

Request for Quotations

**Appointment of a service provider to provide Project Management and Principles and
Microsoft Projects training with CPD points for a maximum of 40 employees**

RFQ Number	ASA 17/11/2024
Date of Issue	25 November 2024
Closing Date & Time	03 November 2024 @12:00pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

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 center for assessing and confirming fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

ASA requests quotations from a suitable service provider to provide **Project Management and Principles and Microsoft Projects training with CPD points for a maximum of 40 employees**

3. SPECIFICATIONS

ASA requests proposals and quotations from suitable suppliers to provide **Project Management and Principles and Microsoft Projects training with CPD points for a maximum of 40 employees**:

4. SCOPE OF SERVICES

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

The certificate of competence should be issued.

The course must cover the below.

- **Project Structure**
- **Project Definition**
- **Facilitation Skills**

- **Project Management Cycle**
- **Problem Analysis**
- **Business Case and Scope**
- **Feasibility Studies**
- **Resource and Cost Estimation**
- **Project Monitoring**
- **Conflict Management**
- **Time Management**
- **Risk Management**
- **Project Evaluation**
- **Project Closure**

5. General Requirements:

5.1 Duration: Training will span over a minimum of **two days**.

5.2 Attendance Register and Certificate of Competence will be maintained for all sessions, and certificates of competence must be issued to participants within a week after the completion of the evaluation by the service provider.

6. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

6.1 Submission of procurement documents.

6.1.1 All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.

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 TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION:

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.

6.2.3 Valid proof of accreditation as a Skills Development Facilitator for the proposed trainer/facilitator.

6.2.4. The course /training must have at least 5 Continuing Professional Development standards (**CPD**) points credit.

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

Stage 2: Technical Specification and Functionality Evaluation

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

The minimum qualifying score for functionality will be 60 points and bids that fail to achieve the minimum qualifying score will be disqualified.

The evaluation criteria for functionality will be as below:

Criteria	Points
Reference Letters The bidder must submit a minimum of three (3) reference letters where they have conducted the same training. The services must have been rendered / completed between 2019 and 2024. The reference letters must be contactable and accessible for vetting. Attach 3 reference letters of previous work or projects of a similar nature. The reference letters must include the following: • Contract description. • Company Letterhead. • Company Name. • Contact person a) Less than 3 Reference Letters = 0 Points b) 3 reference letters = 3 Points c) 3 to 5 reference letters = 4 Points d) More than 5 reference letters = 5 Points <i>NB: If any of the above information is omitted, the bidder will not be allocated points.</i>	35
Experience of a training facilitator in project management training (Provide a CV) a) 3 Years of more = 1 Point b) 4 years' experience = 3 points c) More than 7 years' experience = 5 Points	35

Facilitator(s) qualifications: Copies of qualifications in Project Mangement to be provided. Facilitators should be qualified in any one of the following fields: National Diploma/B-Tech Degree or Honours in Business Administration, Communication or Human Management/Project Management, a) Qualification submitted = 0 Points b) Qualification Submitted = 5 Points	30
Total	100

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

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.

7.7. Calculation of points

7.7.1 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
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.

8. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

8.1 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.

9. PRICE SCHEDULE

Item no	Item Description	No: of Employees	Frequency /Number of days	Rate per person/day	Total
01	Project Management and Principles & Microsoft Projects with CPD points	40	2 Days	R	R
02	Certificates	40			
TOTAL AMOUNT (EXCL VAT)				R	
15% VAT				R	
TOTAL AMOUNT (ALL INCLUSIVE)				R	

NB: Your Rates must be inclusive of all costs

10. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

10.1 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.

11 . FINAL APPROVAL

11.1 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.

12. PROCEDURE FOR SUBMISSION OF PROPOSALS

12.1 All proposals must be submitted electronically to procurement@agrement.co.za.

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

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

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

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

13. VALIDITY PERIOD OF THE PROPOSAL

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

14. APPOINTMENT OF SERVICE PROVIDER

14.1 The contract will be awarded to the bidder who scores the highest total points during the evaluation process, except where the law permits otherwise.

14.2 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.

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

15. ENQUIRIES AND CONTACT WITH ASA

15.1 Any inquiry regarding this RFQ shall be submitted in writing to ASA at procurement@agrement.co.za with RFQ No: ASA 17/11/2024 "Appointment of a service provider to provide Project Management and Principles and Microsoft Projects training with CPD points for a maximum of 40 employees.

15.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the

The RFQ process is not required through existing service arrangements or as requested by ASA as part of the RFQ process.

16. MEDIUM OF COMMUNICATION

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

17. COST OF PROPOSAL

17.1 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.

18. CORRECTNESS OF RESPONSES

- 18.1 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.
- 18.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

19. VERIFICATION OF DOCUMENTS

- 19.1 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.
- 19.2 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.

20. ADDITIONAL TERMS AND CONDITIONS

- 20.1 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.
- 20.2 Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.
- 20.3 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.
- 20.4 Please comply with all the terms and conditions in this document to ensure the proposal is valid.

21. ASA RESERVES THE RIGHT TO;

- 21.1 Extend the closing date.
- 21.2 Verify any information contained in a proposal.
- 21.3 Request documentary proof regarding any tendering issue.
- 21.4 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).
- 21.5 Award this RFQ as a whole or in part.
- 21.6 Cancel or withdraw this RFQ as a whole or in part.

22. 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.

23. 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.