

**TERMS OF REFERENCE: APPOINTMENT OF A FIRE EXPERT TO ADVISE  
THE TECHNICAL COMMITTEE OF AGRÉMENT SOUTH AFRICA**

<b>RFQ Number</b>	<b>ASA 31/10/2022</b>
<b>Date of issue</b>	<b>02 November 2022</b>
<b>Closing Date</b>	<b>08 November 2022 at 12:00 noon</b>
<b>Submissions</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

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## 1. BACKGROUND

Agrément South Africa 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 consults industry experts in discharging its mandate, to advise the Technical Committee of the Board of Agrément South Africa (TECO), on fitness-for-purpose for products and systems for which certification is sought.

Experts invited to TECO are expected to review test reports against minimum performance standards/criteria, as well as the draft certificates and recommend or disapprove certification of the product or system. Approval by TECO shall be by consensus, and subject to ratification by the Board.

All experts will, by participating in TECO, have access to privileged information and therefore are all expected to respect confidentiality of such information and to restrict sharing of internal discussions and working documents, to members of TECO. Experts will be expected to declare any conflict of interest, should there be any, as well as sign non-disclosure agreements.

## 2. EXPERTISE INVITATION

Agrément South Africa extends a call to service providers with Fire Technology expertise, with experience/understanding of performance in relation to fire, to provide expert advice to TECO, on pending certification of construction products and building systems. The expert will be expected to advise whether the draft certificates comply with Agrément South Africa assessment criteria and minimum South African National Standards.

Agrément South Africa remunerates experts, advising TECO, as per National Treasury 2019 Remuneration Levels: Service Benefit Packages for Office Bearers of Certain Statutory and other Institutions (Category A2).

### 3. SCOPE OF WORK & COST IMPLICATIONS

The appointed expert will be expected to review test reports and draft certificates (prior to the meeting), provide written as well as oral opinion to the meeting, engage in discussions with other experts and members of TECO, and either recommend or reject the draft certificate(s) for approval. The draft certificates are for fire suppressing system and building system.

Procurement of a fire Expert's services, at a flat rate of R555 per hour for preparations (6 hours preparation payable) and a Meeting sitting fee of R3669, to provide expert advice to TECO

### 4. DELIVERABLES/EXPECTED OUTPUTS

The expert will be expected to deliver as follows:

- Attend TECO induction meeting. The meeting is compulsory and should be attended by the person who will sit at TECO.
- Attend TECO meeting (approximately 3-hour meeting) and discussion
- Submit written comments (on attached annexure A), on or before date of meeting, to the Board Secretary
- Recommend approval or non-approval of certification

### 5. Prequalification Criteria

<b>Mandatory documents</b>	<b>Compliant</b>	<b>Non-compliant</b>
Curriculum Vitae (CV) reflecting over five (5) years of experience as a fire expert.		
Proof of accreditation with a relevant professional body (e.g., SAICE, ECSA) (accreditation certificate or confirmation letter)		
Certified copies of qualifications		
CSD Report		
SBD Forms (4 , 6.1 , 8 ,9 and General Conditions of Contract) (Documents must be Completed and signed)		

**Submission of the above-mentioned documents is mandatory. Failure to submit the mandatory documents and meet the requirements will result in disqualification.**



## 6. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

In consideration of the fees paid, the expert expressly assigns to ASA any copyright arising from the works the expert produces while executing this work. Experts may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.



# ANNEXURE A

# TECO Expert' Technical Report

## 1 Participant's Details

TECO Meeting Date:	
Email address:	
Name and Surname:	
Organisation Name:	
Organisation Contact Details:	
Organisation Sector:	
Do you wish to participate in the Working Group which develops Assessment Criteria applicable in this sector, and may ASA contact you?	

## 2 Comments on Documents

### Document 1: (Name of Document)

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

### Document 2: (Name of Document)

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

Document 3: (Name of Document)

Page No.	Clause/ Subclause	Paragraph/ Figure/ Table	Comment	Proposed Change

3 Recommendations/ Suggestions