

**Request for Quotations (RFQ)**

**Appointment of a service provider to conduct Skills Audit for Agrément South Africa**

<b>RFQ Number</b>	<b>ASA 30/11/2023</b>
<b>Date of Issue</b>	<b>04 December 2023</b>
<b>Closing Date &amp; Time</b>	<b>11 December 2023 @12:00pm</b> <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>
<b>Submissions</b>	<a href="mailto:procurement@agrement.co.za"><u>procurement@agrement.co.za</u></a>

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

## **1. BACKGROUND**

The Agrément South Africa Act was assented 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 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**

ASA acknowledges the importance of skills and human resource capacity in the organisation. Human Capital Management identified a need to conduct a skills audit and comprehensive skills plan for ASA. It is, therefore, imperative that the ASA employees, systems, and procedures are kept aligned and updated. This initiative seeks to provide a picture of the status of employee capability levels and paves a direction toward addressing gaps identified in the professional knowledge, technical skills, and ethical behavior of the entity's human capital.

ASA would like to appoint an external service provider to conduct a skills audit and develop a comprehensive skills plan for the organisation.

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**Address:** INFOTECH Building, 1090 Arcadia Street, Hatfield, Pretoria, South Africa

### **3. SPECIFICATIONS**

#### **3.1 Requirements**

The Skills Development Act, the National Skills Development Strategy, and Strategic Framework for Human Resource Development emphasize the importance of skills in the public sector, and the specific objectives of the skills audit will include the following:

- Identify the skills and knowledge that ASA requires and currently has
- Provide an overview of the scarce and critical skills needs that will enable ASA to deliver on its strategic objectives and goals
- Identify the skills gaps and recommend targeted training and skills development interventions for every employee
- Develop skills profiles for all occupations
- Provide accurate information and assist ASA with the development of a Workplace Skills Plan for 2024/25 and outer years
- Conduct an assessment of all occupations ASA and link them with Job Profiles
- Generate, present, and consolidate skills audit report and recommendations
- Interview all employees or gather information from all employees in relation to their skills, attributes, qualifications, and experience
- Provide analysis report on the Skills and competence gaps between the skills requirements and current employee skills set
- Recommend targeted intervention, including training and skills development for all employees
- Conduct skills transfer to HCM on the Skills Audit process
- Generate and consolidate skills audit report and present to governance structures

#### **3.2 Additional information**

- The public entity has a maximum of 35 employees
- **Timeframes:** The contract will be for 03 months.

#### **3.3 Competency and expertise requirements**

The successful service provider is further required to demonstrate skills and experience in the following areas through the provision of detailed curriculum vitae of team members and reference sites:

- Demonstrable ability to conduct skills audit by presenting references from employers where they conducted a similar function (Provide a minimum of three (3) reference letters (not older than 36 months) from clients where the bidder has conducted Skills Audit (Letters must be signed and on the client's letterhead)).
- The service provider must be able to conduct the survey online as well as through physical interviews and focus groups.

#### **3.4 Additional requirements**

- ASA will require an initial meeting with the successful service provider to agree on the project process
- Progress meeting feedback shall be held as and when necessary, but at once a week until completion of the project
- Meetings will be held online
- The appointed service provider must submit the progress report during the project and the final report at the end of the project in the form of electronic and written report.

#### **3.5. Personnel Skills and Experience**

A diploma or Degree in Human Resources Management/ Human Resources Development with a minimum of 7 years' experience in Skills Audit

#### **3.6 Registration**

Professional registration with a relevant professional body (SABPP, HPCSA or related body)

### **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.
- Completed price schedule.

## 4.2. Evaluation

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

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:

	<b>Description</b>	<b>Weight (%)</b>
1	<p><b>Project Plan and Methodology</b></p> <p>The bidder must clearly demonstrate their understanding of the project and scope of work, by submitting:</p> <p>1.1 Proposal outlining how the bidder will assist ASA with the skills audit related functions (execution of the project)</p> <p>1.2. A project implementation plan outlining envisaged timelines of execution of the project (details of how the different pieces of work will be implemented, in an integrated and seamless manner)</p> <ul style="list-style-type: none"><li>• Not all elements are covered in the bidder's proposal and not compliant with all requirements of the scope of works – 0 Point.</li><li>• Acceptable project plan, project timeframes and order of project activities, and indication of an execution/implementation plan – 3 Points.</li><li>• Extraordinary, more than satisfactory detailed proposal indicating how the skills audit will be executed, project plan, project timeframes and order of project activities, and indication of an execution/implementation plan. All elements exceptionally covered in the bidder's proposal and more than complied to all requirements of the scope of works – 5 Points</li></ul>	30

2.	<p>References where similar work was done. The service provider must have dealt with various organisations from large to small-scale employees.</p> <p><b>Reference letters with Contactable referees where similar services were rendered in the past 36 months must be submitted.</b></p> <ul style="list-style-type: none"> <li>• Less than 3 reference letters – 0 point</li> <li>• 3 reference letters – 3 points</li> <li>• More than 3 reference letters – 5 points</li> </ul>	35
3.	<p><b>Project team</b></p> <p>The bidder must provide short profiles of the project team clearly highlighting skills and experience in providing similar services. The CV must demonstrate a minimum of seven (7) years' experience in executing a project of similar nature and at least (minimum) a Diploma or Degree in Human Resources Management/ Human Resources Development or a related field (provide certified copy of qualification as evidence)</p>	
3.1	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Less than seven (7) years' experience in executing a project of similar nature – 0 point</li> <li>• Seven (7) years experience in executing a project of similar nature – 5 points</li> </ul>	10
3.2	<p><b>Qualification</b></p> <p><b>Certified copies of qualifications (not older than 6 months) must be submitted.</b></p> <ul style="list-style-type: none"> <li>• No undergraduate degree or Diploma qualification equivalent NQF Level 6 for a Diploma and NQF Level 7 for a Degree qualification – 0 points</li> <li>• At least an undergraduate degree or Diploma qualification equivalent NQF Level 6 for a Diploma and NQF Level 7 for a Degree qualification or more – 5 points</li> </ul>	10

4.	<b>Registration</b>  <b>Professional registration with a relevant professional body (SABPP, HPCSA or related body)</b>  <ul style="list-style-type: none"> <li>• No proof attached – 0 point</li> <li>• Proof attached -5 points</li> </ul>	15
	<b>TOTAL</b>	<b>100</b>

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.

#### 4.2.2. 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:

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

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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	<ul style="list-style-type: none"> <li>- A B-BBEE certificate /sworn affidavit as supporting evidence / CSD report</li> </ul>
2.	>50% Black female ownership	5 points	<ul style="list-style-type: none"> <li>- CSD report or,</li> <li>- Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners</li> </ul>
3.	>50% Black youth ownership	5 points	<ul style="list-style-type: none"> <li>- CSD report,</li> <li>- Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or</li> <li>- Identification Documentation of all owners</li> </ul>

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
<b>TOTAL</b>	<b>100</b>

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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. 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.

## **6. PRICE SCHEDULE**

<b>Item no</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
01	Conduct Skills Audit for Agreement South Africa	3 months	R	R
<b>TOTAL AMOUNT (EXCL VAT)</b>			R	R
<b>15% VAT</b>			R	R
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>			R	R

## **7. 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.

## **8. 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.

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## **9. PROCEDURE FOR SUBMISSION OF PROPOSALS**

- 9.1. All proposals must be submitted electronically to [procurement@agrement.co.za](mailto:procurement@agrement.co.za) .
- 9.2. Respondents must use the RFQ number as the subject reference number 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 PROPOSAL**

Each proposal shall be valid for a minimum period of **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 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.

## **12. ENQUIRIES AND CONTACT WITH ASA**

- 12.1 Any enquiry regarding this RFQ shall be submitted in writing to [procurement@agrement.co.za](mailto:procurement@agrement.co.za) with RFQ No: ASA 30/11/2023 “Appointment of a service provider to conduct Skills Audit for Agrément South Africa.” as a reference.
- 12.2 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.

### **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 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.

### **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 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.
- 16.2 Only one electronic copy of the proposal must be submitted via email to [procurement@agreement.co.za](mailto:procurement@agreement.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.

### **17. ADDITIONAL TERMS AND CONDITIONS**

- 17.1 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.
- 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 a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

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

## **18. ASA RESERVES THE RIGHT TO**

- 18.1 Extend the closing date.
- 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 or not 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 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.