

Terms of reference



Request for Quotations (RFQ)

Request to procure the services of an Approved Inspection Authority (AIA) to Conduct Air Monitoring Survey, Noise Survey (Generated by Aircons), and Illumination Survey at Agreement South Africa (ASA)

RFQ Number	ASA 16/10/2024
Date of Issue	16 October 2024
Closing Date & Time	22 October 2024 @12:00 pm Mid - Day NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Supply Chain Management and Technical 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

Agrement South Africa (ASA) seeks to appoint an Approved Inspection Authority (AIA) to conduct an air monitoring survey, a noise survey (focused on noise generated by air conditioning units), and an illumination survey at its premises. These surveys are necessary to ensure compliance with occupational health and safety standards and to improve the working environment for employees

3. SPECIFICATIONS

The objective of this project is to assess and evaluate the following environmental conditions in the ASA offices:

- **Air Quality:** To measure indoor air quality, identify potential contaminants, and assess whether air quality meets acceptable standards.

- **Noise Levels:** To assess noise levels generated by air conditioning systems and determine compliance with the Noise-Induced Hearing Loss Regulations under the Occupational Health and Safety Act.
- **Illumination:** To evaluate lighting levels in the office areas to ensure they meet the standards specified in SANS 10114-1:2005 (Interior Lighting – Lighting of Workplaces).

4. SCOPE OF WORK

4.1 The appointed AIA will be expected to:

1. Air Monitoring Survey:

- Conduct tests to monitor air quality, including but not limited to particulate matter (PM), carbon dioxide (CO₂), volatile organic compounds (VOCs), and other indoor air pollutants.
- Provide a detailed report on the findings and compare results against national standards (e.g., SANS or equivalent).
- Identify any areas of concern and recommend corrective actions.

2. Noise Survey (Generated by Air Conditioning Units):

- Measure the noise levels generated by air conditioning systems in the office areas.
- Assess whether the noise levels comply with regulatory limits (SANS 10083:2004) and Occupational Health and Safety guidelines.
- Provide a report detailing noise levels in each area, areas exceeding safe limits, and potential corrective actions to mitigate noise.

3. Illumination Survey:

- Measure illumination levels in all work areas, including offices, meeting rooms, and common spaces.
- Compare the measured lighting levels with the standards defined in SANS 10114-1:2005 for various office tasks.
- Provide recommendations to improve lighting in areas that do not meet the required standards.

5. Deliverables

The AIA will be expected to deliver the following:

1. **Air Quality Survey Report:** Detailed findings on air quality levels, including comparison with national standards, areas of non-compliance, and recommendations for improvement.

2. **Noise Level Survey Report:** Findings on noise levels, including measurements, compliance assessment, and proposed solutions for noise reduction where required.
3. **Illumination Survey Report:** Comprehensive data on illumination levels, comparison to workplace standards, and recommendations for adjustments in lighting where necessary.
4. The service provider is expected to have meetings with management and staff as and when required to provide feedback (a maximum of 5 meetings).

6. Timeframe

The AIA is expected to:

- Commence work within **one (1) week** of appointment.
- Complete the surveys and submit reports within **two (2) weeks** from the start date.

7. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

7.1 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 6.1 forms**.
- Signed General Conditions of Contract.

7.2 Evaluation

Phase 1 Technical evaluation

The bidder's quotation will be evaluated to determine compliance with the specification indicated under paragraph 4.1 above. **Failure to meet one of the specifications listed will result in disqualification of your quotation:**

8. Phase 2 Functionality evaluation:

8.1 Evaluate Evidence of Work:

Questions:	Yes	No	Weighting
			20
Company must demonstrate the capacity to execute the scope of work by providing the following: • Related experience-minimum 3 years including contactable references for all human resources within the company including a company organogram.			
a) No information provided to evaluate			=0 points
b) Evidence of similar work submitted with minimum of 1 year			=1 point
c) Evidence of similar work submitted with minimum of 2 years			=2 points
d) Evidence of similar work submitted with minimum of 3 years			=3 points
e) Evidence of similar work submitted for 5 years and above			=5 points

8.1.2 Evaluate Portfolio of Projects

Questions:	Yes	No	Weighting
1. Do you evidence of similar scope and work.			15
A portfolio of projects covering similar scope and works (Restricted to a minimum of 3 projects) Occupational Hygiene Survey.			
a) No information provided to evaluate			=0 points
b) Only 1 portfolio of projects covering similar scope was submitted			= 1 point
c) Only 2 portfolio of projects covering similar scope was submitted			= 3 points

d) Only 3 portfolio of projects covering similar scope was submitted		= 4 points
e) More than 5 portfolio of projects covering similar scope was submitted		= 5 points

8.1.3 Evaluate Competency

Questions:	Yes	No	Weighting
Does the organisation have competent personnel to provide this service?			20
The bidder must provide a documented procedure for determining the competence criteria for all personnel who will be involved in the provision of services as per the abovementioned scope. Provided: • SANAS 10083 Accreditation • SABS 0114 Accreditation • ISO 17025 Accreditation • The Hygienist must be (SAIOH (Southern African institute of Occupational Hygiene) registered • The Hygienist must provide a Legal Knowledge Certificate • Letter of good Standing -COIDA			
a) No information provided to evaluate			=0 points
b) Only one document provided			=1 points
c) Only two documents provided			= 2 points
d) Only three documents provided			= 3 points
e) All documents for all technical people were submitted			= 5 points

8.1.4 Evaluate Geographic Footprint:

Please stipulate the following information regarding the geographical footprint:

Questions:	Yes	No	Weighting
Did the bidder address the below?			10
Organisational geographic foot print or layout, in terms of available and accessible resources and capacity across South Africa			

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a)No information provided to evaluate		=0 points
b)The bidder has one office		=2 points
c)The bidder has two offices		=3 points
d)The bidder has three offices		= 4 points
e)The bidder has offices all over South Africa		= 5 points

8.1.5 Evaluate Project Plan:

Questions:	Yes	No	Weighting
Did the bidder address the below;			15
Detailed project plan with timelines and resources to comply with and the roll-out scope of work.			
a)No information to evaluate			=0 points
b)Project Plan submitted, but with no resources were mentioned			=1 points
c)Detailed Project Plan submitted with no resources mentioned			= 2 points
d)Detailed Project Plan submitted with resources mentioned			= 3 points
e)Detailed Project Plan submitted with resources mentioned and timelines mentioned			= 5 points

8.1.6 Evaluate experience of the project team, (CV's).

Please submit copies of the of the Project Team.

Questions:	Yes	No	Weighting
1. Do you have a Project Team with relevant experience indicated below?			20
Tick(X) the applicable box. Service providers must demonstrate the experience of the project team.			Score
(a) No information to evaluate			=0 points

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(b) CV submitted with one years experience		=1 points
(b) CV submitted with two years' experience		=3 points
(c) CV submitted with more than five years		=5 points

Total Scoring	100
Minimum Threshold	70

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	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

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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
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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 the award will then be formulated for approval by the relevant delegated authority.

9. 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.

10. PRICE SCHEDULE

Item no	Item Description	Quantity	Rate Per Survey	Total Price
01.	Conduct Air Monitoring Survey	01	R	R
02	Noise Survey (Generated by Aircons)	01	R	R
03	Illumination Survey	01	R	R
TOTAL AMOUNT (EXCL VAT)				R
15% VAT				R
TOTAL AMOUNT (ALL INCLUSIVE)				R

11. 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.

12. 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 at all.

13. PROCEDURE FOR SUBMISSION OF PROPOSALS

13.1 Proposals must be submitted electronically to procurement@agrement.co.za.

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

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

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

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

14. VALIDITY PERIOD OF PROPOSAL

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

15. APPOINTMENT OF SERVICE PROVIDER

- 15.1 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.
- 15.2 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.
- 15.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

16. ENQUIRIES AND CONTACT WITH ASA.

- 16.1 Any enquiry regarding this RFQ shall be submitted in writing to procurement@agrement.co.za with RFQ No: ASA 16/10/2024 request to procure the services of an approved inspection authority (AIA) to conduct air monitoring survey, noise survey (generated by aircons), and illumination survey at Agreement South Africa.
- 16.2 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.

17. MEDIUM OF COMMUNICATION

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

18. 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.

19. CORRECTNESS OF RESPONSES

19.1 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.

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

20. VERIFICATION OF DOCUMENTS

20.1 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.

20.2 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.

21. ADDITIONAL TERMS AND CONDITIONS

21.1 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.

21.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

21.3 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.

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

22. ASA RESERVES THE RIGHT TO

- 22.1 Extend the closing date.
- 22.2 Verify any information contained in a proposal.
- 22.3 Request documentary proof regarding any tendering issue.
- 22.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 22.5 Award this RFQ as a whole or in part.
- 22.6 Cancel or withdraw this RFQ as a whole or in part.

23. 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.

24. 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.