

Terms of Reference

Request for Quotations (RFQ)

Request to procure a service provider to provide soft skills training for Agrément South Africa for the 2024/25 financial year.

RFQ Number	ASA 25/05/2024
Date of Issue	28 May 2024
Closing Date	11 June 2024
Closing Time	12:00 pm
Submissions	procurement@agrement.co.za
Technical and Supply Chain queries may be directed to:	procurement@agrement.co.za

NOTE: NO LATE SUBMISSIONS WILL BE ACCEPTED

Terms of Reference

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 related to the construction industry in the Republic.
- 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 assessing and confirming fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

Agrément South Africa seeks to enhance employees' well-being by making resources available. As part of this initiative, ASA is inviting proposals from qualified and experienced service providers to provide training as outlined for a maximum of **40 employees**.

3. SPECIFICATIONS

ASA requests proposals and quotations from suitable suppliers to provide the following training as outlined for a maximum of 40 employees:

- 3.1. **MS PowerPoint Presentation**
- 3.2. **MS Excel**
- 3.3. **Report Writing**
- 3.4. **Time Management**

4. SCOPE OF WORK

The service provider must have an evaluation sheet so that we can evaluate them after the training is completed.

4.1. MS PowerPoint Presentation

Objective: This training aims to enhance participants' proficiency in creating compelling and effective presentations using Microsoft PowerPoint.

The certificate of competence should be issued.

Content: The training will cover basic to advanced features of PowerPoint, including but not limited to:

- Understanding the PowerPoint interface
- Creating and formatting slides
- Adding graphics, charts, and multimedia elements
- Applying animations and transitions
- Mastering slide layouts and design principles
- Delivering presentations confidently

Delivery method: The training will be conducted virtually through online platforms, utilizing interactive sessions, demonstrations, hands-on exercises, and real-life case studies.

Trainer: An experienced trainer proficient in Microsoft PowerPoint will conduct the virtual training.

Duration: One day

4.2. MS Excel Training: From basic to Intermediate

Objective: This training aims to equip participants with essential Excel skills, ranging from basic to intermediate level, to enhance their ability to perform data analysis and create effective spreadsheets.

The certificate of competence should be issued.

Content: The training will cover the following topics:

- Navigating the Excel interface
- Data entry, formatting, and manipulation
- Formulas and functions
- Data visualization through charts and graphs
- Data analysis tools and techniques
- Introduction to macros and automation (for intermediate level)

Terms of Reference

Delivery method: The training will be delivered virtually, incorporating theoretical explanations, practical exercises, and hands-on workshops.

Trainer: A skilled Excel trainer with expertise in basic and intermediate Excel functionalities will lead the virtual training sessions.

Duration: One day

4.3. Report Writing Training

Objective: This training aims to enhance participants' skills in writing clear, concise, and impactful reports that effectively communicate information and insights.

Content: The training will cover the following key areas:

- Understanding the purpose and audience of reports
- Structuring reports for clarity and coherence
- Writing executive summaries and conclusions
- Using language and tone effectively
- Incorporating data and visuals appropriately
- Editing and proofreading techniques

Delivery method: The training will involve interactive sessions conducted virtually, practical exercises, and constructive feedback to help participants improve their report writing skills.

Trainer: An experienced trainer with expertise in professional writing and report development will facilitate the virtual training.

Duration: One day

4.4. Time Management Training

Objective: This training aims to equip participants with effective time management techniques and strategies to enhance productivity and efficiency in their work.

The certificate of attendance should be issued.

Content: The training will cover the following topics:

- Understanding the principles of time management
- Setting goals and priorities
- Planning and scheduling tasks effectively
- Dealing with procrastination and time-wasting activities

Terms of Reference

- Managing interruptions and distractions
- Techniques for improving focus and concentration
- Delegate more effectively
- Procrastination

Delivery method: The training will be delivered virtually, incorporating presentations, group discussions, practical exercises, and time management tools and resources.

Trainer: A seasoned trainer specialising in time management and productivity enhancement will facilitate the virtual training sessions.

Duration: One day

5. General Requirements:

5.1 Duration: Training will span over a minimum of one day per training.

5.2 Attendance Register and Certificate of Attendance and Competence will be maintained for all sessions, and certificates of attendance will be issued to participants within a week after the completion of the virtual training.

6. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

6.1 Submission of procurement documents.

6.1.1 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,

6.1.2 Completed and signed standard bidding documents, **SBD 4, and 6.1 forms.**

6.1.3 Signed General Conditions of Contract

6.2 Mandatory documents/ information:

6.2.1 Completed price schedule.

6.2.2 Valid Proof of registration with the South African Qualification Authority (SAQA) as an accredited service provider

Please stipulate the following information regarding registration with SAQA or a relevant professional body of key personnel:

Terms of Reference

Questions:	Yes	No
1. Are you registered with the SAQA or relevant professional body		
Tick(X) on the applicable box. Proof of Registration or obtain a valid certificate from SAQA or any relevant body. Attach proof of the certificate/ registration.		

NB: Failure to meet any of the mandatory requirements on 6.2 above will disqualify the bidder

6.3 Evaluation

6.3.1 Phase 1: Technical Specification and Functionality Evaluation

The test for the Technical and Functional threshold will include the following:

Technical Evaluation Criteria	Points Weightings
Method Statement and Approach	15
Company Profile	20
Reference Letters	30
Qualification of the Training Team	15
Experience of Training Team	20
Total Weighting:	100
Minimum qualifying score required:	60

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) 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?			15

Terms of Reference

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		=3 points
e) Bidder addressed 4 out of 4		=5 points

2) 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 you have provided training or demonstrate relevant experience in providing training to clients in the past five (5) years or more.			
a) Less than three years			=0 points
b) 3 to 5 years			=3 points
c) 6 or more years of experience			=5 points

Terms of Reference

3) Reference Letters

Please submit reference letters where similar service was rendered:

Questions:	Yes	No	Weighting
1. Do you have reference letters?			30
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 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. • Signature of relevant official N/B: Reference Letters without the above inclusions will be automatically disqualified.			
(a) No reference letter submitted			=0 points
(b) Less than 3 reference letters submitted			= 3 points
(c) 3 to 5 Reference letters submitted			= 4 points
(d) 6 and above reference letters submitted			= 5 points

4) Qualifications of the Team.

Please submit a copy of the qualifications of the Facilitators/Trainers.

Questions:	Yes	No	Weighting
1. Do you have a Facilitator/Trainer with Qualifications stipulated below?			15
Tick(X) the appropriate box that is applicable. Service providers must demonstrate that the Key Personnel responsible for training on soft skills has the relevant qualifications. Attach a certified copy(s) of qualifications not older than 6 months • Attach qualification of a Minimum of three personnel			Score
(a) No formal Qualifications			=0 points
(b) National Diploma Business Administration, Communication or Human Management/Project Management or related field			=1 points

Terms of Reference

(c) BTech degree in Business Administration, Communication or Human Management/Project Management or related field		=3 points
(d) Honours & Master's Degree in Business Administration, Communication or Human Management/Project Management or related field		=5 points

5) Experience of the team (Facilitators/Trainers)

Please submit copies of CVs of the Key Personnel

Questions:	Yes	No	Weighting
1. Do you have the CVs of key personnel as stated below?			20
Tick(X) the applicable box. Submit the CVs of all key personnel as detailed below.			
1. Facilitators/Trainers Curriculum Vitae indicating three (3) years as a professional Facilitator/Trainer on soft skills training. - Background in the relevant field must be reflected on the CVs - Attach a minimum of 3 CVs - Point will be allocated per CV submitted			
(a) No experience in training or serving as a facilitator			= 0 points
(b) One (1)to two (2) years of experience as a trainer or facilitator			= 1 point
(c) Three(3) to five (5) years' experience as a trainer or a facilitator			= 3 points
(d) More than five years as a trainer or facilitator			= 5 points

Total Scoring	100
Minimum Threshold	60

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

Terms of Reference

$$Ps = \left(\frac{So}{Ms} \right) \times \text{weighting percentage for the section under consideration}$$

Where:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of a bid under consideration

Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of **60%** in order to proceed to Phase 2.

6.4 Calculation of points

6.4.1 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 price will be calculated for all shortlisted service providers in accordance with the following formula:

$$Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

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 / affidavit as supporting evidence

Terms of Reference

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.

7. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

7.1 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 delivering the service and how performance shall be measured. Contract extensions are at the sole discretion of ASA.

Terms of Reference

8. PRICE SCHEDULE

Item no	Item Description	Quantity	Frequency /Number of days	Unit of Measure	Rate per person/day	Total
01	PowerPoint Presentation Training	40	1	Day	R	R
02	MS Excel Training	40	1	Day	R	R
03	Report Writing Training	40	1	Day	R	R
04	Time Management Training	40	1	Day	R	R
TOTAL AMOUNT (EXCL VAT)					R	
15% VAT					R	
TOTAL AMOUNT (ALL INCLUSIVE)					R	

NB: Your Rates must be inclusive of all costs

9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

9.1 Considering the fees paid, the service provider expressly assigns any copyright to ASA from the works the consultant produces while executing this contract. The consultant may not use, reproduce, or otherwise disseminate or authorize others to use, reproduce, or disseminate such works without prior consent from ASA.

10 . FINAL APPROVAL

10.1 ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any proposals and/or not appoint any service provider.

Terms of Reference

11. PROCEDURE FOR SUBMISSION OF PROPOSALS

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

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

12. VALIDITY PERIOD OF THE PROPOSAL

- 12.1 Each proposal shall be valid for **three (3) months**, calculated from the closing date.

13. APPOINTMENT OF SERVICE PROVIDER

- 13.1 The contract will be awarded to the bidder who scores the highest total points during the evaluation process, except where the law permits otherwise.
- 13.2 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.
- 13.3 Awarding of contracts will be announced on the National Treasury website, and no-regret letters will be sent to unsuccessful bidders.

14. ENQUIRIES AND CONTACT WITH ASA

- 14.1 Any inquiry regarding this RFQ shall be submitted in writing to ASA at procurement@agrement.co.za with RFQ No: ASA 25/05/2024 "Request to procure a service provider to provide soft skills training for Agrément South Africa for the 2024/25 financial year" as a subject.
- 14.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process. The RFQ process is not required through existing service arrangements or as requested by ASA as part of the RFQ process.

15. MEDIUM OF COMMUNICATION

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

Terms of Reference

16. COST OF PROPOSAL

- 16.1 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 direct or indirect expenses of proposal preparation and participation throughout the RFP process. ASA is not directly or indirectly responsible for any costs incurred by tenderers.

17. CORRECTNESS OF RESPONSES

- 17.1 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.
- 17.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

18. VERIFICATION OF DOCUMENTS

- 18.1 Bidders should check the page numbers to ensure that none are missing or duplicated. ASA will accept no liability for anything arising from missing or duplicated pages.
- 18.2 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.

19. ADDITIONAL TERMS AND CONDITIONS

- 19.1 A tenderer shall not assume that information and/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.
- 19.2 Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.
- 19.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a tender or cancellation of any subsequent contract.
- 19.4 Please comply with all the terms and conditions in this document to ensure the proposal is valid.

20. ASA RESERVES THE RIGHT TO;

- 20.1 Extend the closing date.
- 20.2 Verify any information contained in a proposal.
- 20.3 Request documentary proof regarding any tendering issue.

Terms of Reference



- 20.4 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).
- 20.5 Award this RFQ as a whole or in part.
- 20.6 Cancel or withdraw this RFQ as a whole or in part.

21. DISCLAIMER

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

22. 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.