



# rural development & agrarian reform

Department:  
Rural Development & Agrarian Reform  
**PROVINCE OF THE EASTERN CAPE**

## **FRAMEWORK AGREEMENT FOR A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVERY OF AGRICULTURAL PRODUCTION INPUTS (SEEDS AND SEEDLINGS FOR GRAINS, VEGETABLES AND FRUIT TREES)**

PREPARED BY:

**SUPPLY CHAIN MANAGEMENT – DEMAND MANAGEMENT**

DEPARTMENT OF RURAL DEVELOPMENT

AND AGRARIAN REFORM

PRIVATE BAG X0040

BHISHO

5605

TEL: (040) 602 5207/ 5211/ 5214/ 5262/5213

EMAIL: [demand.bisho@drdar.gov.za](mailto:demand.bisho@drdar.gov.za)

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## **TERMS OF REFERENCE**



## **TERMS OF REFERENCE**

### **APPOINTMENT OF A PANEL OF QUALIFIED SERVICE PROVIDERS TO SUPPLY AGRICULTURAL INPUTS: SEEDS AND SEEDLINGS FOR GRAINS, VEGETABLES AND FRUIT TREES**

#### **1. BACKGROUND**

- 1.1. As part of revitalisation and commercialisation of agriculture in the Province, the Department of Rural Development and Agrarian Reform seeks to support the subsistence and smallholder producer towards productive and competitive provincial agriculture sector;
- 1.2. The Department is mandated to drive rural development, thus grow the rural economies through agriculture by ensuring that all producers and input suppliers continue to lead in local economic development of rural communities.
- 1.3. The Department is implementing Agriculture Economic Transformation Strategy to unlock agriculture potential of the province. The Department is supporting in all six (6) districts inclusive to two (2) metropolitan municipalities according to their natural resource potential.
- 1.4. The strategy of the Department is focussing at increasing household incomes, promoting commercialization of the smallholder farmers, increasing opportunities for skilled and relatively unskilled employment, and to increase food security.
- 1.5. The Department has therefore prioritized the need to assist resource-poor farmers with agricultural inputs in the form of seeds, seedlings and fruit trees;

#### **2. OBJECTIVES**

- 2.1. To establish a Panel of suitably qualified Agriculture Input Suppliers to engage in a three-year period (36 months) contract for the supply and delivery of agricultural inputs in the form of seeds, seedlings, fruit trees, herbs and medicinal plants.
- 2.2. To ensure cost effective, timely and correct supply of agricultural inputs to resource-poor and emerging farmers.
- 2.3. To create sustainable food (crop and livestock) production in poverty-stricken rural communities.
- 2.4. To enable farmers/producers to improving their relationship with local suppliers and potential markets of their produce;

#### **3. SCOPE OF SERVICES**

- 3.1. The Department requires a panel of qualified service providers that will supply seeds, seedlings and fruit trees to directly to beneficiaries in all districts of;
- 3.2. Ensure adherence of all inputs to required in terms of quality and quantities

- 3.3. Prompt delivery/availability of inputs required in order to avoid missing the timelines related to soil preparation and treatment
- 3.4. The specifications of all required seeds, seedlings and fruit trees that will be purchased from suppliers on this panel are indicated in table below Specification:

**Table 1:** Specifications for grain seeds

ITEM	ITEM SPECIFICATION
<b>Green Maize</b>	Hybrid mealie type, good heat and stress tolerance and good tolerance to maize streak and mottle viruses. Grain colour = white, days to tasselling = 60 – 95 days.
<b>Grain Maize (Yellow and white)</b>	Certified white or yellow hybrid maize seed packed in 25 kg bags (50 000- 60 000 kernels per bags) with following characteristics: medium season crop, less than 5% lodging, at least 1.55 ears per plant. Seed size = 4 flat/4 round. Widely adaptable to all production areas in all areas, general resistance to grey leaf spot, medium to good yield under dry land. Germination rate of 90 - 100%.
<b>Dry beans</b>	Certified seed – Red speckled, determinate growth habit, 100 -120 days to maturity, Resistant to angular leaf spot and BCMV, 2000 - 2500 seeds per kg in 25 kg bags
<b>Bio fortified Dry beans</b>	Zinc and Iron bio-fortified speckled, determinate growth habitat, 100 -120 days to maturity, resistant to common diseases.
<b>Kidney beans</b>	Certified seed, determinate growth habit ,90-120 days to maturity. Resistant to rust and most common diseases.
<b>Cow peas</b>	Certified disease free seed, vining or upright bush type growth habitat, white with a black, pink, purple or shades of red eye or black, speckled, and brown or brown-eyed.
<b>Sunflower</b>	Certified disease free hybrid seed, locally adaptability, high yielding, good oil percentage, medium maturity and resistant to lodging and bird damage.
<b>Soya beans</b>	Certified disease free seed, locally adaptability, high yield reliability, seed-shattering resistant, resistant to common diseases.
<b>Sorghum</b>	Certified disease free seed, locally adaptability, high yield reliability, seed-shattering resistant, resistant to common diseases.
<b>Groundnut</b>	Certified disease free seed, locally adaptability, high yield reliability, seed-shattering resistant, resistant to common diseases.
<b>Wheat</b>	Certified disease free seed, locally adaptability, high yield reliability, seed-shattering resistant, resistant to common diseases.
<b>Canola</b>	Certified disease free seed, locally adaptability, high yield reliability, seed-shattering resistant, resistant to common diseases.
<b>Barley</b>	Certified disease free seed, locally adaptability, high yield reliability, seed-shattering resistant, resistant to common diseases.

**Table 2:** Specifications for fodder seeds

ITEM	ITEM SPECIFICATION
<b>Lucerne (<i>Medicago sativa</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Italian Ryegrass (<i>Lolium multiflorum</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%

ITEM	ITEM SPECIFICATION
<b>Westerwolds ryegrass (<i>Lolium multiflorum</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Perennial ryegrass (<i>Lolium perenne</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Fescue seed (<i>Festuca arundinaceae</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Cocksfoot (<i>Dactylis glomerate</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Teff (<i>Eragrostis teff</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Weeping love grass (<i>Eragrostis curvula</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Red clover seed (<i>Trifolium pretense</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 9%
<b>White clover seed (<i>Trifolium repens</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>White oats (<i>Avena sativa</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Black oats (<i>Avena strigose</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Stooling rye grass (<i>Secale cereal</i>)</b>	Certified seed, short, medium or long duration, have a minimum germination percentage of 75% and purity of 95%.
<b>Smuts finger grass (<i>Digiteria eriantha</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Rhodes grass (<i>Chloris gayana</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Oats (<i>Avena sativa</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%
<b>Jap radish (<i>Raphanus sativus</i>)</b>	Certified seed, locally adaptable, with a minimum germination of 75% and purity of 95%

**Table 3:** Specifications for vegetable seeds

ITEM	ITEM DESCRIPTION
<b>Amaranth</b>	Good quality disease free seed of a green fast growing amaranth type which is planted for consumption of its fresh leaves
<b>Butternut</b>	Produce a cylindrical fruit that often bulges around the seed cavity similar, Vigorous growth, High yielding, Certified seed
<b>Beetroot</b>	Free from disease and pests, Vigorous growth, High yielding cultivar, Certified seed of round medium-sized beetroot heads
<b>Cabbage</b>	Free from disease and pests, Vigorous growth, High yielding cultivar, Certified seed of round head cabbage
<b>Onion</b>	Free from disease and pests, Vigorous growth, High yielding cultivar, Certified seed of round medium-sized onion heads
<b>Spinach</b>	Free from disease and pests, Vigorous growth, High yielding cultivar, Certified seed of green leafy spinach.
<b>Cauliflower</b>	A uniform, early to medium maturing variety. Approximately 75 - 85 days from transplant to maturity in summer and 90 - 100 days to maturity in winter and resistant to common diseases
<b>Carrot</b>	Early to Medium maturing F1 hybrid, high yielding, resistant to bolting under hot temperature, resistant to Alternaria, Cavity Spot and Oidium diseases

<b>Chillies/ Hot pepper</b>	Hybrid, Early to medium maturity Cayenne variety type for fresh produce market and resistant to common chilli diseases
<b>Cucumber</b>	Open field type, or long greenhouse English type, vigorous vegetative growth, early to medium maturity, resistant to common diseases.
<b>Green beans</b>	Determinate, bush type, or indeterminate, pole or runner type, upright to open plant habit, medium to large plant frame for fresh and processing market, resistant to common diseases.
<b>Lettuce</b>	A crisp head type, early to medium maturity, suited for the fresh, pre-pack and processor markets, resistant to common diseases
<b>Melons</b>	A hybrid cantaloupe or honeydew melon with long shelf life, early to medium maturity, resistant to common diseases.
<b>Peas</b>	Hybrid, Indeterminate (climbing) or determinate (bush or dwarf) type, flat-podded or snap peas and resistant to common diseases)
<b>Pumpkins</b>	A hybrid white, grey or tropical pumpkin with a semi-bush or vining growth habit, early to medium maturity, resistant to common diseases.
<b>Squash Butternut</b>	A hybrid butternut squash type, vining – type growth habit, early to medium maturity and resistant to common diseases.
<b>Squash gem</b>	An early to medium maturing open pollinated or hybrid variety, resistant to common disease
<b>Sweet corn</b>	A Super sweet hybrid for the Fresh and processing market, medium to long term maturity, resistant t common diseases.
<b>Sweet pepper</b>	F1 Hybrid which is early to medium maturing, compact to medium compact plant height, high yielding, resistant to diseases such as TMV, Bacterial Leaf Spot, Potato Virus and Powdery Mildew
<b>Swiss chard</b>	A dark green or green variety, high yielding, resistant to bolting and resistant to common diseases.
<b>Tomatoes</b>	A determinate or indeterminate F1 hybrid, early to medium maturity, high yielding, resistant to common diseases
<b>Water melon</b>	A hybrid Triploid or crimson sweet watermelon. Medium to late maturity, resistant to common diseases.
<b>Potatoes</b>	Good quality, well sprouted seed, oval shaped and slightly flat tubers with white or yellow flesh and skin and resistant to common diseases

**Table 4:** Specifications for vegetable seedlings

<b>ITEM</b>	<b>ITEM DESCRIPTION</b>
<b>Amaranth</b>	Healthy and well hardened seedlings with 4 to 5 true leaves
<b>Cabbage</b>	Healthy and well hardened seedlings with 4 to 5 true leaves
<b>Spinach</b>	Healthy and well hardened seedlings with 4 to 5 true leaves
<b>Onion</b>	Healthy and well hardened seedlings with 4 to 5 true leaves
<b>Beetroot</b>	Healthy and well hardened seedlings with 4 to 5 true leaves
<b>Brinjal/Egg plant</b>	Good quality, healthy seedling well hardened with 3 to 5 true leaves
<b>Broccoli</b>	Healthy and well hardened seedlings with 4 to 5 true leaves
<b>Cauliflower</b>	Healthy and well hardened seedlings with 4 to 5 true leaves.
<b>Chillies/Hot pepper</b>	Healthy and well hardened seedlings with 4 to 5 true leaves and about 10 to 15cm in height
<b>Cucumber</b>	Healthy and well hardened seedlings with 2 to 4 true leaves and about 10 cm in height
<b>Lettuce</b>	Healthy and well hardened seedlings with 4 to 6 true leaves
<b>Melons</b>	Healthy and well hardened seedlings with 2 or 3 true leaves
<b>Sweet corn</b>	Healthy and well hardened seedlings with 3 true leaves and about 12 to 15cm in height
<b>Sweet pepper</b>	Healthy and well hardened seedlings with 4 to 5 true leaves and about 10 to 15cm in height

<b>Sweet potato vines</b>	Disease free, healthy, tip cuttings of about 30 to 40 cm long with approximately eight nodes
<b>Tomatoes</b>	Healthy and well hardened seedlings with 4 to 5 true leaves and about 10 to 15 cm height.
<b>Water melon</b>	Healthy and well hardened seedlings with 2 or 3 true leaves
<b>Citrus</b>	Certified, healthy, with a good nutritional status, free of pests and diseases, straight stems and bud union at least 20 cm above the soil level. Well-developed root system and free of harmful pathogens and nematodes.
<b>Macadamia</b>	Certified, healthy, vigorously growing tree, free from nutrient disorders, insect pests and diseases, with a good healthy root system and a minimum of 15 cm of hardened new growth above the graft
<b>Banana</b>	Suckers: Certified and healthy, free from insect and leaf mottling, narrow tapering leaves Bits: Certified and healthy, with portions of the comb with a matured bud, must weigh no less than one (1) kilogram
<b>Avocado</b>	Certified, free from sun-blotch viroid, excellent root development
<b>Mango</b>	Certified with good health, long internodes, few leaves on the rootstock below the graft union and trees should have a uniform appearance and should be grafted at approximately same height

Please select the commodity and district (**not more than two**) of your interest in the table below:

**Table 5:** Breakdown of districts and commodities for the items listed above

<b>DISTRICT</b>	<b>COMODITY</b>	<b>Select (Mark with an X)</b>
<b>Alfred Nzo</b>	Grains	
	Vegetables	
	Fruit	
	Fodder	
<b>Amathole</b>	Grains	
	Vegetables	
	Fruit	
	Fodder	
<b>Chris Hani</b>	Grains	
	Vegetables	
	Fruit	
	Fodder	
<b>Joe Gqabi</b>	Grains	
	Vegetables	
	Fruit	
	Fodder	
<b>OR Tambo</b>	Grains	
	Vegetables	
	Fruit	
	Fodder	
<b>Sarah Baartman</b>	Grains	
	Vegetables	
	Fruit	
	Fodder	

#### **4. COMPETENCY OF THE SERVICE PROVIDER**

- 4.1. For evaluation processes the department will apply the evaluation criteria as outlined in the Bid Evaluation Criteria of this bid.
- 4.2. The service provider must have an understanding of the agricultural sector with specific reference to the agricultural production inputs and production seasons within the Province.
- 4.3. The potential service provider will have to demonstrate a financial ability, which will not compromise timeous delivery of the required inputs and quantities.
- 4.4. A service provider will be required to submit a company profile that highlights capabilities/ability/experience for the required service and company financial capacity.

#### **6. PROJECT MANAGEMENT**

- a. It will be expected from the service provider to commence with the work within two weeks (fourteen (14) days) of appointment. If there is a delay, reasons should be provided and agreed upon by both parties.
- b. The service provider will submit comprehensive delivery schedule for each expected delivery within seven (7) days after receiving a Government Purchase Order
- c. The relevant Departmental Official will confirm quantities per delivery point to the Service provider three (3) days after receipt of a Government Purchase Order.
- d. Relevant official in the department within seven (7) days must approve this comprehensive delivery schedule.

#### **7. TERMS AND CONDITIONS**

- a. No late or incomplete responses will be accepted.
- b. Suppliers must ensure that no services are rendered or goods delivered without written confirmation from DRDAR.
- c. 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 complete the CSD application online, prior the closing date ([www.csd.gov.za](http://www.csd.gov.za) is the website). It is the responsibility of bidders to ensure that this requirement is complied with. Kindly note that you need to have a working email address and working cell phone.
- d. 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 is therefore no longer needed to be attached in the bid.
- e. Bidders must be registered and active on LOGIS
- f. All prices must be firm prices and VAT inclusive.
- g. The awarding of bid will be subject to the Service Provider's express acceptance of the Supply Chain Management general contract conditions;

#### **8. EVALUATION METHODOLOGY**

The evaluation of the bids will be done in a two-stage process. Bidders who do not meet the Stage 1 {(Administrative Compliance Requirements (completion or attachment of Compulsory documents)}, of the evaluation shall not be considered for Stage 2 evaluation (Price and B-BBEE).

## Stage 1 (Administrative compliance and Functionality)

### Part A: Administrative Compliance Documents

- The standard bid documentation has been completed comprehensively and correctly and submission of listed returnable documents
- The Invitation to Bid (ECBD1) must be completed and signed
- Pricing Schedule must be completed.
- Bidder's Disclosure (SBD 4).
- In the event of a consortia/joint ventures, a signed agreement by all parties must submitted with the bid.
- Project Bid submission (with evidence of technical ability to deliver, i.e. past experience, proof of orders fulfilled in the past 3 years and evidence of concurrent supply & delivery to multiple clients within one planting season);
- Submission of Valid CSD Report downloaded before the date of bid closure;

Bids that do not comply with the above administrative compliance criteria, and or fail to adhere to the requirements may be disqualified and will not be considered for evaluation on functionality criteria.

### Part B: Technical/ Functionality Evaluation (75%) threshold

Technical evaluation, the first stage will be the evaluation of bids on functionality **and during this stage bids that do not meet the minimum threshold of 75 % on the functionality score will be disqualified, and will not be considered for the second stage of evaluation i.e. price and preference points**

Functionality will be by members of the Bid Evaluation Committee in accordance with the below functionality criteria and values in line the 2017 PPPFA Regulations.

### Technical Evaluation 100 Points

NO	EVALUATION MATRIX	DESCRIPTION	SCORE	MEANS OF VERIFICATION
1.	<b>Relevant Experience</b>	<i>Bidders to provide previous experience in supply and delivery of Agricultural Input Supplies</i>  <i>(5 points per relevant project up to a maximum of 7 projects)</i>	35	<ul style="list-style-type: none"> <li>• Support your track record with tangible evidence e.g. Appointment letters, Purchase Orders with contract values.</li> <li>• Traceable Reference letters from authorized / delegated officials where similar work was undertaken.</li> </ul>

2.	<b>Financial Capacity</b>	<p>Proof of funds to execute the contract (a letter of an active credit facility from a financing institution or proof of sufficient funds in the form of a bank statement)</p> <p>Not Older than 3 months for either type of proof</p> <p>R1M to R3.499M = 5 points  R3.5M to R4.499M = 10 points  R4.5M to R5.499M = 15 points  R5.5M to R6.499M = 20 points  R6.5M to R7.499M = 25 points  R7.5 M and above = 30 points</p>	30	<p><b>In case of Credit Facility</b></p> <ul style="list-style-type: none"> <li>Evidence of credit facility with Registered Financial Institution (E.g. Letter for Intent) Or</li> <li>Evidence of access to any legal funding instrument.</li> </ul> <p><b>In case of Orders:</b>  For each project provide the following:</p> <ul style="list-style-type: none"> <li>Description of service provided.</li> <li>Project cost and duration</li> <li>Proof of orders issued for each project</li> <li>Reference letter for each project</li> </ul>
3.	<b>Logistics</b>	<p>Documentary proof of access to a bulk transportation facility and supplier/manufacturer agreement.</p> <ul style="list-style-type: none"> <li>Own transport and Supplier agreement = 20 points</li> <li>Leased transport and supplier agreement = 15 points</li> <li>No proof of transport with supplier agreement = 5 points</li> </ul>	20	<ul style="list-style-type: none"> <li>Letter of commitment from fleet company or Confirmation from transport company or distribution agent.</li> <li>For own transport bidder must supply proof thereof.</li> <li>Signed Supplier/Manufacturer Agreement</li> </ul>
4.	<b>Locality</b>	<ul style="list-style-type: none"> <li>Operating business within District bidding to supply = 15</li> <li>Operating business within the EC = 10</li> <li>Operating business within South Africa = 2</li> </ul>	15	<p>Proof of Physical address as stated in the Centralised Supplier Database (CSD)</p> <ul style="list-style-type: none"> <li>Municipality Bills,</li> <li>Business Letters,</li> <li>Lease Agreement,</li> <li>Letter from the Municipal Authority,</li> </ul> <p>(Not Older than 3 Months)</p>
<b>TOTAL</b>		<b>100</b>		

**Minimum threshold**

*Note: Bidders scoring less than 70% of the paper based technical evaluation would not be considered for the next level of the technical evaluation*

**Stage 2**

**Price and Specific goals**

- Bids will be evaluated according to 80/20 preference point system, as prescribed in terms of the Preferential Procurement Policy Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act Number 5 of 2000 (PPPFA)

Price evaluation	80
Price or quotation offer under consideration	
<b>Total for price</b>	<b>80</b>
Specific goals	20

<b>Preference points promoted:</b>	
EME or QSE which is at least 51% owned by <b>Black people.</b>	10
<b>Located</b> in the Amathole District Municipality.	2
EME or QSE which is at least 51% owned by <b>Women.</b>	4
EME or QSE which is at least 51% owned by <b>Youth (up to 35 years of age).</b>	2
EME or QSE which at least 51% owned by people with <b>Disability.</b>	2
<b>Total points</b>	<b>20</b>

**Please Note:** The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the PPPFA Act, the contract must be awarded to the tenderer scoring the highest points.

#### **MEANS OF VERIFICATION FOR POINTS CLAIMED**

The listed documents below must be submitted in order to validate points claimed:

- **ID Copy**
- **CIPC (Company registration) and CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)**
- For disability –
  - **Medical certificate**
  - **SASSA registration or confirmation of disability from a relevant authority**
- For locality –
  - **Municipal rates account OR**
  - **Letter from councilor confirming residence OR Lease Agreement**

#### **9. PROCUREMENT FROM THE PANEL**

10.1 The approach that will be adopted by the department when procuring from the panels will be as follows:

10.1.1 Requirement will be determined per District

10.1.2 Specifications and request for quotation documents will be prepared.

10.1.3 Quotations will then be invited, evaluated (Price and Specific goals), and awarded accordingly, however,

10.1.3.1 The Department may, for each quotation invited from the panel, identify and define an objective criterion to be applied.

10.1.3.2 The objective criteria mentioned above will allow the department to only consider and award quotations to service providers who comply with these criteria.

10.1.3.3 In exceptional circumstances, the department may award quotations without objective criteria. Exceptional circumstances must therefore be identified, documented and approved by the Accounting Officer.

10.1.4 Purchase Orders will thereafter be issued.

#### **10. APPLICATION PROCESS**

Applications must be delivered to the following office:

OFFICE	PHYSICAL ADDRESS	PLACE

#### DELIVERY DETAILS

Delivery Address: **As per table 3 above**

Contact Person: **Dr MM Mbangcolo**

Contact numbers: **043 683 5457 / 079 528 4347**

This serves to verify and confirm that as **Specification Committee** the specification has been drafted and processed and thus certified correct.

**Name** : **Thembinkosi Boko**

**Capacity** : **Chairperson : Bid Specification Committee: Crop and Animal Production**

**Directorate:** **Policy Development**

**Signature** : \_\_\_\_\_

**Date** : **07/03/2024**

## **BID DISQUALIFYING FACTORS**

All bids received shall be evaluated on the following:

**1. Bids must meet the **Special Terms and Conditions** in all aspects as stipulated in the bid document.**

1.1 A signed letter from a Manufacturer confirming firm supply arrangements as per Clause 13 of the Special Terms and Conditions must be attached to the bid.

**2. Correctness of information:**

3.1 All information required in the bid document must be accurate and duly completed including all the appropriate signatures.

3.2 Use of correction fluid is prohibited.

3.3 Any alterations must be initialled.

3.4 Under no circumstances may bid forms be retyped or redrafted.

**3. Compulsory administrative compliance requirements that must be submitted with the bid:**

4.1 Thoroughly completed bidding forms (ECBD 1 & ECBD 4)

4.3 Central Suppliers Database registration number;

4.3 Completed Pricing Schedule;

- In the event of a consortia/joint ventures, a signed agreement by all parties
- Project Bid submission (with evidence of technical ability to deliver, i.e. past experience, proof of orders fulfilled in the past 3 years and evidence of concurrent supply & delivery to multiple clients within one planting season);

**NB. The Department reserves the right to verify all information submitted.**

**Non-compliance with the above shall result in elimination from further processes.**

**5. To enable scoring on functionality, the following must be submitted:**

5.1 *Support your track record with tangible evidence e.g. Appointment letters, Purchase Orders with contract values and / or Traceable Reference letters from authorized / delegated officials where similar work was undertaken.;*

5.2 Documentary proof of credit facility with manufacturer and/or Registered Financial Institution or evidence of access to any legal funding instrument; **In case of Orders:** *For each project provide the following: Description of service provided, Project cost and duration, Proof of orders issued for each project and Reference letter for each project*

5.3 *Letter of commitment from fleet company or Confirmation from transport company or distribution agent. For own transport bidder must supply proof thereof **AND** Signed Supplier/Manufacturer Agreement);*

5.4 *Proof of Physical address as stated in the Centralised Supplier Database (CSD) in a form of the Municipality Bills or Business Letters or Lease Agreement or Letter from the Municipal Authority, (Not Older than 3 Months)*

**NB. Non-submission of any of the above documents shall result in inability to score functionality points which will result in elimination.**

**Where copies of original documentation are submitted, those copies must be certified and must not be copies of certified copies.**

Original certification should not be older than three (3) months. Failure to comply with this requirement shall invalidate the bid submitted.

## **SPECIAL TERMS AND CONDITIONS**

### **INTRODUCTION**

- a) **Tenderers must ensure that they are fully aware of all the Terms and Conditions contained in this bid document.**
- b) **Only tenderers that fully meet the prequalification criteria shall be considered.**

### **1. ACCEPTANCE OF BID**

- a. The Department of Rural Development and Agrarian Reform Bid Adjudication Committee is under no obligation to accept any bid.

### **2. AMENDMENT OF CONTRACT**

- 2.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties, subject to the Department of Agriculture and Rural Development Bid Adjudication Committee approval.

### **3. AWARD**

- 3.1. The awarding of this bid is not dependent on the factors of prices and preference points as the bid is for an appointment of a panel. Bidders who meet the prequalification and administrative compliance will be scored on functionality and only bidders with a minimum score of 75 will be accepted.
- 3.2. To ensure equitable distribution of potential opportunities arising from the panels, qualifying service providers will be restricted to participate in **not more than two (2) of the six (6) districts**. Therefore, service providers must indicate their preferred two districts out of the six districts as outlined in Table 5. Where a service provider does not indicate their preference, they will be disqualified.
- 3.3. In the event that the department is unable to establish a panel for a particular district (for whatever reason), the department reserves the right to utilize panels from other districts prior approval from the Accounting Officer.

### **4. BASIS AND QUANTITIES**

- 4.1. Quantities are not reflected on the bid as they will only be determined and reflected during the quotation stage.

### **5. BBBEE CERTIFICATE / SWORN AFFIDAVIT**

- 5.1. A bidder must submit a valid BBEE certificate or a sworn affidavit together with the bid for pre-qualification purposes and for claiming BBEE points.
- 5.2. All BBEE certificates issued by IRBA, Accountants and Accounting Officers are no longer valid certification and will no longer be considered.

## **6. CHANGE OF ADDRESS**

- 6.1. Bidders must advise the Department of Rural Development and Agrarian reform - Supply Chain Management, Contract Administration should their ownership or address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

## **7. COUNTER OFFERS**

- 7.1. Counter offers will not be considered.

## **8. DELIVERY AND PACKAGING**

- 8.1. Basis of delivery: Delivery of goods shall be made as directed by the Department.
- 8.2. All deliveries must take place from Monday to Friday between 08h00 and 15h00.
- 8.3. In emergency cases, the Department of Rural Development and Agrarian Reform reserves the right to request the successful bidder/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.
- 8.4. The delivery performance of a contractor will be closely monitored and any subsequent orders will only be issued to the contractor that has proved to be competent with their delivery performance.
- 8.5. Inspection and sampling of items will be conducted upon delivery to verify quantity and compare the item against the contract sample and any other quality accreditation that is prescribed.
- 8.6. All packaging and labelling must comply with Act 36 of 1947.

## **9. DELIVERY CONDITIONS**

- 9.1. Delivery of products must be made in accordance with the instructions appearing on the official purchase order.
- 9.2. All deliveries must be accompanied by a delivery note stating the official purchase order number against the delivery that has been affected.
- 9.3. All delivery notes that will be accompanying the Invoice must be signed by the beneficiary representative and government official.
- 9.4. In respect of items awarded to them, bidder must adhere strictly to the delivery schedule submitted with the quotation.
- 9.5. The instructions appearing on the official purchase order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- 9.6. All invoices submitted must be original.
- 9.7. Deliveries not complying with the specifications and order form will be returned to the contractor at the contractor's expense.
- 9.8. No locally manufactured product may be substituted during the contract period with an imported product.

## **10. DETAILS OF RELATED CONTRACTS AWARDED TO THE BIDDER (PAST/CURRENT)**

20.1 The bidder must furnish the following details of all past and current contracts within the last ten (10) years.

(i) Date of commencement of contract/s;

(ii) Value per contract; and

(iii) Contract details. That is, with whom held, phone number and address/s of the companies.

## **11. CONFIRMATION OF SUPPLY**

**11.1.** In the event of the panellist/input supplier not being the actual manufacturer of the Agricultural inputs and will be sourcing from a manufacturer, the panellist / supplier must submit complete supplier agreement in the Bid Document or a letter from that manufacturer confirming firm supply arrangement(s) including lead times and all certificates as stipulated in these Special Terms and Conditions.

**11.2.** Failure to comply with the stated requirements will result in disqualification during the quotation process.

**11.3.** When calling for quotations from the panels, the department reserves the right to also prescribe a prequalification criterion for manufacturers from whom the panellists/suppliers will be sourcing the agricultural inputs.

## **12. IRREGULARITIES**

**12.1.** Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

## **13. PAYMENT FOR SUPPLIES AND SERVICES**

**13.1.** A service provider shall be paid by the Department in accordance with supplies delivered and services rendered.

**13.2.** Should a service provider indicate a special discount on his/her account provided payment is made within a certain time, the Department shall make every effort to take advantage of such discount.

**13.3.** Any query concerning the non-payment of accounts must be directed to the Department. The following protocol will apply if accounts are queried:

**13.3.1.** Contact must be made with the District Director;

**13.3.2.** If there is no response from the District Director, the Chief Director: Financial Management must be contacted.

**13.4.** Information as contained on the Central Suppliers Database must be valid/ correct. Non-compliance with Tax Requirements will affect payment.

## **14. PERIOD OF CONTRACT**

**14.1.** The contract will run for a period of **36 months**.

**14.2.** All qualifying suppliers will enter into a Service Level Agreement (SLA) with the Department prior to receiving an order to do specific work.

**14.3.** The Department will have the discretion to add service providers to the database through open advertising in at least a print media.

**14.4.** The Department has the discretion to remove service providers who have provided Sub-standard supplies or who have not kept to reasonable deadlines for service delivery.

