

Terms of Reference

Request for Quotation (RFQ)

Procurement of Catering Services for Staff engagement on the 29th of September 2026

RFQ Number	ASA 11/09/2026
Date of Issue	23 September 2026
Closing Date & Time	26 September 2026 @12:00pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Technical inquiries may be directed to: procurement@agrement.co.za

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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 assure fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote 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 South Africa extends a call for submitting proposals from suitably qualified service providers to provide different traditional food (catering) for **40 people** for staff engagement on the **18th of September 2026** at Agreement South Africa Offices, 1090 Arcadia Street, Hatfield, Pretoria, 0028.

3. SPECIFICATIONS (LUNCH)

Agrément South Africa extends a call for submitting proposals from suitably qualified service providers to provide **Lunch (food) (catering)** for **35 people** for staff wellness day on **29 September 2026** at Agrément South Africa Offices, 1090 Arcadia Street, Hatfield, Pretoria, 0028.

3.1 Starch

- Samp with Bontjies (servings for 15 ppl)
- Dumpling (servings for 15 ppl)
- Yellow pap (servings for 2 ppl)

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- White Pap (servings for 10 ppl)
- White Wors Rolls (servings for 10 ppl)

3.2 Meat for 35 people

- Hard body chicken
- Mala and Mogodu
- Mix of Maotwana, & Malana,
- Boeri Wors

3.3 Sides for 35 people

- Morogo /Traditional spinach
- Chakalaka (without Beans)
- Plain Cabbage
- Potato salad

3.4 Drinks

- Soft drinks x 35 people
- Gemmer/Ginger Beer for 35 ppl

Note: Delivery at Agrement South Africa Offices @12h30 exact.

4 SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1. Submission of procurement documents

- Latest 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**.
- The disclosure in the SDB 4 Form must be true and complete in every respect (Take specific note of Paragraph 2.3 of the disclosure).
- Signed General Conditions of Contract.

4.2. Mandatory requirements

- Completed price schedule.
- Provide three (3) reference letters or Purchase orders from the public and/or private institutions which demonstrate having satisfactory delivered on similar services (catering services).
- Valid food serving license – health certificate (certificate of acceptability for food premises) [Provide a valid health certificate].

NB: Failure to submit any of the above-requested mandatory documents on 4.2 will lead to Disqualification of the bidder.

4.1 Evaluation

Phase 1 Technical evaluation

The bidder's quotation will be evaluated to determine compliance with the specification indicated under paragraph 3 above. **Failure to meet one of the specifications listed will result in disqualification of your quotation.**

Requirement	Quantity	Tick (Yes or No)
Lunch at 12h30 Starch • Samp with Bontjies (servings for 15 ppl) • Dumpling (servings for 15 ppl) • Yellow pap (servings for 2 ppl) • White Pap (servings for 10 ppl) • White Wors Rolls (servings for 10 ppl) Meat for 35 people • Hard body chicken • Mala and Mogodu	40 people	

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• Mix of Maotwana, & Malana, • Boeri Wors Sides for 35 people • Morogo /Traditional spinach • Chakalaka (without Beans) • Plain Cabbage • Potato salad Drinks • Soft drinks x 35 people • Gemmer/Ginger Beer for 35 ppl		
Delivery at Agreement South Africa Offices.		

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

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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	5 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.
4.	>50% People with disabilities 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

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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.

4 TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

5. PRICE SCHEDULE

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		- Mix of Maotwana, & Malana, - Boeri Wors Sides for 35 people - Morogo /Traditional spinach - Chakalaka (without Beans) - Plain Cabbage - Potato salad Drinks - Soft drinks x 35 people - Gemmer/Ginger Beer for 35 ppl	R	
02	Delivery at Agrement South Africa Offices.	1090 Arcadia Street, Hatfield, Pretoria,0028	R	
TOTAL AMOUNT (EXCL VAT)		R	R	R
15% VAT		R	R	R
TOTAL AMOUNT (ALL INCLUSIVE)		R	R	R

6. 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.

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7. 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.

8. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 8.1. All proposals must be submitted electronically to procurement@agrement.co.za.
- 8.2. Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 8.3. All documents submitted electronically via e-mail must be clear and visible.
- 8.4. All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

9. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **90 days** calculated from the closing date.

10. APPOINTMENT OF SERVICE PROVIDER

- 11.1 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.
- 11.2 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.
- 11.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

11. ENQUIRIES AND CONTACT WITH ASA

- 11.1 Any enquiry regarding this RFQ shall be submitted in writing to procurement@agrement.co.za.
- 11.2 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.

12. MEDIUM OF COMMUNICATION

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

13. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFQ before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFQ process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

14. CORRECTNESS OF RESPONSES

14.1 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 RFQ. The prices and rates quoted must cover all obligations under any resulting contract.

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

15. VERIFICATION OF DOCUMENTS

15.1 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.

15.2 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.

16. ADDITIONAL TERMS AND CONDITIONS

16.1 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.

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- 16.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 16.3 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.
- 16.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

17. ASA RESERVES THE RIGHT TO

- 17.1 Extend the closing date.
- 17.2 Verify any information contained in a proposal.
- 17.3 Request documentary proof regarding any tendering issue.
- 17.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 17.5 Award this RFQ as a whole or in part.
- 17.6 Cancel or withdraw this RFQ as a whole or in part

18. 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.

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Where the information is sought to be used for other purposes, further and specific consent shall be obtained.

