

Request for Quotations (RFQ)

Appointment of a service provider to provide material expert services – 2012/419: Eco Tanks Water and Liquid Storage Tanks, 2012/415: Calcamite Water and Liquid Storage Tanks, 2015/493: Makoro Water and Liquid Storage tanks and 2014/462: KRM Water and Liquid Storage Tanks.

RFQ Number	ASA 11/09/2024
Date of Issue	12 September 2024
Closing Date & Time	25 September 2024 @12:00pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	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 assessment and confirmation of fitness-for-purpose of non-standard construction-related products or systems.

Agrément South Africa conducts validity reviews every three years to examine various factors regarding the certificate's status and determine whether its validity should be extended for a further three years.

2. INVITATION FOR PROPOSALS

ASA requests quotations from suitable service providers (material experts) to determine the properties (durability) of the following Agrément certificates:

- 2012/419: Eco-Tanks Water and Liquid Storage Tanks.
- 2012/415: Calcamite Water and Liquid Storage Tanks.
- 2015/493: Makoro Water and Liquid Storage tanks.
- 2014/462: KRM Water and Liquid Storage Tanks.

3. SPECIFICATIONS

Agrément South Africa extends a call for the submission of the proposal from a suitable service provider (material experts) to determine the properties (durability) of Agrément certificates 2012/419: Eco-Tanks Water and Liquid Storage Tanks, 2012/415: Calcamite Water and Liquid Storage Tanks, 2015/493: Makoro Water and Liquid Storage tanks and 2014/462: KRM Water and Liquid Storage Tanks. The test results will be compared with the initial assessment results to make recommendations regarding the extension of the validity of the certificates for a further three-year period for the Agrément certificate or as approved by Agrément South Africa.

The following tests were conducted on the initial assessment:

- accelerated weathering
- chemical resistance
- resistance to thermal cycling
- resistance to abrasion and mechanical damage
- seal rings.

The appointed service provider will be expected to sample and provide a detailed conclusive report on the durability results of the test listed above or any other relevant results for water and liquid storage tanks.

The service provider must sample from the below factory addresses for each certificate:

- Ecopolymers cc t/a Eco-Tanks - 28 Osmond Road, Wilsnoia East London 5201 for Agrément certificate 2012/419: Eco-Tanks Water and Liquid Storage Tanks.
- Calcamite Sanitary Services - Plot 2, Nr 15 Sapphire Street, Klerksoord 0200 for Agrément certificate 2012/415: Calcamite Water and Liquid Storage Tanks.
- Makoro Tank Technologies (Pty) Ltd - Plot 5167 MQ Makoro, Palapye, Botswana for Agrément certificate 2015/493: Makoro Water and Liquid Storage tanks.
- KRM Plastics (Pty) Ltd – Bilton Farm, Newcastle, 2940 for Agrément certificate 2014/462: KRM Water and Liquid Storage Tanks

The service provider must:

- retest the water and liquid storage tanks and compare the test results with the initial assessment results or as approved by Agrément South Africa. The retesting is not limited to the initial tests conducted above.
- Give technical opinions that might have been missed at the time of certification.

The assessment report 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

4.1. 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, 6.1 and 7.2 forms.**
- Signed General Conditions of Contract.

4.2. Mandatory documents.

- Completed price schedule.

NB: Failure to meet any of the mandatory requirements on 4.2 above will disqualify the bidder

4.3. 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:

1) Company profile

Please stipulate the following information regarding the company profile:

Questions:	Yes	No	Weighting
1. Do you have an adequate updated company profile			20
Tick the appropriate box below to indicate your years of experience in a respected field. Attach a company profile clearly indicating the number of years as a material expert:			
a) Less than three years			=0 points
b) 3 to 5 years of experience			=3 points
c) more than 5 years of experience			=5 points

2) **Reference Letters**

Questions:	Yes	No	Weighting
1. Do you have reference letters?			20
Tick(X) the appropriate box that is applicable. Attach a copy of the reference letters of previous work or projects of a similar nature completed in the past three years. In addition, please attach the list of projects completed and their duration. The reference letters from the clients must include the following: • company name. • company letterhead. • contact person. • contact telephone numbers. • Description of works N/B: Reference Letters without the above inclusions will be automatically disqualified.			

(a) No reference letter submitted		=0 points
(b) 3 reference letters submitted		=3 points
(c) More than 3 Reference letters submitted		=5 points

3) Accreditation

Please stipulate the following information regarding accreditation:

Questions:	Yes	No	Weighting
1. Are you registered with the professional body?			0
Tick the appropriate box below to indicate accreditation with a professional body. The service provider must provide proof of Engineering Council of South Africa (ECSA) certificate.			
a) No proof of Engineering Council of South Africa submitted.			=0 points
b) Proof of Engineering Council of South Africa submitted.			=5 points

4) Experience of the expert

Please stipulate the following information regarding years of experience in the relevant field:

Questions:	Yes	No	Weighting
1. Do you have experience in the field of expertise			10
Tick the appropriate box below to indicate your years of experience in a respected field. Attach a CV indicating the number of years of experience providing or demonstrating relevant experience as a material expert.			
a) Less than three years			=0 points
b) 3 to 5 years of experience			=3 points
c) more than years of experience			= 5 points

5) Qualifications of the Material Expert

Please submit a copy of the qualifications for the Material Expert.

Questions:	Yes	No	Weighting
1. Do you have the relevant Qualifications as stated below?			10
Tick(X) the appropriate box that is applicable. Attach a copy of your qualification as a Civil Engineer or a relevant			Score
(a) No formal Qualifications			=0 points
(b) Relevant Qualifications attached			=5 point

6) Method Statement and approach

Submit the method statement that is in line with the scope of work.

Questions:	Yes	No	Weighting
1. Do you have a method statement in line with the scope of work?			20
Tick the appropriate box below to indicate if you have the mentioned documents. Attach a copy of a method statement as per the scope of work. The methodology must have the following. 1. Clear timelines 2. Order of project activity 3. Project time frames 4. All elements to be included in the bidder's proposal as per the scope of work			
a) Bidder failed to address all the points			=0 points
b) Bidder addressed 1 out of 4			= 1 point
c) Bidder addressed 2 out of 4			= 2 points
d) Bidder addressed 3 out of 4			= 4 points
e) Bidder addressed 4 out of 4			= 5 points

i. Phase 2: Calculations of points

Please note that 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 the price, and 20 points will be awarded based on the specific goals.

Points for the price will be calculated for all shortlisted service providers by 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	10 points	- A B-BBEE certificate /sworn affidavit as supporting evidence
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

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	100

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.

5. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder must 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

Item no	Item Description	Estimated Hours	Rate per hour	Total Price
01	Material testing (durability) services as per specifications	40 per certificate		
02	Compiling a detailed conclusive report on the durability of Agrément certificates 2012/419: Eco-Tanks Water and Liquid Storage Tanks, 2012/415: Calcamite Water and Liquid Storage Tanks, 2015/493: Makoro Water and Liquid Storage tanks and 2014/462: KRM Water and Liquid Storage Tanks and make recommendations regarding the extension of the validity of the certificates for a further three-year period.	80 Hours		
TOTAL AMOUNT (EXCL VAT)				
15% VAT				
TOTAL AMOUNT (ALL INCLUSIVE)				

7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

Considering 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 appoint any service provider.

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1. Proposals must be submitted electronically to procurement@agrement.co.za.
- 9.2. Respondents must use the RFQ number as the subject reference 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 **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 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. If the parties fail to reach such an 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 with RFQ No: ASA 11/09/2024“Appointment of a service provider to provide material expert services – “Eco Tanks Water and Liquid Storage Tanks, Calcamite Water and Liquid Storage

Tanks, Makoro Water and Liquid Storage tanks and KRM Water and Liquid Storage Tanks” as the subject.

- 12.2. Any 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 fees 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 pages' numbers to satisfy 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@agrement.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it have yet to be recalled/withdrawn in writing by the bidder.

17. ADDITIONAL TERMS AND CONDITIONS

- 17.1. A tenderer shall not assume that information or documents supplied to ASA at any time before 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 accreditations that support your submission must be included in the tender.
- 17.3. An omission to disclose material information, a factual inaccuracy, and a misrepresentation of fact may result in the disqualification of a tender or cancellation of any subsequent contract.
- 17.4. Please comply with the terms and conditions in this document to ensure the proposal is valid.

18 ASA RESERVES THE RIGHT TO

- 18.1 Verify any information contained in a proposal.
- 18.2 Request documentary proof regarding any tendering issue.
- 18.3 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 18.4 Award this RFQ as a whole or in part.
- 18.5 Cancel or withdraw this RFQ as a whole or in part.

19 DISCLAIMER

This document is only an RFQ and 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. Submitting this proposal, tenderers shall be deemed to have satisfied themselves with and accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsement to the tenderer concerning the RFQ, whether about its accuracy, completeness or otherwise. ASA shall have no liability towards the tenderer or any other party in connection in addition to that.

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.

