

REPUBLIC OF SOUTH AFRICA



EASTERN CAPE PROVINCE DEPARTMENT OF AGRICULTURE

APPOINTMENT OF A PANEL OF A QUALIFIED ACCOUNTING SERVICE PROVIDERS TO ASSIST FARMERS IN ALL SIX DISTRICTS OF THE EASTERN CAPE WITH FINANCIAL REPORTING AND STATUTORY COMPLIANCE

REF NO: 5/1/1-26/27-166 POACS-AGRIECON

TENDERER:	
CSD NUMBER:	
LOGIS NUMBER:	
SPECIFIC GOALS:	
COMPULSORY BRIEFING	25 AUGUST 2026 @11 VIRTUAL (LINK ON THE DOC)
CLOSING DATE:	07 SEPTEMBER 2026
CLOSING TIME:	11:00 am
BID AMOUNT INCLUSIVE OF ALL APPLICABLE TAXES	R.....

PREPARED BY:

SUPPLY CHAIN MANAGEMENT

DEPARTMENT OF RURAL DEVELOPMENT
AND AGRARIAN REFORM
PRIVATE BAG X0040
BHISHO

5605

FAX: 086 540 1720

E-MAIL: Axolile.Jakavual@drdar.gov.za administrative enquiries
Khayakazi.Mkona@ecagriculture.gov.za for technical enquiries

BID NOTICE



agriculture

Department:
Agriculture
PROVINCE OF THE EASTERN CAPE

DEPARTMENT OF AGRICULTURE

PROJECT DESCRIPTION	APPOINTMENT OF A PANEL OF A QUALIFIED ACCOUNTING SERVICE PROVIDERS TO ASSIST FARMERS IN ALL SIX DISTRICTS OF THE EASTERN CAPE WITH FINANCIAL REPORTING AND STATUTORY COMPLIANCE
PROJECT NUMBER	REF NO: 5/1/1-26/27-166 POACS-AGRIECON

AVAILABILITY OF DOCUMENTS : 14 AUGUST 2026

BRIEFING : 25 AUGUST 2026 @11H00

Join:

<https://teams.microsoft.com/meet/313394260552870?p=dmSiPNpIY1CMBvP6W5>

Meeting ID: 313 394 260 552 870

Passcode: rM3Cu3W2

CLOSING DATE : 07 SEPTEMBER 2026

BID NOTICE

BIDS are hereby invited from suitable and qualified SERVICE PROVIDERS for **APPOINTMENT OF A PANEL OF A QUALIFIED ACCOUNTING SERVICE PROVIDERS TO ASSIST FARMERS IN ALL SIX DISTRICTS OF THE EASTERN CAPE WITH FINANCIAL REPORTING AND STATUTORY COMPLIANCE**

Documents will be available as from the **14 AUGUST 2026** from the offices of SCM – Acquisition Management Services, Office No 45, First floor, Indwe Building, Bhisho, 5605 between 08:00 and 16:30 from Mondays to Thursdays and from 08:00 to 16:00 on Fridays. The completed document and all supporting documentation must be placed in a sealed envelope clearly marked with the project number and description must be delivered to the tender box situated at;

**DEPARTMENT OF AGRICULTURE
OFFICE 45, FIRST FLOOR,
INDWE BUILDING**

BHISHO, 5605

By 11.00am on AT 11:00 when the BIDS will be opened in public.

Prospective service providers must take particular note of the following:-

The Department of Agriculture will not entertain any late submissions. Closing time is 11:00 on the **07 SEPTEMBER 2026**.

Enquiries should be directed to

Ms K. Mkona @ Khayakazi.Mkona@ecagriculture.gov.za (Technical)

Ms S. Jakavula@ Siyabulela.Jakavula@ecagriculture.gov.za (Technical)

Ms A. Jakavula@ Axolile.Jakavula@ecagriculture.gov.za (Administrative)

PRODUCT PARTICULAR SPECIFICATIONS

TERMS OF REFERENCE FOR APPOINTMENT OF A PANEL OF QUALIFIED ACCOUNTING SERVICE PROVIDERS TO ASSIST FARMERS IN ALL SIX DISTRICTS OF THE EASTERN CAPE WITH FINANCIAL REPORTING AND STATUTORY COMPLIANCE

1. NAME OF THE PROJECT

Appointment for a panel of qualified accounting service providers to assist farmers in all six districts of the Eastern Cape with financial reporting and statutory compliance

2. PURPOSE

The purpose is to appoint a panel of qualified accounting service providers to manage services for farmers under the Financial Record Keeping Programme, an initiative of the department of Agriculture.

3. BACKGROUND AND DISCUSSION

The Department of Agriculture is prioritizing commercialization of 100 farms and revitalization of irrigation schemes. The services required from the accounting service providers seek to provide support on prioritise farms with accounting services. Farmers could not access loans on financial institutions due to lack of financial statements, hence the need to provide support for accounting services.

The Department is currently assisting farmers with financial record keeping in improving sustainability, accountability and access to funding. Through this intervention programme, farmers are supported in maintaining basic financial records related to their farming operations. Despite these efforts, many farmers still require accounting support to convert basic records into formal financial statements and to ensure compliance with statutory requirements. These requirements include tax submissions, payroll statutory obligations and company compliance processes.

There is therefore a need to appoint a qualified accounting service providers to assist participating farmers with the preparation of annual financial statements, submission of tax returns, compliance with relevant statutory bodies, including South African Revenue Service (SARS) and the Company, Intellectual Property Commission (CIPC) and Department of Labour. This will ensure that financial record keeping efforts are translated into auditing ready financial information.

The number of farms are tabulated as follows:

District	Local Municipality	Town	Number of farms
Alfred Nzo	Matatiele	Matatiele	16
		Cedarville	12
		Swartberg	1
Amathole	Ngqushwa	Peddie	5
	Raymond Mhlaba	Maqoma	18
Chris Hani	Enoch Mgijima	Gwatyu	1
		Komani	1
		Tarkastad	1
		Sterkstroom	1
	Inxuba Yethemba	Cradock	4
		Middleburg	1
	Sakhisizwe	Gubenxa	21
		Elliot	2
		Molteno	2
Joe Gqabi	Elundini	Maclear	2
		Mga flats	3
		Pitseng	2
		Ugie	4
Sarah Baartman	Blue Crame	Sommerset East	3
		Cookhouse	1
		Peerston	1
	Ndlambe	Bathurst	1
		Port Alfred	2
	Kouga	Hankey	1
		Patensie	1
	Koukamma	Jobertina	1
	Makana	Makhanda	1
	Sundays River Valley	Kirkwood	1

4. KEY DELIVERABLES:

For this programme, the service provider will amongst others be responsible to:

Assess all projects that were selected for commercialisation program and revitalisation of irrigation schemes and identify, document gaps and areas of intervention. This will include updating the asset register and explaining financial statements to farmers. After visiting the projects, the service provider must provide the following documents for each project

- An engagement letter signed by the service provider and the farmer.
- A commitment letter signed by the farmer.
- A client contact form (with a report on the gaps identified and areas of intervention) signed by service provider and the farmer.
- An asset register detailing the assets with the values (realistic market value and book value) and should be submitted one month after the project is visited.

- Vehicles, tractors and combine harvesters: description of the vehicle e.g. make, model/year, colour, registration number and VIN number.
 - Equipment: detailed description of the equipment e.g. makes, model/year and colour.
 - Livestock: type e.g. cattle, sheep, goat pigs etc., branding/ identification code
 - Bank letter signed by the farmer to get permission from their bank to send bank statements.
- If a project is replaced, the service provider is expected to assess the new project before commencement and provide the documents mentioned above.
 - Collect or arrange for collection of original source documents (e.g. invoices and receipts) from projects/farms and/or central point in each district via a reputable courier service. These original documents should be returned to the agreed central point in each district within a month after capturing. The source documents can also be emailed by officials to the service provider.
 - On a monthly basis, capture the information from source documents on accounting software (Pastel software). Pastel software license fees training expenses will be at service provider's own cost.
 - In July of every year (on a specific date as agreed upon between Financial Record Keeping Programme leader and the service provider), produce management statements (income statement, cash flow statement and balance sheet) for each project/farm in an electronic format to the Financial Record Keeping Programme leader for projects that have submitted complete source documents for that term. These statements should also be emailed/couriered/posted to farmers.

At the end of the financial year, produce compiled financial statements (income statement, cash flow statement and balance sheet) for each project/fa

- Only persons registered with a professional accounting body as a full practising member (i.e. SAICA/SAIPA/ACCA) should provide individual feedback to farmers with regards to the compiled financial statements before the financial statements are signed by the farmers to ensure quality of the feedback provided to farmers.
- On a bi-annual basis, provide Eastern Cape Department of Agriculture with updated trial balance in electronic format for all the projects/farms.
- At the end of the financial year, provide the Eastern Cape Department of Agriculture with updated datasets (Pastel backups) in electronic format (SFF.zip-files), for all the projects/farms.
- Provide information, reports, statements and/or any other documents required on an adhoc basis in either electronic or printed format.
- On adhoc basis, the service provider could be requested to have consultation meetings with farmers even at times, outside working hours. The service provider should inform the Eastern Cape Department of Agriculture about such requests. The maximum of one adhoc meeting per quarter could be requested.

- On a quarterly basis, provide the Eastern Cape Department of Agriculture with a document detailing the challenges, solutions and recommendations identified from all projects on electronic system.
- Keep and submit a document register of all documents sent and received from the farmers on a quarterly basis.
- Be able to render the following services on a request basis: registration of companies, unbundling, VAT registration for farms/companies, UIF registration, PAYE registration, Income tax registration, BEE certification registration and registration for compensation of employees should the need arise.
- Provide the following services on all projects on electronic record keeping: VAT returns, UIF submissions, provisional tax returns, income tax returns, compensation of employees as well as CIPC returns. Issuing and renewal of tax clearance certificates.
- Immediately inform the Eastern Cape Department of Agriculture in writing about problems identified and experienced by the service provider to determine possible solutions.
- To report quarterly on the deliverables to project steering committee in presentation format and written report. This reporting session will take place at Bhishe.
- To submit final report to the Eastern Cape Department of Agriculture with evidence pertaining to the Financial Record Keeping Programme deliverables upon its completion on the 12th month of the project cycle.
- It is imperative that the service provider obtain written permission from the Eastern Cape Department of Agriculture to provide assistance including meetings to/with farmers on all requests by farmers outside the services rendered on the Financial Record Keeping Programme. Declaration form should be provided.

5. SCOPE OF WORK

The service provider:

- Should quote for the above-mentioned services for a total period of 12 months (8 months for capturing & submission of returns, 4 months for compilation of financial statements).
- Should understand that all documents and information supplied to the service provider, data captured by the service provider as well as financial statements produced by the service provider, remains the sole property of the Eastern Cape Department of Agriculture and are not to be used or distributed for any other purpose or gain by the service provider, without the written consent of the Eastern Cape Department of Agriculture. All the information must be handled on a strictly confidential basis.
- Must have a valid tax compliance status and must be willing to supply tax details, together with any other documentation as requested by the Eastern Cape Department of Agriculture and should be registered on the Central Supplier Database for procurement purposes.

6. KEY COMPETENCIES OF THE BIDDER (S)

The Department does not specify the number of people or organization that must make up the project team. However, it is anticipated that the bidder's proposal will show that its group and/or organisation, either separately or together, have solid expertise in the following areas:

- a) Extent of experience by the team leader and personnel in the provision of accounting services
- b) Knowledge and expertise to provide accounting services, which include asset register, financial statements
- c) Registration of the bidding company with the professional body
- d) Allocate competent and experienced project members. A comprehensive CV and certified copies of qualifications for each project member must be submitted. Each project member should at least have Matric certificate and relevant Degree/ Diploma in financial accounting/ financial services/ Accounting etc.

7. COMMUNICATION

The Department expects the service provider to develop a communication plan.

- a) The successful bidder will deploy personnel on a full-time basis to work with the internal project manager.
- b) The successful bidder will report to the Project Manager, according to the agreed terms, as documented on the subsequent service level agreement.
- c) Written progress reports should be submitted to the Project Manager after the completion of each part of the report.

8. DURATION OF THE PROJECT

A contract/service level agreement will be entered into with the appointed service provider and shall commence from the said appointment for a period of three years.

9. DETAILS OF SERVICE PROVIDER'S PROPOSAL

Prospective service providers must provide information as per the underlined sequence in not more than 8 pages:

- a) Company profile;
- b) Detailed approach and methodology to be applied for provision of accounting services;
- c) The methodology should be inclusive of the skills transfer to farmers and officials assisting farmers with financial record keeping program.**
- d) Detailed project plan from planning to the close up.
- e) Similar projects undertaken with contactable references, nature of the assignment, duration, value, number of persons that were involved in each assignment.

10. BID CONDITIONS

- 10.1 No late or incomplete responses will be accepted for this RFP.
- 10.2 Suppliers must ensure that no services are rendered or goods delivered without written confirmation from Department of Agriculture.

- 10.3 Only bidders who are registered on CSD as service providers or capable of being registered prior to the evaluation of submissions are eligible to submit bids. Bidders who are not registered on the CSD are not precluded from submitting bids, however bidders must compete with the CSD application online, prior the closing date (www.csd.gov.za is the website). It is the responsibility of bidders to ensure that this requirement is complied with.
- 10.4 Kindly note that you need to have a working email address, working cell phone and the company registration documents.
- 10.5 Tax compliance status and company directors of bidders will be verified on CSD for all price quotations and bids. Hard copies of Tax Clearance Certificate are therefore no longer needed to be attached to the bid.
- 10.6 Bidders must be registered on LOGIS
- 10.7 The preferential Procurement Policy Framework Act will apply in the evaluation and adjudication of this bid (**80/20**) preferential point system.
- 10.8 **General Conditions of Contract will apply**

Bidders must submit the following:

- a) A response to each of the elements in the evaluation matrix including annexure, if any. Failure to respond to each element in the prescribed matrix will be deemed as non-compliant with the bid conditions and will thus invalidate the proposal.
- b) A bidder must submit a detailed project plan with clear milestones and timeframes according to the key deliverables mentioned in section 4 above.
- c) Activities should be defined and costing done accordingly on the project plan.
- d) The appointed bidder will be required to invoice the department after delivery of the service in terms of the agreed project plan, quoting the bid number, with full description of the actual services received by the department and the order number.
- e) Where an entity forms a joint venture or a consortium with another entity, the parties to this agreement must express in the bid proposal what aspect of the scope of the work
- f) each party would be adding value to and what percentage each party will receive in terms of the total price quoted.
- g) The successful bidder will indicate acceptance of appointment to perform the assignment within one (1) week of appointment.
- h) Service providers should indicate by ticking with X on the District to be considered for accounting services on the Table below.

District	Tick with X
Alfred Nzo	
Amathole	
Chris Hani	
Joe Gqabi	

Proof of address should be attached. The proof of address to include municipal account and / or lease agreement. The address should correspond with addresses in the CSD.

11. COMPULSORY REQUIRED DOCUMENTS

The following requirements must be submitted and non-submission will lead to elimination.

In case of a Joint Venture all parties are expected to submit individual documentation:

- a) Profile of the company.
- b) Skills transfer plan.**
- c) Current and completed projects with contactable references and values.
- d) CV's of personnel (with contactable references) to be deployed for the service in the department on full time basis.
- e) Certified copy of registration certificate with the professional body.
- f) Signed Joint Venture Agreement.

12. INCLUSION IN THE PANEL OF ACCOUNTING SERVICES FIRMS

The panel will enable the Department of Agriculture (DOA) to engage appropriate service providers towards achieving the stated key deliverables of the Department. The evaluation of submissions for inclusion in the database will be applied independently and DOA will:

- Select, in accordance with the evaluation criteria, those service providers/ organizations / entities that meet or exceed the minimum qualifying criteria in the functionality criteria set out for inclusion in the panel.
- Inform organizations / entities in writing of their inclusion on the database.

13. DURATION OF INCLUSION IN THE PANEL

- The panel will be for a period of three (3) years. A call for new entrants will be done after this period.

14. TERMS AND CONDITIONS

- DOA reserves the right to enter into a contractual agreement with more than one service provider from the panel in each district.
- DOA reserves the right not to enter into contractual agreement with a service partner included in the panel.
- DOA will consider entering contractual engagement with only compliant applicants in respect of the set conditions.
- Annual continuation within multi- year contracts shall be subjected to annual evaluation against agreed milestones and deliverables.

The bidders are required to include in the proposal, project plan as per each phase of the project planning process (Engagement Planning, Engagement Execution, Communicating Results and Engagement Closure).

The following table should be used to populate the above information required: -

Stage	Deliverable(s)	Projected Timeline	Activities
Part 1	a) b) c) d) e) f) g) Etc.		a) b) c) d) e) f) g) Etc.
Part 2	a) b) c) d) e) f) g) Etc.		a) b) c) d) e) f) g) Etc.
Part 3	a) b) c) d) e) f) g) Etc.		a) b) c) d) e) f) g) Etc.
Engagement Closure			

15. SPECIAL CONDITIONS

- bidder must be The office of the based in one of the Districts of the Eastern Cape Province.
- A bidder must treat all available data provided by the department in the process as strictly confidential and not for any form of distribution or use unless an express written approval is obtained from the Accounting Officer in advance.
- Work done outside the agreed scope will not be for the account of the department.

16. EVALUATION CRITERIA

The evaluation will be done against specified conditions and evaluated against the stipulated evaluation criteria. **Failure to provide supporting documentation will result in the non-compliance of the submission, and the application will not be considered.**

FUNCTIONALITY CRITERIA

Technical/ Functionality Evaluation 65 points threshold

Technical evaluation will be the evaluation of bids on functionality and during this stage bids that do not meet the minimum threshold of 65 points on the functionality score will be disqualified and will not be considered for placement into the pane of accounting services firms.

The following criteria will be used:

No	Criteria	Points	Maximum Points	Evidence
1	Human Resource Capacity: Team Leader* : Extent of experience in accounting services: - 15 years and above - 11 years - 8 years - 5 Years - Less than 5 years	15 10 7 5 0	15	CVs and certified copies of qualifications with at least three contactable references for the Team Leader and each Project Team Member.
2	Human Resource Capacity: Project Team Members : Combined experience in accounting services: - 9 years and above - 7 - 8 years - 5 - 6 Years - 4 Years - Less than 4 years	20 15 10 05 0	20	
3	Experience - Bidder's ability to carry out accounting services: - 10 or more on accounting services - 8 - 9 on accounting services - 5 - 7 on accounting services - 1 – 4 on accounting services - Less than 1 on accounting services	30 25 20 15 0	30	Provide references letters in client letterheads confirming accounting work done in the agricultural sector
4.	Professional Registration and Qualifications Registration with recognized professional bodies such as South African Institute of Chartered Accountants, South African Institute of Professional Accountants, or Association of Chartered Certified Accountants.	20	20	Registration certificate

5	Approach and methodology to be applied Detailed approach with the following elements: • farm assessments, • bookkeeping reviews, • financial analysis, • preparation of statements, • stakeholder engagement, and • reporting schedules. Very Good: Step by step approach with clear timelines. All elements (6/6) listed above covered. Good: Fair approach with unclear timelines. 4/6 elements are covered. Fair: Undetailed approach with unclear process. 2/6 elements covered.		15	Approach and Methodology
			10	
			5	
Total			100	

Bids/proposals that have not scored minimum specified points on functionality / technical evaluation will be disqualified at this stage and will not qualify to in the panel

Bidders should obtain 65/100 points of prequalification criteria to qualify for the evaluation of price. Only bids that achieve minimum points will proceed to stage 2 of evaluation.

17. ENQUIRIES & CONTACT PERSON – TECHNICAL

Ms K. Mkona

Email: Khayakazi.Mkona@ecagriculture.gov.za /066 292 1508

Siyabulela.Jakavula@ecagriculture.gov.za /079 505 6024

COMPLETED BY THE BIDDER

THESE FORMS MUST BE COMPLETED USING BLACK INK

Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the given formats. These schedules shall then be bound together with a suitable contents page and submitted with the bid documents. All such schedules must be signed, and clearly marked as appendices to these relevant forms.

All ECBD documents must be completed, signed in full and witnessed, failure to do so may result in the quotation/bid being eliminated

PART A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

By resolution of the board of directors passed at a meeting held on]

Mr. /Ms, whose signature appears below, has been duly authorized

to sign all documents in connection with the Bid for **REF NO:1/1/1-26/27-166 POACS-AGRIECON** and any Contract that may arise there from on behalf of (name of Service Provider in block capitals)

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

2.

PART B: CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this Bid in Joint Venture and hereby authorise Mr/Ms
..... , authorised signatory of the company . .
..... , acting in the capacity
of lead partner, to sign all documents in connection with the tender offer and any contract resulting
from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation

ATTACH SERVICE LEVEL AGREEMENT BETWEEN JOINT VENTURE PARTIES TO NEXT PAGE. "FAILURE TO SUBMIT JOINT VENTURE AGREEMENT AS PART OF THE COMPLETION OF THE BID WILL RESULT IN YOUR BID BEING REJECTED."

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	REF NO:1/1/1-26/27-166 POACS-AGRIECON	CLOSING DATE:	07 SEPTEMBER 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PANEL OF A QUALIFIED ACCOUNTING SERVICE PROVIDERS TO ASSIST FARMERS IN ALL SIX DISTRICTS OF THE EASTERN CAPE WITH FINANCIL REPORTING AND STATUTORY COMPLIANCE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					

OFFICE No- 45

FIRST FLOOR

INDWE BUILDING

BISHO

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Ms A.Jakavula	CONTACT PERSON	Ms K.Mkona
TELEPHONE NUMBER		TELEPHONE NUMBER	066 292 1508 /079 505 6024
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Axolile.Jakavula@ecagriculture.gov.za	E-MAIL ADDRESS	Khayakazi.Mkona@ecagriculture.gov.za / Siyabulela.Jakavula@ecagriculture.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



agriculture

Department:
Agriculture
PROVINCE OF THE EASTERN CAPE

POPI - CONSENT FORM

Contractor/Service Provider/Supplier:	
Bid/Quotation No.:	
Project Description:	
Duration of Contract:	
Contract Value:	

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013 (POPIA)

The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution. By signing this form, you consent to your personal information to be processed by the Department of Rural Development and Agrarian Reform (DoA)and consent is effective immediately and will remain effective until such consent is withdrawn.

1. I a natural person "herein referred to as the Data Subject" with ID No..... hereby give my consent to the DoA "herein referred to as the Responsible Party" to collect, process and distribute my personal information where DoA is legally required to do so.
2. I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information.
3. I understand the purposes for which my personal information is required and for which it will be used and consent to third parties accessing my personal information and to DoA sharing my personal information strictly for reporting purposes.
4. I understand that, should I refuse to provide DoA with the required consent and/ or information, the DoA will be unable to assist me.
5. I declare that all my personal information supplied to DoA is accurate, up to date, not misleading and that it is complete in all respects and will be held and/ or stored securely for the purpose for which it was collected and that I will immediately advise DoA of any changes to my Personal Information should any of these details change.
6. I also understand that I have the right to request that my personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the responsible party is no longer authorized to retain it.

Signed at..... On this day of20...

.....

Signature of data subject/ designated person

.....

Name & Surname/Departmental Responsible Party

.....

Signature

.....

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?
YES/NO

- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....
.....
.....

- 2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may

be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

SCHEDULE OF PREVIOUS WORK CARRIED OUT BY THE BIDDER

Suppliers and Service Providers are to provide references to confirm pervious goods or services contracts of a similar nature were completed satisfactorily. Failure to complete this page may result in your bid being eliminated.

YEAR COMPLET	VALUE OF WORK	NATURE OF WORK	CONTACT PERSON (NAME & TEL NO)	EMPLOYER (NAME & TEL NO)

SIGNED ON BEHALF OF THE BIDDER:

AGREEMENT FORMS TO BE COMPLETED AFTER AWARD OF THE BID

1. CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

2. PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2.

CONTRACT FORM - PURCHASE OF GOODS/WORKS

3. PART 2 (TO BE FILLED IN BY THE PURCHASER)

4. I..... in my capacity as.....
accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating delivery instructions is forthcoming.
6. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

7. I ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	8. BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

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WITNESSES

1.
....
2.