

Request for Quotations (RFQ):

**Appointment of a Fire expert to conduct fit-for-purpose assessment of a building system
for Agrément Certification**

RFQ Number	ASA 04/11/2024
Date of Issue	20 November 2024
Closing Date & Time	27 November 2024 @12:00 pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Technical and Supply Chain Management 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 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

Agrément certification establishes fitness-for-purpose of innovative and non-standard construction products and systems through conducting an independent technical assessment and issuing certificates when the assessment has been conducted successfully. Agrément South Africa extends a call for the submission of proposals from suitably qualified Fire experts to assist with Behaviour in relation to fire assessment for a building system.

3. SPECIFICATIONS

The building system to be assessed is intended for use in all areas of South Africa for the erection of single-storey buildings for applicable occupancy classes set out in SANS 10400 PART A: Table 1 of Regulation A (20) (1). The building system utilises factory-produced wall and roof panels. The walls comprise 10 mm fiberglass skins encapsulating a 40 mm thick PVC core. The building system is a shell structure.

The design and approval of the foundation are always the responsibility of a registered professional competent person.

3.1 Scope of work

The fire expert is required to conduct the following functions:

- Use Agrément criteria for behaviour in relation to fire and other applicable minimum standards such as **SANS 10400- T** and **SANS 10177-2 (and any other relevant standard)** to establish suitable test methods or methods of assessment which may be applied in the measurement of the performance of the building system;
- Establish the actual performance of the building system in accordance with the methods established above by conducting tests; and
- Provide expert opinion and judgement of acceptability of the product or system, in light of the measured or assessed performance against the appropriate performance criteria and make recommendations to Agrément South Africa Technical and Evaluation Committee (TECO), to approve the system as fit for purpose, impose limitations or conditions on the use of the system (where applicable) or recommend that approval be withheld.

3.2 Assessment and Testing

Expert will be required to provide their own testing facilities that meet the requirements of ISO 17025.

Experts will be required to provide their own testing sites where test specimen will be erected or make arrangements with the system applicant regarding the applicant erecting at own premises.

Usually, the assessment or evaluation process must always be sufficiently comprehensive to confirm the overall fitness for purpose of the product or system, in its “as-built” or installed condition. This would include the ability of the manufacturer, installer or contractor to consistently manufacture, build or install the product to the required level of quality.

The evaluating expert shall be expected to assess and test, in accordance with Agrément South Africa Assessment Criteria or any applicable standards and expert opinion. The results of the assessment or evaluation process and its conclusions must be able to withstand robust peer review and critical consideration by the Board of Agrément South Africa and industry experts.

The service provider is expected to make recommendations regarding the suitability of the product for Agrément certification.

All tests shall either be witnessed by an authorised Agrément South Africa assessor and be conducted by a registered competent person.

All test reports must:

- provide the full name, description and intended use of the product
- provide a technical description of the product
- detail results of every aspect of the test against the performance requirements
- be dated and
- be signed by the test officer and presented in pdf format.

4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

5.1 Submission of procurement documents.

- All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms**.
- Signed General Conditions of Contract.

5.2 Evaluation

5.2.1 Phase 1: Mandatory Documents to be submitted to be eligible for preference points:

- Completed price schedule.
- The service provider must provide proof of accreditation with the Engineering Council of South Africa (ECSA) certificate or relevant professional body.

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

5.2.2 Functionality Criteria.

The Functional Criteria that will be used to test the capability of Bidders are as follows: The technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of **100 points**, and only those bids that achieve a threshold of **60 points** for the technical proposal will move to the next level of evaluation where a score for price.

	Description	Weight (%)
1	Company Experience Number of years the company has been in business. Minimum 10 years' experience in built environment fire assessment field. A company profile clearly indicating the number of years in fire assessment field must be submitted as evidence. <ul style="list-style-type: none"> Has less than 10 years' experience – 0 points Has 10– 15 years' experience – 3 points Has more than 15 years – 5 points 	20
2.	References where similar work was done. The service provider must have dealt with various organisations from large to small-scale employees. At least 3 contactable references where similar services were rendered in the past 5 years <ul style="list-style-type: none"> Less than 3 references – 0 points 3 contactable references – 3 points More than 3 contactable references – 5 points 	20
3.	Experience The service provider must provide a Curriculum Vitae (CV) reflecting years of experience in fire. <ul style="list-style-type: none"> Has less than 10 years' experience – 0 points Has 10 – 15 years' experience – 3 points Has more than 15 years – 5 points 	30

4	Qualification Provide certified copy/copies of Civil/Mechanical/Building science qualifications for the proposed resource/fire Expert. Qualification submitted – 5 points No qualification submitted – 0 point N/B: The certified copy/copies should not be older than 6 months.	15
5	Methodology and Approach The service provider must demonstrate their understanding of the key requirements and expectations of ASA as outlined in this document. <ul style="list-style-type: none"> • No proof submitted – 0 points • Proof submitted – 5 points 	15
	TOTAL	100

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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:

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

2.	>50% Black female ownership	5 points	<ul style="list-style-type: none"> - 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

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	100

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.

6 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.

7 PRICE SCHEDULE

Item no	Item Description	Hours (h)	Rate per hour (R/h)	Total Price
01	Large scale fire test			
02	Compiling a report on the performance of the building system			
TOTAL AMOUNT (EXCL VAT)				
15% VAT				
TOTAL AMOUNT (ALL INCLUSIVE)				

8 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.

9 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.

10 PROCEDURE FOR SUBMISSION OF PROPOSALS

10.1 All proposals must be submitted electronically to procurement@agrement.co.za.

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

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

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

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

11 VALIDITY PERIOD OF PROPOSAL

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

12 APPOINTMENT OF SERVICE PROVIDER

12.1 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.

12.2 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.

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

13 ENQUIRIES AND CONTACT WITH ASA

13.1 Any enquiry regarding this RFQ shall be submitted in writing to ASA at procurement@agrement.co.za with RFQ No: ASA 04/11/2024 "Appointment of a Fire expert to conduct fit-for-purpose assessment of a building system for Agrément Certification.

13.2 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.

14 MEDIUM OF COMMUNICATION

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

15 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.

16 CORRECTNESS OF RESPONSES

- 16.1 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.
- 16.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

17 VERIFICATION OF DOCUMENTS

- 17.1 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.
- 17.2 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.

18 ADDITIONAL TERMS AND CONDITIONS

- 18.1 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.
- 18.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 18.3 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.
- 18.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

19 ASA RESERVES THE RIGHT TO

- 19.1 Extend the closing date.
- 19.2 Verify any information contained in a proposal.
- 19.3 Request documentary proof regarding any tendering issue.
- 19.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 19.5 Award this RFQ as a whole or in part.
- 19.6 Cancel or withdraw this RFQ as a whole or in part

20 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.

