

**Request for Quotations (RFQ)**

**Request to procure the services of a service provider to conduct ergonomic risk assessment at  
Agrement South Africa (ASA)**

|                                |                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------|
| <b>RFQ Number</b>              | ASA 07/10/2024                                                                   |
| <b>Date of Issue</b>           | 17 October 2024                                                                  |
| <b>Closing Date &amp; Time</b> | 23 October 2024 @12:00 pm Mid-day<br><b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b> |
| <b>Submissions</b>             | <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 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 a qualified service provider to conduct an ergonomic risk assessment at its premises. The purpose of the assessment is to identify and address ergonomic risks in the workplace to improve employee health, safety, and comfort while enhancing productivity.

## **3. SPECIFICATIONS**

The main objective of the ergonomic risk assessment is to evaluate the current workstation setup and work practices at ASA, identify ergonomic hazards, and recommend interventions to mitigate risks associated with musculoskeletal disorders, repetitive strain injuries, and other ergonomic-related health concerns.

## **4. SCOPE OF WORK**

### **4.1 The appointed service provider will be expected to:**

**1. Workstation Assessments:**

- Assess individual workstations, including desks, chairs, monitors, keyboards, and related office equipment.
- Evaluate the suitability of workstation setup in relation to each employee's tasks, body posture, and comfort.

**2. Task Analysis:**

- Analyze the tasks performed by employees to identify any repetitive or awkward movements that may lead to ergonomic risks.
- Identify high-risk tasks or activities that may result in musculoskeletal stress or strain.

**3. Environmental Factors:**

- Assess environmental factors such as lighting, temperature, and noise that may influence ergonomic risks.
- Identify areas where environmental adjustments can enhance employee comfort and reduce strain.

**4. Employee Interaction:**

- Conduct interviews or surveys with employees to gather feedback on discomfort, pain, or strain they experience in their workstations.
- Provide training on proper ergonomic practices, posture, and workplace adjustments to mitigate identified risks.

**5. Recommendations:**

- Provide detailed recommendations for corrective actions, including ergonomic adjustments to workstations, task modifications, and changes in work practices.
- Suggest equipment or furniture adjustments and any additional tools or accessories required to optimize ergonomics in the office.

**5. Deliverables**

**The service provider is expected to deliver the following:**

**1. Ergonomic Risk Assessment Report:**

- A comprehensive report that details the findings of the ergonomic assessment for each workstation, task, and employee interaction.

- Specific recommendations for reducing ergonomic risks, with a focus on improving workstation design and task execution.
- 2. Action Plan:
  - A prioritized action plan outlining short-term and long-term interventions to address identified ergonomic hazards.
- 3. Follow-Up:
  - Offer guidance on implementing recommendations and provide follow-up assessments where necessary to ensure corrective actions have been effective.
- 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 service provider:

- Commence work within **one (1) week** of appointment.
- Complete the ergonomic risk assessment and submit the report 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 Elimination Criteria

#### Phase 1 Evaluation

Only bidders that comply with ALL the criteria set on paragraph 4.1 on **Phase 1** will proceed to Technical/Functional Evaluation (**Phase 2**).

#### Technical Evaluation (Phase 2)

Bidder(s) are required to achieve a minimum of 50 points on each of the individual criteria, and a minimum of 60 points out of 60 points out of 100 points overall. Only bidder (s) who meet and/or exceed the minimum threshold points on Phase 2 will continue to be evaluated on Specific Goals and Price points.

## 8. Functional evaluation

### 8.1 Company experience/reference letters

| Questions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes | No | Weighting |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----------|
| Does the company have the experience in executing the services and did they provide reference letters as proof of the work done?                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |    | 30        |
| <p>The bidder must submit a minimum of three (3) reference letters where they have rendered same/similar services. The services must have been rendered / completed between 2019 and 2024. The reference letters must be contactable and accessible for vetting.</p> <p>Attach 3 reference letters of previous work or projects of a similar nature.</p> <p><b>The reference letters must include the following:</b></p> <ul style="list-style-type: none"> <li>• Contract description.</li> <li>• Company Letterhead.</li> <li>• Company Name.</li> <li>• Contact person</li> </ul> |     |    |           |
| a) The bidder failed to submit relevant reference letters or less than 3 relevant reference letters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |    | =0 points |
| b) The bidder submitted 3 -4 relevant reference letters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |    | =3 point  |
| c) The bidder submitted 5-6 relevant reference letters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    | =4 points |
| d) The bidder has submitted more than 7 relevant reference letters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |    | =5 points |

#### 8.1.2 The Scope of Department of Employment and Labour approval

| Questions:                                                                                                                                                          | Yes | No | Weighting |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----------|
| 1. Is there evidence of the scope of approved work by the Department of Employment and Labour.                                                                      |     |    | 15        |
| <b>The bidder must submit the scope of work that AIA is approved for, as per the Regulations that fall under the Occupational Health and Safety Act 85 of 1993.</b> |     |    |           |

|                                                                                                                                          |  |            |
|------------------------------------------------------------------------------------------------------------------------------------------|--|------------|
| a) The bidder failed to submit proof of scope of Department of Employment and Labour approval.                                           |  | =0 points  |
| b)The bidder has submitted proof of scope of approval, and it is for 1 Regulation as per SANAS accreditation framework.                  |  | = 1 point  |
| c) The bidder has submitted proof of scope of approval, and it is for 2-3 Regulations as per SANAS accreditation framework.              |  | = 3 points |
| d) The bidder has submitted proof of scope of approval, and it is for all Regulations (full scope0 as per SANAS accreditation framework. |  | = 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 indicate the total number of SAIOH registered Occupational Hygienists in the approved authority. |     |    |            |
| a) The bidder failed to submit proof of SAIOH registered Occupational Hygienist.                                   |     |    | =0 points  |
| b) The bidder submitted proof of 1 SAIOH registered Occupational Hygienist                                         |     |    | =1 points  |
| c) The bidder submitted proof of 2 SAIOH registered Occupational Hygienists.                                       |     |    | = 2 points |
| d) The bidder submitted proof of 3 or more SAIOH registered Occupational Hygienists.                               |     |    | = 5 points |

### 8.1.3 Evaluate Project Plan:

| Questions:                                                                                        | Yes | No | Weighting |
|---------------------------------------------------------------------------------------------------|-----|----|-----------|
| Did the bidder address the below;                                                                 |     |    | 20        |
| Detailed project plan with timelines and resources to comply with and the roll-out scope of work. |     |    |           |
| Duration:<br>The surveys are to take a maximum of two (2) weeks                                   |     |    |           |

|                                                                                                                 |  |            |
|-----------------------------------------------------------------------------------------------------------------|--|------------|
| <b>Attach a valid certificate/ proof of accreditation/approval as an Inspection Authority service provider.</b> |  |            |
| 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 |

#### 8.1.4 Additional regulations relevant to occupational hygiene:

| Questions:                                                                                                                            | Yes        | No | Weighting  |
|---------------------------------------------------------------------------------------------------------------------------------------|------------|----|------------|
| Did the bidder address the below?                                                                                                     |            |    | 15         |
| Ergonomics regulations, 2018 and Regulations for hazardous biological agents, 2022.                                                   |            |    |            |
| a) The bidder failed to submit proof of ergonomics of hazardous or biological certificate of training.                                |            |    | =0 points  |
| b) The bidder submitted proof of ergonomics certificate of training or proof of hazardous biological agent's certificate of training. |            |    | =3 points  |
| d) The bidder submitted proof of both ergonomics and hazardous biological agents training.                                            |            |    | = 5 points |
| <b>Total Scoring</b>                                                                                                                  | <b>100</b> |    |            |
| <b>Minimum Threshold</b>                                                                                                              | <b>60</b>  |    |            |

#### 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<br>ALLOCATED POINTS | PREFERENCE POINTS<br>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,<br>- 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,<br>- Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or<br>- Identification Documentation of all owners |

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 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 an ergonomic risk assessment | 01       | R               | R           |
| <b>TOTAL AMOUNT (EXCL VAT)</b>      |                                      |          |                 | R           |
| <b>15% VAT</b>                      |                                      |          |                 | R           |
| <b>TOTAL AMOUNT (ALL INCLUSIVE)</b> |                                      |          |                 | 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](mailto: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](mailto:procurement@agrement.co.za) with RFQ No: ASA 10/09/2024 request to procure the service of a service provider to conduct ergonomics risks assessment at Agrement 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](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.

## **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.

## **21. 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.

## **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.

# Terms of reference

