of experience in the public sector (Schedule 3 A entities) executing similar projects
- The proposed resource must have extensive knowledge and understanding of the Public Finance Management Act 1 of 1999 (PFMA), SCM Framework, National Treasury Regulations; Preferential Procurement Policy Framework Act 5 of 2000, Generally Recognised Accounting Principles, relevant Acts and regulations as required and Government Supply Chain policies and processes.
- Financial accounting principles and regulations i.e GRAP
- A minimum of three years working experience of SAGE Pastel accounting system
- A minimum of three years working experience of Sage 300 People payroll system
- A minimum of three years' experience performing month-end and year-end procedures

- The proposed resource must possess problem-solving, time management, project management, attention to detail, and customer-oriented skills.

3.3 Contract duration

The contract will be for a period of 3 months.

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**.
- 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.

4.2. Mandatory requirements

- Completed price schedule.
- Qualification in Finance/ Accounting at NQF Level 7.
- A minimum of three years working experience of SAGE Pastel accounting system
- A minimum of three years working experience of Sage 300 People payroll system
- Three reference letters of similar work done in the public sector (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 the name of the client, the title of the related work conducted, the 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.)

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

4.3. Evaluation

4.3.1. Phase 1: Technical Specification and Functionality Evaluation

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The bids shall first be evaluated for functionality. A **minimum score of 60%** 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

	Description	Weight (%)
1.	Competency assessment The proposed resource from the bidder will be invited and subjected to a competency assessment, and points will be awarded.	
	Knowledge of Sage Pastel: <ul style="list-style-type: none"> • No ability to process supplier invoices, customer invoices, and cashbook entries and reconciliations. -0 points • Beginner-level ability to process supplier invoices, customer invoices, and cashbook entries and reconciliations. -2 points • Intermediate ability to process supplier invoices, customer invoices, and cashbook entries and reconciliations. -3 points • Advanced ability to process supplier invoices, customer invoices, and cashbook entries and reconciliations. -5 points 	50
	Knowledge of Sage 300 People: <ul style="list-style-type: none"> • No ability to process payroll, release pays lips, export payment file and process payroll reconciliation -0 points • Beginner-level ability to process payroll, release pays lips, export payment file and process payroll reconciliation.-2 points • Intermediate ability to process payroll, release pays lips, export payment file and process payroll reconciliation.3 points • Advanced ability to process payroll, release pays lips, export payment file and process payroll reconciliation - 5 points 	40
	Knowledge of Banking application: The proposed resource must have public sector experience. <ul style="list-style-type: none"> • No ability to process payment batch on the system. – 0 point • Beginner-level ability to process a payment batch on the system. – 2 point • Intermediate ability to process payment batch on the system. – 3 point • Advanced level ability to process payment batch on the system. – 5 points 	10

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	TOTAL	100
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The following formula will be used to convert the points scored against the weight:

$$Ps = \left(\frac{So}{Ms} \right) \times \text{weighting percentage for the section under consideration}$$

Where:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of a bid under consideration

Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of **60%** in order to proceed to Phase 2.

4.3.2. 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 price will be calculated for all shortlisted service providers in accordance with the following formula:

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

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:

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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 / 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	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners
4.	>50% Disabilities 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

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TOTAL	100
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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.

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

5. PRICE SCHEDULE

Item no	Item Description	Estimated hours per month	Months	Rate per month (R)	Total Amount (R)
01	Provision of outsourced Financial Accountant services for 3 months	160	03		
TOTAL AMOUNT (EXCL VAT)					
15% VAT					
TOTAL AMOUNT (ALL INCLUSIVE)					

6. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

6.1 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.

6.2 As the commencement of this contract is of critical importance, the prospective resource must be available immediately. Failing to commence with this contract directly from the date of notification by ASA could invalidate the prospective service provider's proposal.

6.3 The prospective resource from the successful bidder will be subjected to a verification check by a verification agency. The appointment will be subject to obtaining a clear verification check.

6.4 The prospective resource will be required to work from the ASA offices.

6.5 Prospective bidder contracted must be able to ensure continuity of staff on the project. When a resource assigned to the project leaves the organisation, it is incumbent upon the successful

bidder to ensure the timely replacement of that team member with equal or better skills in consultation with the Chief Financial Officer.

7. INDEPENDENCE, CONFIDENTIALITY AND OBJECTIVITY

7.1 In carrying out the services, the Service Provider must ensure that its placed resource maintains objectivity by remaining independent of the activities it executes. They will also be expected to adhere to the confidentiality requirements throughout the project and will be required to attest to this by agreeing to the confidentiality clause in the ASA SLA.

7.2 The bidder must be prepared to forsake any other services for the duration of the contract. The bidder is, therefore, required to declare its interest.

8. SPECIAL CONDITIONS

8.1 The bidder must provide assurance/guarantee to the integrity and safekeeping of the information (that it will not be amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and after that.

8.2 ASA reserves the right to negotiate on price with the successful bidder.

8.3 The bidder must ensure that their work is confined to the scope as defined.

8.4 Travel between the bidder's home and place of work to ASA and vice versa will not be for the account of ASA, including any other disbursements.

8.5 The successful bidder must comply with ASA's policies and procedures (e.g., IT policies, code of conduct etc.) and maintain a high level of confidentiality of information.

8.6 The successful bidder must ensure that the information provided by ASA during the contract period is not transferred/copied/corrupted/amended in whole or in part by or on behalf of another party.

8.7 Further, the successful bidder may not keep the provided information by storing/copying/transferring such information internally or to another party in whole or part relating to companies and/or close corporations.

8.8 All information, documents, programs, and reports must be confidential. It may only be made available to an authorised person or institution with the written consent of the Chief Executive Officer or their delegate.

8.9 The successful bidder will, therefore, be required to sign a declaration of confidentiality with ASA. At the end of the contract period or termination of the contract, all information provided by ASA will become the property of ASA, and the service provider may not keep any copy/store/reproduce/ sell/ distribute the whole or any part of the information provided by ASA unless authorised in terms of the declaration of secrecy.

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 they produce 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.

11. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 11.1. All 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 **90 days**, 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 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.

14. ENQUIRIES AND CONTACT WITH ASA

14.1 Any enquiry regarding this RFQ shall be submitted in writing to procurement@agrement.co.za

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 RFP.

17.2 The prices and rates quoted must cover all obligations under any resulting contract.

17.3 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.

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.