

## Request for Quotations (RFQ)

**Appointment of a service provider to assist Agrément South Africa with the digitalisation of the Certification System at Hatfield Offices for 36 Months.**

RFQ Number	ASA 01/06/2026
Date of Issue	15 June 2026
Compulsory briefing Session	18 June 2026 @11:00 am to 12:00pm <b>Address:</b> Infotech Building 1090 Arcadia Street Pretoria Hatfield 0028 <b>NB:</b> Prospective Bidders to join the physical meeting by 11h10. Prospective Bidders will not be accepted into the meeting from 11h11 on the day of the briefing session. <b>Non-attendance of the briefing session will lead to automatic disqualification.</b>
Closing Date & Time	23 June 2026 @12:00 pm <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>
Submissions	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>

Supply Chain Management and Technical inquiries may be directed to:  
[procurement@agrement.co.za](mailto:procurement@agrement.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 assure 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-standardised 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 center for assessment and confirmation of fitness-for-purpose of non-standard construction-related products or systems.

## 2. INVITATIONS FOR PROPOSAL

Agrément South Africa invites service providers to submit quotations for the digitalisation of its certification system, including the introduction of a secure, verifiable, and centrally managed web-based digital certificate platform. The proposed solution needs to be accessible from the Agrément website. The proposed system introduces digitally signed certificates linked to a secure online verification portal accessible via a QR code, enabling instant authentication and certificate lifecycle tracking.

## 3. Objectives

The proposed digitalisation initiative aims to:

- Ensure authenticity and integrity of all certificates
- Enable instant online verification by any stakeholder
- Establish a central digital certificate database

- Improve traceability and audit readiness
- Strengthen fraud prevention and document security
- Enhance accessibility and transparency of certification data

## 4. Scope of Work

### 4.1 Digital Dynamic Certificate Format

All certificates will be issued as:

- Digitally signed PDF documents (non-editable)
- Embedded with a unique certificate reference number
- Linked to a secure online verification system.

### 4.2 Unique Certificate Identification

Each certificate will contain:

- A unique identifier (e.g., ASA-2026-000001)
- Embedded dynamic QR code linking to the verification portal
- Metadata including issue date, expiry, and revision status
- Metadata including issue date, expiry, and revision status

### 4.3 Stage 3: Pilot Testing

- Issue sample digital certificates
- Test verification process.
- Refine system based on feedback

### 4.4 Stage 4: Full Rollout

- Transition all new certificates to digital format
- Operate the hybrid system during the transition period

### 4.5 Stage 5: Legacy Integration

- Digitise historical certificates where feasible
- Assign digital identifiers to archived records

## 5. Risk Assessment and Mitigation

Risk	Mitigation
Cybersecurity threats	Encryption, secure cloud infrastructure, firewalls
System downtime	Redundant servers and backup systems
Data integrity issues	Audit trails and version control
Resistance to change	Training and phased implementation
Verification misuse	Role-based access and authentication controls

## 6. SUBMISSION OF DOCUMENTS AND QUALIFYING CRITERIA

### 6.1 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 SBD 6.1.**
- 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.

### 6.2 Mandatory requirements

- Completed price schedule.
- Compulsory briefing session. **(Non-attendance of the briefing session will lead to automatic disqualification).**
- The bidder **MUST** provide at least **three** positive written contactable reference letters where Digitalisation systems were completed in the public or private sector.

**NB: Failure to submit any of the above-requested mandatory documents on 6.2 will lead to automatic disqualification.**

# Terms of Reference

## 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:

$P_s$  = 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	5 points	- A B-BBEE certificate /sworn affidavit as supporting evidence / full 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

# Terms of Reference

4.	>50% People with disabilities 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>
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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 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.

## 7. 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 Agreement 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 ASA's sole discretion.

## 8. PRICE SCHEDULE

Item no	Item Description	Total Price
01	Develop a central digital certificate database based on ASA's certificate register.	R
02	Develop a Dynamic QR code system for certificates.	R
03	Develop a secure digital signature for certificates	R
04	Integration of the developed digital certification database into the ASA's website.	R
05	System support and maintenance over 36 months period.	R
<b>TOTAL AMOUNT (EXCL VAT)</b>		<b>R</b>
<b>15% VAT</b>		<b>R</b>
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>		<b>R</b>

## 9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Considering the fees paid, the service provider expressly assigns to ASA any copyright in the work produced by the consultant under 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 the proposals, and/or not to appoint any service provider at all.

## 11. PROCEDURE FOR SUBMISSION OF PROPOSALS

**11.1** All proposals must be submitted electronically to [procurement@agrement.co.za](mailto: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 an 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 inquiry regarding this RFQ shall be submitted in writing to ASA at [procurement@agrement.co.za](mailto: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 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.

## **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. 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](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.

## **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 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.

## **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 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 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 endorsement to the 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 people 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.

# Terms of Reference

