Economic Development & Tourism

Department:
Economic Development & Tourism
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

REQUEST FOR BID: DEDaT 0002/2023

SERVICE PROVIDER TO DEVELOP A COMPREHENSIVE MASTER PLAN FOR A METALS, MACHINERY AND EQUIPMENT (MME) SECTOR INDUSTRIAL CLUSTER IN THE NOTHERN CAPE PROVINCE

TENDER NO. DEDaT 0002/2023

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1. INTRODUCTION AND BACKGROUND

The Northern Cape Department of Economic Development and Tourism (NC-DEDaT) has identified a crucial role for the manufacturing sector in the economic growth and development of the province, owing to manufacturing's specific properties as an engine of growth. The manufacturing sector is unique and possess growth-pulling properties not found, at least to the same magnitude, in other sectors i.e. greater potential for technical change, specialisation, learning by doing and economies of scale. These growth-pulling effects emanate from the relatively strong linkages (backward and forward) that exist between manufacturing and other sectors of the domestic economy.

The status of the manufacturing sector as an engine of growth suggest that the economic growth process is sector specific as opposed to sector neutral[1]. Growth is sector specific when the effect of a unit of value added on growth is not necessarily equivalent across sectors but depend on the growth characteristics of the sector in which that unit of value is added. This implies that economic growth is affected by a change in the sectoral structure (composition) of the economy and is hence brought about by structural transformation i.e., shifting a rising share of resources (capital and labour) into manufacturing activities.

A key manufacturing sub-sector that vividly displays these critical linkages and spill over effects is the metals, machinery, and equipment (MME) sector because it utilises inputs sourced from a wide array of sectors to manufacture products and design applications used across the entire economy. The MME sector has backward linkages with the primary industry and other manufacturing and services sectors, forward linkages with the mining, utilities, transportation, and storage sectors, and horizontal linkages with the electronic components and control systems, sensors, and mechatronic solutions across different equipment segments.

It is in this light that the Northern Cape Department of Economic Development and Tourism has prioritised the Metals, Machinery and Equipment (MME) sector for investigation and analysis to support the process of developing an Industrial Cluster Masterplan for the MME sector. The Masterplan is expected to guide the planning and development of the MME sector industrial cluster in the province and the promotion of the Northern Cape MME sector in general, linking up with closely linked economic activities across provincial and SADC borders to stimulate regional value chain development. Establishment of industrial clusters is one of the strategic interventions outlined in the Northern Cape Manufacturing Strategy to fast-track the growth of manufacturing value added and employment.

[1]In the economics literature there are two contesting schools of thought on how the structure of the economy (sectoral composition) relates to economic growth. Mainstream or orthodox approaches view economic growth as sector neutral i.e. the effects of a unit of value added on growth do not depend on the sector in which that unit of value is added implying that sectoral composition is a relatively unimportant component of the economic growth process. However, heterodox tradition especially structuralist approaches, instead see growth as sector (and activity) specific implying that economic growth is engendered by changes in sectoral composition i.e. structural transformation.

2. PURPOSE

The Department seek to appoint a suitable qualified service provider to develop a comprehensive Masterplan for a metals, machinery, and equipment (MME) sector industrial cluster in the Northern Cape province.

3. POLICY REGULATORY AND LEGISLATIVE FRAMEWORK

All regulations, policies, acts, frameworks, procedures, and any sort of law applicable must be adhered to and in full compliance. They are listed below:

- The South African Constitution
- Public Finance Management Act (Act 1 of 1999)
- Preferential Procurement Policy Framework Act (PPPFA) 2000 (Act 5 of 2000): and Preferential Procurement Regulations, 2022
- Treasury Regulations
- National Environmental Management Act (NEMA) 1998 (Act 107 of 1998)
- Prevention and Combating of Corrupt Activities Act (PCCAA) 2004 (Act 12 of 2004)
- Supply Chain Management Practice Notes and Circulars
- Broad-Based Black Economic Empowerment Act (BBBEEA) 2003 (Act 53 of 2003)
- State Information Technology Agency (SITA) Act (Act 88 of 1998)
- Competition Act (CA) 1998 (Act 89 of 1998)
- Foreign Corrupt Practices Act, 2004
- Control of Access to Public Premises and Vehicle Act 53 of 1985
- Criminal Procedure Act 51 of 1977 sections 20,23(b),24,29,42,46,48,49,50,51
- National intelligence Act of 1994
- The application of the minimum information security standards (MISS)
- Protection of information Act
- Trespass Act
- Occupational Health and safety Act
- Private Security Industry Regulatory Authority
- Protection of Personal Information Act (POPI Act- POPIA)
- Northern Cape Manufacturing Strategy
- Northern Cape Provincial Growth and Development Plan (PGDP – Vision 2040)
- National Industrial Policy Framework
- Spatial Industrial Development Strategy (Draft)
- The South African Steel and Metal Fabrication Masterplan

4. METHODOLOGY

The service provider is required to outline the methodology that will be utilised to compressively respond to the terms of reference; and indicate the research tools and techniques that will be used to identify the key stakeholders to engage in the process and ensure the highest possible stakeholder participation rate.

5. PROJECT SCOPE

Research and analyse the MME sector in line with the Northern Cape Manufacturing Strategy and the Northern Cape PGDP and develop a Masterplan for the MME Industrial Cluster in the province. More specifically, the scope of work includes, but is not necessarily limited, to the following:

5.1. The Identification of the key industries within the MME sector.

5.2. An analysis of the current status of the key industries within the MME sector, with reference to the following:

5.2.1. Industry trends (production and value addition, trade performance, employment and productivity, capacity utilisation, investment patterns)

5.2.2. Industry structure (number of companies including micro & informal enterprises and their geographic location, company size and distribution, level of industry organisation)

5.2.3. Industry value chain (key players, large and lead firms within the value chain, power and governance, competition and collusion, input cost and access to funding)

5.3. An analysis of the Technology Gaps in the key industries within the MME sector

5.4. The scope and potential of 4th Industrial Revolution (4IR) emergent technologies for market disruption in the MME sector given the latecomer status of the province

5.5. The identification of the Critical Success Factors for the key industries within the MME sector.

5.6. The identification of key interventions necessary for the growth of the key industries within the MME sector, based on the key issues and challenges identified. The interventions are to focus, inter alia, on the technologies of production, workforce development, market access, infrastructure, finance, etc. Furthermore, the interventions should align closely with the DTIC's Spatial Industrial Development Approach and Sectoral Approach to facilitate the promotion of interventions through the DTIC's programmes and funding.

5.7. Engagements with key stakeholders and institutions to identify strategic partnerships for the implementation of the strategic interventions.

6. DELIVERABLES

Phase 1: Project Inception

The project inception phase will detail the framework for analysing the MME sector and the methodology that will be followed in developing the MME sector Masterplan; including a comprehensive workplan of costed activities over the remaining project duration.

Phase 2: Situational Analysis

A situational analysis is to be conducted for the MME sector in the Northern Cape province covering but not necessarily limited to the following: production and employment trends, trade performance, investment patterns, industry structure, technology gaps, industry value chain including linkages within and outside the province. In addition, the situational analysis is expected to include a review of public sector policies, strategies, and programmes (at both national and sub-national level) that are specific/relevant to the MME sector.

Phase 3: Stakeholder engagement/capabilities assessment

Stakeholder engagement will involve series of high-level consultations and engagements with the key stakeholders i.e. firms and industry organisations/associations to ascertain the existing productive capabilities, constrains and opportunities; and identifying the critical success factors for the key industries within the Northern Cape MME sector.

Phase 4: Strategy formulation

In consultation with key stakeholders, the strategy development phase will involve identifying and prioritising strategic interventions identified necessary for the growth of the key industries within the MME sector, based on the key issues and challenges. The interventions are to focus, *inter alia*, on the technologies of production, workforce development, market access and opportunity creation, infrastructure, finance, etc. It is imperative that the interventions align closely with both the Spatial Industrial Approach and the Sectoral Approach to industrialisation of the Department of Trade, Industry and Competition (DTIC) to facilitate the promotion of interventions through the DTIC's programmes and funding.

Phase 5: MME sector industrial cluster Masterplan formulation

utilising the above four deliverables as inputs, the fifth phase will include the drafting of the MME sector industrial cluster Masterplan document that will guide the planning and development of the MME sector industrial cluster and the promotion of the Northern Cape MME sector in general. It is critical that the Masterplan is firmly aligned with government's district development model (DDM) and the integrated development plans (IDP) of the relevant local governments.

7. OUTPUTS

The phased approach is expected to deliver the following specific outputs:

I. Inception report
II. Baseline situation analysis report
III. Capability assessment report
IV. Strategic framework report
V. MME sector industrial cluster masterplan

NB: The bidders will be required to submit specific timelines and costing for the outputs and deliverables in section 6 above.

8. REQUEST FOR BID TERMS AND CONDITION

The following guidelines are provided to assist a Bidder in completing a response:

8.1. The bid should be written in simple English for easy understanding and perusal.

8.2. Over and above all conditions stipulated by the Provincial Supply Chain Management, Bidders are advised to familiarize themselves with the following policy document:

8.2.1. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, (ACT NO.5 OF 2000) and the

8.2.2. PREFERENTIAL PROCUREMENT REGULATIONS, 2022. (PPPFA,2022)

8.3. The terms and conditions specified in this bid must be read in conjunction with the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, (ACT NO.5 OF 2000) and the PREFERENTIAL PROCUREMENT REGULATIONS, 2022 obtainable at http://www.parliament.gov.za and which forms an integral part of this Bid. Prospective service providers will be well advised to also familiarize themselves with the contents of the Act.

8.4. All costs incurred in the preparation and presentation of the Bid shall be wholly absorbed by the Bidder.

8.5. All information, supporting materials and other documentation submitted with the Bid will become the property of the Northern Cape Department of Economic Development and Tourism.

8.6. All prices must be South African Rand (ZAR), including VAT. All prices must be valid for a period of 120 days from date of submission.

8.7. NC-DEDaT shall not be liable for any costs incurred by the Bidder in the preparation of response to this Request For Bid. The preparation of response will be made without obligation to acquire any of the items included in the Bid to discuss the reasons why such Bid or any other bid was accepted or not.

8.8. All invoices shall only become payable within 30 days upon receipt of an invoice by NC-DEDaT.

8.9. No interest shall be payable in the event of a dispute nor accrue on any payments due during a period of dispute.

8.10. Responses received after the specified due date and time will not be accepted under any circumstances.

8.11. The lowest or only bid would not necessarily have to be accepted by the NC-DEDaT and as such, the NC-DEDaT reserves the right to accept any or no bid at all.

8.12. The NC-DEDaT reserves the right to enter into negotiations with Bidders (who have been short-listed) under the conventions embodied in the principles of "Best and Final Offer" (BAFO).

8.13. Instructions to the Bidder on what needs to be included in the bid and indicating the failure to which non compliance will be dealt with as well as how any dispute or grievances are to be dealt with are indicated in the bid documents. The terms of the general condition of contract (GCC) forms the general basis of the contract which will be further espoused in the special condition of contract (SCC) in the form of a service level agreement (SLA).

8.14. The Department will become the owner of all information. Documents, programmes, advice and reports collected and compiled by the service provider in the execution of this tender.

8.15. The copyright of all documents, programmes and report must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Department.

8.16. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.

8.17. The service provider must be a single legal entity with all other necessary expertise secured via sub contractor under a joint venture arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in this tender.

8.18. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.

8.19. Bidders may ask for clarification on these tender documents or any part thereof up to close of business 1 (one) week before the deadline for the submission of the bids. No late be will be considered.

8.20. Bidders may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by the bidder to influence bid evaluation, bid comparison or bid award decisions in any manner, may result in rejection of the bid concerned.

8.21. After the closure of the bid the Supply Chain Management Unit (SCM) will open the bids and draft a long list of all responsive service providers. Thereafter service providers who are non-responsive who do not meet the stipulated functionality evaluation criteria per the terms of this bid will be disqualified.

8.22. At any time prior to the deadline for submission of bids, the department may for any reason whether at its own initiative or in response to a clarification requested by a service provider, modify the tender document. The Department may, at its discretion extend the deadline for submission of bids by amending the bid documents.

8.23. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the validity period.

9. REQUEST FOR BID REQUIREMENTS

Companies responding to this bid are required to submit the following information:

9.1. The following will be the minimum requirements that must be disclosed in the bid

9.1.1. General background relating to the organisation/company/business

9.1.2. The name and contact details (telephone and/or mobile, fax, email, and postal address) of the project leader (on the front cover of the bid).

9.1.3. Particulars of project team members who will be involved in the project on an on-going basis (including qualifications and experience –CV's to be included)) and a breakdown of race, gender, and disability.

9.1.4. Bidders will be required to make a presentation to the Bid Evaluation Committee

9.1.5. The name of company, business addresses and contact details.

9.1.6. Overview of the organisation's capabilities and experience, i.e., credentials

9.1.7. How long have you been in business?

9.1.8. What is your company's core business, and how long has this been your core business?

9.1.9. What is the total complement of your staff, and what is the statistical breakdown in terms of gender and previously disadvantaged individuals?

9.1.10. What is the complement of your management and technical staff, and what is the numerical breakdown in terms of gender and previously disadvantaged individuals?

9.1.11. Provide details of clients who make use of products and services similar to the ones you offer in this bid, including names, contact persons and the nature of the services.

9.1.12. Any other additional information to strengthen your bid will be considered.

9.2. The taxes of the successful Bidder must be in order, or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. This information must be clearly updated on the CSD.

9.3. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must have a separate Tax Clearance Certificate, SBD 3.1, 4, & 6.1. International companies are to make arrangements with South African Revenue Services for a Tax Clearance certificate.

9.4. In the event of a consortium, details of roles and responsibilities of each party are to be provided and the overall management structure of the consortium and business model thereof.

9.5. The Standard bidding documents to be completed SBD 3.1, 4 and 6.1, must be completed in full and the signed declaration forms must be attached to the bid.

Table 1 Standard Bidding Documents

SBD 3.1	Pricing schedule – firm prices
SBD 4	Declaration of interest
SBD 6.1	Preference points claim

9.6. Mandatory Requirements

9.6.1. Registration on Central Supplier Database (CSD)

All prospective bidders must be registered as a service provider on the Centralized Supplier Database. If you are not registered proceed to complete the registration of your company prior to submitting your bid. Refer to https://secure.csd.gov.za/ to register your company. Ensure that all documentation on the database is updated and valid Attach a copy of the CSD registration "Summary Report" to your bid.

9.6.2. Valid and original tax clearance certificate

The validity of the tax clearance certificate issued by the South African revenue services certifying that the taxes of the Bidder are in order will be verified against the information recorded in the Central Supplier Database (CSD).

10. EVALUATION CRITERIA

This is a two-stage bidding process i.e.; the technical proposal will be evaluated before the financial proposal is opened for all bidders who qualify on functionality. The technical proposal must be separated from the financial proposal but both envelopes must be submitted at the same time. The evaluation will be done as follows:

i. Phase I – Mandatory compliance

Mandatory compliance verification (SCM and other parts of the terms of reference).

ii. Phase II - Functionality assessment

The functionality assessment involves evaluating the capabilities and abilities of the service provider to undertake the contract. The cut-off for functionality is 70%. Bidders who fall below the 70% threshold will be disqualified

iii. Phase III

Bid Pricing i.e., 80/20 principle; 80 for price and 20 for the Departmental specific goals

10.1. MANDATORY COMPLIANCE

The appointment of the successful Bidders will be based on the mandatory compliance and the other evaluation criteria as stipulated further in this TOR. During this phase Bidder's response will be evaluated based on the mandatory requirements indicated hereunder. This phase is not scored and Bidders who fail to comply with all mandatory criteria will be disqualified.

10.1.1. Registration on central supplier database (CSD)

The service provider must be registered as a service provider on the Centralized Supplier Database. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to https://secure.csd.gov.za/ to register your company. Ensure that all documentation on the database is updated and valid. Attach a copy of the CSD registration Report. A valid tax compliance must be indicated on CSD or arrangement must have been made by the receiver of revenue before submission of bid.

10.2. FUNCTIONALITY ASSESSMENT

The Technical Bid Assessment will carry 100 points based on the criteria below.

Table 2 Functionality Assessment Criteria

No.	Criteria	Methodology criteria requirement	Rating	Weight	Total
1.	Presentation to the Bid Evaluation Committee	Proposed methodology requirement		5	
		Relevant experience		5	
		Key expertise, qualifications, and experience		5	
		Skills transfer plan		5	
2.	Proposed methodology	Understanding of the requirements of the scope of work; Motivation for the chosen methodology including pros and cons		5	
		Activity-based plan aligned to scope of work, deliverables, timelines, and experts		5	
		Step-by-step explanation of the proposed process to reach the result		5	
		Appropriate research techniques/models/tools that would maximise the participation rate of the key stakeholders e.g.,		5	

		individual firms, industry associations and relevant government departments;			
		A list of target stakeholders, which will be engaged in the process; and Effective stakeholder facilitation and engagement model		10	
3.	Relevant experience	Number of years of experience		5	
		Verifiable clients		5	
		Understanding, knowledge, and proven experience in the application of structuralist approaches (in the developmentalist tradition) to industrial development research.		10	
4.	Key expertise, qualifications, and experience	Number of years of experience of key personnel		5	
		Qualification		5	
		Number of key personnel		5	
		Substantiate expertise with similar or previous projects with references completed by team members		5	
5.	Skills transfer plan	Demonstrate ability to transfer skills with a plan		10	

Table 3 Presentation Evaluation Tool

Bidders will be invited to make a presentation to the Bid Evaluation on a proposed date and time.

Description	Rating
Does not satisfy the minimum requirements. Non compliance	0
Satisfies the requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5

Table 4 Methodology Evaluation Tool

Description	Rating
Does not satisfy the minimum requirements. Non compliance	0
Satisfies the requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5

Relevant experience

- The bidder should demonstrate understanding, knowledge and proven experience in the application of structuralist approaches (in the developmentalist tradition) to industrial development research.
- The bidder is required to have firm understanding and appreciation, based on proven past research, of the interrelationship between sectoral composition of the economy and the economic growth process.
- The bidder should demonstrate proven track record, of at least 5 years, in conducting commissioned research for a national Department such as the Department of Trade, Industry and Competition (DTIC) on issues related to industrial policy and industrialisation, structural transformation and technological upgrading, competition and global value chains, and economic sectors including the MME sector.
- The bidder should demonstrate proven track record in developing sector masterplans on behalf of a national Department such as the Department of Trade, Industry and Competition (DTIC).
- The bidder must demonstrate knowledge of government policies and legislation around industrial development and competition clearly illustrating how they relates to the economic development context of South Africa.
- Furthermore, the bidder is required to have a firm grounding in the practical linkages between government policy and legislation and the real economy, including the translation of government policy into business commitments.
- The bidder is required to provide references, preferable from a national Department such as the Department of Trade, Industry and Competition (DTIC), that demonstrates and supports their relevant as well as wide experience and knowledge in conducting research in industrial policy and industrialisation, structural transformation and technological upgrading, competition and global value chains, and economic sectors including the MME sector.

Table 5 Experience Evaluation Tool

Criteria	Rating
0 Year	0
≤1 Year	1
2 Years	2
3 Years	3
4 Years	4
≥5 Years	5

Table 6 Verifiable clients Evaluation Tool

Indicator	Rating
Did not submit any client or contract or contact details within government. Non compliance	0
Submitted one or more contracts with only one corresponding correct contact details within government.	1
Submitted two or more contracts with only two corresponding correct contact details within government.	2
Submitted three or more contracts with only three corresponding correct contact details within government.	3
Submitted four or more contracts with only four corresponding correct contact details within government.	4
Submitted five or more contracts with only five corresponding correct contact details within government.	5

Table 7 Completed research work Evaluation Tool

Indicator	Rating
Did not submit any research work with contact details. Non compliance	0
Submitted one or more research work with contact details.	1
Submitted two or more research work with contact details	2
Submitted three or more research work with contact details.	3
Submitted four or more research work with contact details.	4
Submitted five or more research work with contact details.	5

Key expertise

- The bidder's proposed team members must have a clear understanding of the national industrial development objectives, structuralist approached to industrial development research and be skilled in stakeholder mobilisation and management.
- The proposed team must have a minimum of five (5) members including the team leader. The team members are required to have a minimum post-graduate qualification in Economics preferable in the heterodox tradition.
- In addition, the team must have relevant complementary skills. The team members should have a minimum of four (4) years' proven track record and experience in any of industrial development, structural transformation, competition, and global value chains.
- To substantiate, the bidder must submit a minimum of three (3) similar previous projects with references completed by team members in industrial development, structural transformation, competition, and global value chains.
- The bidder must submit the following: CVs of the team members which clearly highlight qualifications, areas of experience / competence relevant to the tasks and objectives of this project as well as similar projects led as outlined above; Case studies detailing the type of projects, the period of the projects, the magnitude of the projects and the result of the projects.

Table 8 Number of years Evaluation Tool

Criteria	Rating
0 Year	0
≤1 Year	1
2 Years	2
3 Years	3
4 Years	4
≥5 Years	5

Table 9 Qualification Evaluation Tool

Indicator	Rating
No member has a post graduate. Non compliance	0
All team member has an honours degree with proof	1
two team members has an honours degree and other members have Master's degree with proof	2
Two members have an honours degree and a master's degree with proof	3
Two members have an honours degree and other two masters have a degree with proof	4
Two members have an honours degree, other two masters have a degree and at additional member has a PHD with proof	5

Table 10 Number of key personnel Evaluation Tool

Criteria	Rating
0	0
1	1
2	2
3	3
4	4
≥5	5

Table 11 Substantiate expertise by the team members Evaluation Tool

Indicator	Rating
Did not submit any project by team members with contact details. Non compliance	0
Submitted one or more project by team members with contact details.	1
Submitted two or more project by team members with contact details	2
Submitted three or more project by team members with contact details.	3
Submitted four or more project by team members with contact details.	4
Submitted five or more project by team members with contact details.	5

Skills transfer plan

As part of their submission, the bidder is required to provide a skills transfer plan to build the DEDaT human resource capacity. As a minimum, this should involve providing research training for three (3) nominated staff member(s) of the DEDaT.

The bidder is required to outline a detailed skills transfer plan as part of this proposal which will include, amongst others, the following: An actual plan of how skills will be transferred and associated timelines throughout the project implementation process, Indication of the stages during the work where the DEDaT officials will be involved; and Indication of the skills, which they will acquire therefrom.

This is to adhere to the circular "Findings of the Auditor-General's report on the use of consultants at selected National Departments" issued by the Department of Public Service and Administration (DPSA). It is stated in the circular that "contracts for the use of consultants should be tied to training and transfer of skills from consultants to departmental staff and that this provision should be optimally applied and monitored."

Table 12 Skills transfer Evaluation Tool

Indicator	Rating
Non-Compliant	0
Compliant	5

10.3. BID PRICING – 80/20 POINT SYSTEM

The bid will be awarded based on the 80/20 preference point system. 80 for price and 20 for the Departmental specific goals

11. CONTRACTUAL AGREEMENT

The successful bidder will be required to enter into a formal contract of 12 months with NC-DEDaT that shall be based on this bid specification, the accepted bid, and the letter of acceptance. The contractual agreement may be extended upon mutual agreement between the successful service provider and NC-DEDaT. The bidder shall not, after the bid has been awarded, assign or cede the contract to any other party without the prior written consent.

Variations and amendments to the contract shall be valid only if they are done in writing and by mutual consent. Any contract between the Department and the successful bidder shall be governed by the laws of the Republic of South Africa.

12. BREACH AND TERMINATION

Should either party commit or breach the provisions of this contract and fail to remedy that breach (es) within 14 (fourteen) days after the receipt of a written complaint, the party that is not in default shall be entitled to cancel this contract per written notice delivered to the other party's domiccilium et executandi as per bid documents without prejudice to any other right which the non-defaulting party may have as a result of such breach.

13. REPORTING, MONITORING AND EVALUATION

The successful bidder will report to the Project Manager and his team.

14. SUPPLIER DUE DILIGENCE

The Department of Economic Development and Tourism reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. A negative report might lead to performance management with its related issues.

15. SUBMISSION OF BID

Interested Service Providers must place bid in the **Tender Box** with the following details:

a. Physical Address

Northern Cape Economic Development and Tourism

Cnr. of Knight and Stead Street

MetLife Towers (Entrance)

Ground Floor

Kimberley 8300

b. Closing Details

Date: 30 June 2023

Time: 11:00

c. Collection of documents

- E-portal
- Departmental website

16. DOCUMENTS

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	DEDaT 0002/2023	CLOSING DATE:	30 JUNE 2023	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO DEVELOP A COMPREHENSIVE MASTER PLAN FOR A METALS, MACHINERY AND EQUIPMENT (MME) SECTOR INDUSTRIAL CLUSTER IN THE NORTHERN CAPE PROVINCE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
Northern Cape Economic Development and Tourism **Cnr. of Knight and Stead Street** **MetLife Towers (Entrance)** **Ground Floor** **Kimberley 8300**					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**MS Y. PHEIFFER**	CONTACT PERSON	**MR C. MOYO**
TELEPHONE NUMBER	**076 673 9917**	TELEPHONE NUMBER	**083 579 4072**
FACSIMILE NUMBER	**053 831 3668**	FACSIMILE NUMBER	**053 831 3668**
E-MAIL ADDRESS	**YPheiffer@ncpg.gov.za**	E-MAIL ADDRESS	**MoyoC@ncpg.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		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: ……………………………

SBD 3.1

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder………………….……	Bid number………DEDaT 0002/2023................
Closing Time: 11:00	Closing date…………………………………………

OFFER TO BE VALID FOR………DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: ………………………………….
- At: ………………………………….

  …………………………………

- Brand and model ………………………………….
- Country of origin ………………………………….
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ………………………………….

- Period required for delivery ………………………………….
*Delivery: Firm/not firm

- Delivery basis ……………………………………

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……………………………………………………………………………………
……………………………………………………………………………………

2.3 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**

2.3.1 If so, furnish particulars:

…………………………………………………………………………….
…………………………………………………………………………….

3 DECLARATION

I, ,(name)……………………………………………………………………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 not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.

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.

3.4 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.

3.5 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.

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.6 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………………. ……………………………………
Signature Date

………………………………… ……………………………………
Position Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**
(*delete whichever is not applicable for this tender*).

~~a) The applicable preference point system for this tender is the 90/10 preference point system.~~

b) The applicable preference point system for this tender is the 80/20 preference point system.

~~c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.~~

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**
The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt-P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt-P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$\boldsymbol{Ps = 80\left(1 + \frac{Pt-P\,max}{P\,max}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 + \frac{Pt-P\,max}{Pmax}\right)}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth	9,72	
Women	9,72	
People With Disabilities	0,56	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….
4.4. Company registration number: …………………………………………………………...
4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick applicable box]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;
(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution, if deemed necessary.

…………………………………………
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ………………………………………………………
DATE: ………………………………………………………

ADDRESS: ………………………………………………………

………………………………………………………

………………………………………………………
………………………………………………………