

TERMS OF REFERENCE: REQUEST FOR PROPOSALS: THE DEVELOPMENT OF A DIGITAL CERTIFICATION SOLUTION FOR AGRÉMENT SOUTH AFRICA

RFP Number	ASA 27/02//2021
Date of issue	04/03/2021
Bid Closing date	19/03/2021 at 12:00 pm
Submissions	Agrément South Africa 1 Meiring Naude Street Brummeria Building 17B Second Floor Pretoria

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1. BACKGROUND

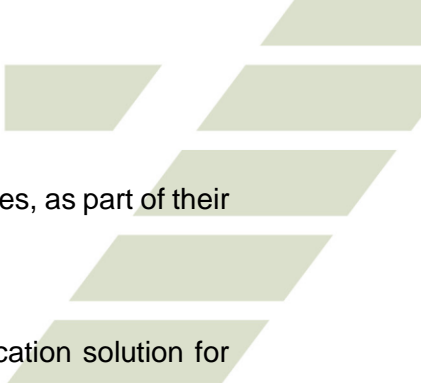
Agrément South Africa was established by a Ministerial delegation of Authority in 1969. Since its inception, it has been administered by and housed at the Council for Scientific and Industrial Research (CSIR). The National Department of Public Works and Infrastructure (NDPW&I) has effectively managed the process of creating Agrément South Africa as a juristic person. The Agrément South Africa Bill was tabled before the National Council of Provinces and the National Assembly in Parliament and passed. The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No. 11 of 2015. Agrément South Africa is an independent public entity for the technical assessment and certification of fitness-for-purpose of innovative building and construction products or systems.

The main objects of Agrément South Africa 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-standardised construction related products or systems in the local or international market.
- To support policy makers in minimizing the risk associated with the use of non-standard construction related product or system; 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 the submission of proposals from suitable service providers, to design and implement a Digital Certification Solution for Agrément South Africa.



The suitable service provider is expected to offer the following services, as part of their proposal:

- To configure, install, support, and maintain a Digital Certification solution for Agrément South Africa (ASA).
- The solution must provide the following:

Identification / Authentication:

The persons / entities with whom ASA is communicating are really who they say they are.

Confidentiality:

The information within the message or transaction is kept confidential. It may only be read and understood by the intended sender and receiver.

Integrity:

The information within the message or transaction is not tampered accidentally or deliberately with en-route without all parties involved being aware of the tampering.

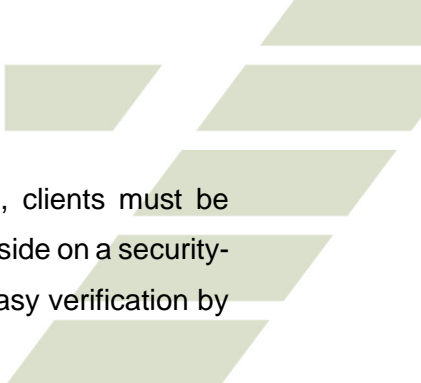
Non-Repudiation:

The sender cannot deny sending the message or transaction, and the receiver cannot deny receiving it.

Access Control:

Access to the protected information is only realized by the intended person within ASA.

Appropriate controls must be implemented for the Board Chairperson's (signatory to all certificates) private key not to be compromised, to ensure the continued security of the Board Chairperson's private key. The service provider must outline these measures in their proposal, but we as ASA need the private key material to be stored inside a hardware security module, all cryptographic operations must be performed inside of a hardware security module and access to sensitive operations on the hardware security module must be restricted and controlled via segregation of duties.



On completion of a certification application and positive outcome, clients must be issued with a digital certificate. Certificates must be QR coded and reside on a security-controlled repository within ASA, which enables safe storage and easy verification by all stakeholders and for the client's access when they need it.

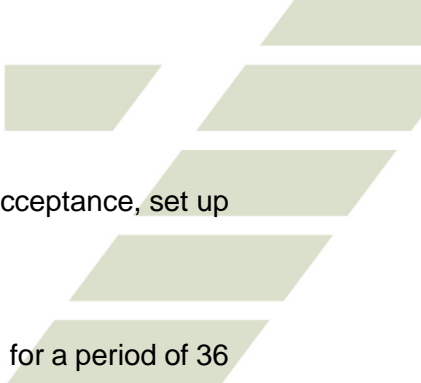
Two types of certificates must be produced per certificate holder. One must be a “one-pager” digital certificate and must reflect the following information: Certificate Number, System/Product Name, Contact Details of Certificate Holder, Picture of System/Product, QR Code, Board Chairperson's Signature, Issuer (ASA), Validity Dates. The other type must have the same details as the one-pager, but be a typescript, with full details of the certificate (on average 12 pages, with only one section requiring signature) and QR code.

ASA Auditors must be able to verify both types of certificates' validity, when presented with a copy of the certificate, by scanning the QR code, from a cellular phone.

The status of a digital certificate issued by ASA (valid/active/invalid/suspended etc) must appear on ASA's list of certificates (i.e. database & ultimately website), as updated from time to time. The latest version must be available showing the date of publication and date of expiry, on the document.

The users of the system must be limited to:

- Applicant (an ASA official who will capture details of the applicant, and allocate project number, on behalf of client)
 - ASA Assessors – who will add technical details of the certificate and amend as require (pre-issue)
 - Issuer – Executive Manager: Technical Services (with an option to delegate role in case of unavailability of EMTS)
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- No editing of the certificate must be possible, post authorisation and issue.
 - When the certificate holder wishes to print own certificate, their identity must be verified. Only the certificate holder must have rights to print the certificate. All other stakeholders must have view and validity verification rights only.

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- The service provider must test the solution and obtain user acceptance, set up production environment and train end users.
 - The service provider must provide support and maintenance, for a period of 36 months (3 years).

3. SCOPE OF WORK

The appointed service provider will be expected to perform the following services as duties and responsibilities: The scope of this assignment is outlined below.

3.1 Work Component 1: Configure A Digital Certification process flow

The objective of this work component is to understand the current procedures within ASA and design a process flow which allows all requirements as stipulated in Section 2 of this document.

3.2 Work Component 2: Install the Solution and Applicable Software

The objective of this work component is, for the service provider to install the software for all Technical Services staff, with appropriate rights, and controls.

3.3 Work Component 3: Train Users

The objective of this work component is for the service provider to train all users of the systems, as well as develop a user's manual for users to refer to when necessary.

3.4 Work Component 4: Maintain & Support

The objective of this work component is for the service provider to maintain the system and provide technical support for a period of three (3) years.

4. DELIVERABLES/EXPECTED OUTPUTS

The service provider is expected to provide a complete solution within three (3) months of appointment. The service provider must have tested the system and obtained user-acceptance and sign-off, to deem the project complete.

5. QUALIFYING CRITERIA: TECHNICAL AND FUNCTIONALITY

The following values will be applicable when evaluating the bid

5=Very good 3= Good 1= Satisfactory 0= Poor

Functionality Criteria	Description of functionality criteria	Maximum number of tender evaluation process
Methodology	Approach Paper (please provide an execution plan) Refer to Table A for scoring of Approach Paper	40
Experience: Design of Similar Solutions	Relevant experience in designing similar solutions. Refer to Table B for scoring of Design Experience	20
Experience: Installation	Relevant experience in installing similar solutions. Refer to Table C for scoring of Installation Experience	30
Technical Support	Relevant experience of technical expert in providing technical support. Refer to Table D for scoring of Technical Support	10
Total evaluation points for quality		100

SUBMISSION OF PROPOSALS

- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD,
- Valid B-BBEE Certificate,
- Valid Tax Clearance Certificate,
- Completed and Signed Standard Bidding Document SBD 4, SBD 6.1, SBD 8, SBD 9.
- Signed General Conditions of Contract.
- All proposals will be evaluated by an evaluation team for functionality and price
- All proposals should include:

FILE 1	<p>Section 1</p> <ul style="list-style-type: none">• Pre-qualification documents (SBD documents) <p>Section 2</p> <ul style="list-style-type: none">• Mandatory & Technical Requirement• Technical Responses• Supporting documents for technical responses <p>Section 3</p> <ul style="list-style-type: none">• Initialled General Conditions of Contracts (GCC)
FILE 2	<p>Section 1</p> <ul style="list-style-type: none">• BEE Certificate <p>Section 2</p> <ul style="list-style-type: none">• Pricing Schedule <p>The completed pricing schedule must be submitted in Microsoft Excel format in an electronic copy.</p>

After considering the functional criteria, a bidder is considered to have passed the functional requirements if they have scored 60 points or more to be considered for Price and BBEE

6. Evaluation Phases:

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

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

P_s = Percentage scored for functionality by bid under consideration

S_o = Total score of bid under consideration

M_s = Maximum possible score

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

Phase 2: Calculation of points

Please note for quotations or bids above R10 000 up 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 are allocated for the service provider's B-BBEE Level of Contribution. An original or certified copy of a B-BBEE certificate must be submitted to substantiate claims for preference points.

A due diligence process in a form of a presentation will be conducted in respect of all short-listed bidders. A set of questions will be posed during the presentation. Should the bidder fail to meet the requirements of the due diligence process, their quote will be disregarded at this stage.

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.

During phase 2, points for 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 price of quotation under consideration

P_t = Rand value of quotation under consideration

P_{min} = Rand value of lowest acceptable quotation

The final points will be calculated as follows:

CRITERIA	SUB-CRITERIA	WEIGHTING POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

EMEs are deemed to have a B-BBEE status level four (4) contributor, in instances where EMEs are more than 50% black owned, such enterprises qualify for promotion to a BBEE status level three (3) contributor and points will be awarded accordingly.

Please note that the quotes will be evaluated using the 80/20 preference point system.

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

Proposals not including all the above information will not be reviewed. Interested parties must submit, their proposals no **later than 19 March 2021 at 12:00 to the following address:**

Agrément South Africa

1 Meiring Naude Street

Brummeria

**Building 17B
Second Floor
Pretoria**



NO LATE SUBMISSIONS WILL BE ACCEPTED

7. 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

Table A: The scoring of the approach paper will be as follows:

Score	Technical approach and methodology
Poor (score 0 Points)	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Satisfactory (score 1 Point)	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc. is too generic.
Good (score 3 Points)	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc. is specifically tailored to the critical characteristics of the project.
Very good (score 5 Points)	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

Table B: The scoring of relevant experience in designing similar solutions will be as follows:

Score	Experience and understanding
Poor (score 0 Points)	No previous experience and understanding of design of similar solutions.
Satisfactory (score 1 Point)	Inadequate experience and understanding of design of similar solutions.
Good (score 3 Points)	Adequate relevant previous experience and understanding of design of similar solutions.
Very good (score 5 Points)	In-depth relevant previous experience and understanding of design of similar solutions.

Table C: The scoring of relevant experience in installation of similar solutions will be as follows:

Score	Experience and understanding
Poor (score 0 Points)	No previous experience and understanding of installation of similar solutions.
Satisfactory (score 1 Point)	Inadequate experience and understanding of installation of similar solutions.
Good (score 3 Points)	Adequate relevant previous experience and understanding of installation of similar solutions.
Very good (score 5 Points)	In-depth relevant previous experience and understanding of installation of similar solutions.

Table D: The scoring of relevant experience and capacity of the organization in providing technical support will be as follows:

Score	Experience and understanding
Poor (score 0 Points)	Successful provision of technical support services to one or less technical projects over the past 5 years.
Good (score 3 Points)	Successful provision of technical support services to between 2 and 4 technical projects over the past 5 years.
Very Good (score 5 Points)	Successful provision of technical support services to 5 or more technical projects over the past 5 years.

ANNEXURE B

PRICING SCHEDULE

The cost breakdown of the work components must be submitted with the RFP.

Work Component	Deliverable	Cost (excluding VAT)
Work Component 1: Configure A Digital Certification process flow	Documented solution process flow.	R____.
Work Component 2: Install the Solution and Applicable Software	Installation of the solution/software	R____.
Work Component 3: Train users	Train all users involved in the process (which includes 18 Technical Services Staff and Board Chairperson)	R____.
Work Component 4: Technical Support to ASA (10 service calls estimated)	Attend to approximately 10 technical support calls, over a period of three years (turn-around times to be defined in SLA)	R____.
Provision		15%
Sub-total (excluding VAT)		R____.
Sub-total (including VAT)		
Total		