



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID **BID NUMBER: DFFE-RFQ003(22/23)**

FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE SUPPLY, AND DELIVERY OF PRODUCTION MATERIALS AND EQUIPMENT FOR NURSERIES IN KWAZULU-NATAL, LIMPOPO, NORTH-WEST, FREE STATE, WESTERN CAPE AND NORTHERN CAPE PROVINCES. FOR A PERIOD OF TWELVE (12) MONTHS.

Contact persons:

Name : Mathibela Khetsi
Office Telephone No. : 058 713 1677
E-Mail : mkhetsi@environment.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Company name	Supplier registration number	Unique reference number	
			Main contractor
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

CLOSING DATE OF THE BID: 26 OCTOBER 2022 AT 11H00

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DFFE- RFQ003(22/23)	CLOSING DATE:	26 OCTOBER 2022	CLOSING TIME:	11:00
DESCRIPTION	FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE SUPPLY, AND DELIVERY OF PRODUCTION MATERIALS AND EQUIPMENT FOR NURSERIES IN KWAZULU-NATAL, LIMPOPO, NORTH-WEST, FREE STATE, WESTERN CAPE AND NORTHERN CAPE PROVINCES. FOR A PERIOD OF TWELVE (12) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Forestry, Fisheries and the Environment ; The Environment House,					
473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Practitioner		CONTACT PERSON	Mathibela Khetsi	
TELEPHONE NUMBER	012 399 9670/9671/9055		TELEPHONE NUMBER	058 713 1677	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Tenders@dfpe.gov.za		E-MAIL ADDRESS	mkhetsi@environment.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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, 2017, 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 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:

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 DFFE-RFQ003 (22-23)
Closing Time 11:00	Closing date 26 October 2022
DESCRIPTION: FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE SUPPLY, AND DELIVERY OF PRODUCTION MATERIALS AND EQUIPMENT FOR NURSERIES IN KWAZULU-NATAL, LIMPOPO, NORTH-WEST, FREE STATE, WESTERN CAPE AND NORTHERN CAPE PROVINCES. FOR A PERIOD OF TWELVE (12) MONTHS.	

OFFER TO BE VALID FOR...120.....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

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

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.

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, _____ the _____ undersigned,
 (name)..... 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 consortium² 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

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.

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.

- 3.6 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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the
company/firm, certify that the points claimed, based on the B-BBE status level of
contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies
the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....
.....



**forestry, fisheries
& the environment**

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES BOTH THE NOTION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT, 2003 (ACT NO. 53 OF 2003) (BBBEE), THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE SUPPLY, AND DELIVERY OF PRODUCTION MATERIALS AND EQUIPMENT FOR NURSERIES IN KWAZULU-NATAL, LIMPOPO, NORTH-WEST, FREE STATE, WESTERN CAPE AND NORTHERN CAPE PROVINCES. FOR A PERIOD OF TWELVE (12) MONTHS.

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1. PURPOSE

- 1.1 To procure production materials and equipment for nurseries located in KwaZulu-Natal, Limpopo, North-West, Free-State, Western Cape and Northern Cape Provinces for a period of twelve (12) months.

2. INTRODUCTION AND BACKGROUND

- 2.1 The purpose of the Chief Directorate: Forestry Operations is to ensure the sustainable management of state forests and assets such as nurseries to optimize their social and economic benefits in rural areas and promotes sector growth in the country.
- 2.2 The Department of Forestry, Fisheries and the Environment (DFFE) established nurseries in terms of S32 (2a & b) of the National Forest Act No 84 of 1998 with the objective to supply trees to communities. The management of these nurseries needs to be done on a sustainable basis to ensure their long-term productivity.
- 2.3 The DFFE is currently managing seven (07) nurseries with an average annual production of between 50 000 and 80 000. This figure is far less to supply the needs and is due to capacity production of the government nurseries. The nurseries that will form part of this procurement are as follows: Ulundi nursery (KZN); Bloemhoof nursery (North West); Qwaqwa nursery (Free State); Rusplaas nursery (Limpopo); Wolseley nursery (Western Cape); and Northern Cape (Upington Nursery).

3. OBJECTIVES

- 3.1 The Department of Forestry, Fisheries and the Environment require to procure production materials and equipment for nurseries in KwaZulu-Natal, Limpopo, North-West, Free State, Western Cape and Northern Cape Provinces. The procuring of nursery production materials and equipment will ensure the long-term productivity of all the nurseries.
- 3.2 The availability of nursery production materials and equipment will improve the nursery productivity and viability.
- 3.3 The availability of trees in the nursery will also assist the branch forestry to achieve its strategic objectives of planting 10 million trees in the MTEF.

4. SCOPE AND EXTENT OF WORK

- 4.1 The procurement of production materials and equipment for nurseries located in KwaZulu-Natal, Limpopo, North-West, Free State, Western Cape and Northern Cape Provinces.

5. EXPECTED DELIVERABLES / OUTCOMES

5.1 The required production materials and equipment are listed below per nursery:

5.2 **KwaZulu-Natal (Ulundi nursery):**

Expendables		
#	Description	Quantity
1	Hose pipe (20mm x 30m)	30
2.	Root pruning scissors small	60
3.	Flat files	50
4.	Plastic hose connector 3/4	200
5.	Female tap adaptor 3/4	200
6.	Plastic male adaptor 3/4	60
7.	Water taps	60
8.	Hatchets	05
9.	Eye goggles	10
10.	Polythene bags 3L, 4L, 5L	25000
11.	SAB 300 microns 30m x2m	20 rolls
12.	Shade cloth	30mm x20m
13.	No 8 Wire	20 roll
14.	Unails	100g
15.	Black ropes	10
16.	Pine bark 35sqm x2	70sqm
17.	Fine rose	05
18.	Pine bark	40 cubic meter/35 ton
19.	Round up	20L/25L
20.	Chlorpyrifos	20L/25L
Tools		
1.	Shelving racks	10
2.	Brush cutter machine	2
3.	Wheel barrow (steel)	10
4.	Bowsaw (big)	5
5.	Bowsaw (small)	5
6.	Cane knives	10
7.	Garden spade	10
8.	Grass slasher	10

Expendables		
#	Description	Quantity
9.	Hedge shear	10
10.	Hecksaw	2
11.	Pick complete set	2
12.	Flat files	10
13.	Pliers	5
14.	Plastic rakes	10
15.	Respiratory Masks	10
16.	Rain gauge tools	2
17.	Black seedling trays	100
18.	Steel rakes	10
19.	Polystyrene seedling trays	300

5.3 Limpopo (Rusplaas Nursery):

#	Tools	Quantity
1	Steel rakes	10
2.	Garden Spade	10
3.	Garden shovel	10
4.	Grass slasher	10
5.	Hoe complete set	10
6.	Hatchets	3
7.	Pliers 250mm	6
8.	Bowsaw	2
9.	Flat files	8
10.	Wheelbarrow steel	8
11.	Water taps	4
12.	Root pruning scissors	10
13.	Claw hammer steel 250mm	8
14.	Garden hosepipe heavy duty 20mmx 180m	4
15.	Hosepipe joint	4
16.	Hosepipe connector	4
17.	Hosepipe sprayer heads	4
18.	Plastic sprinkler	5

#	Tools	Quantity
19.	Plastic watering can 10L	20
20.	Plastic rakes	10
21.	Hedge shear	10
22.	Root pruning scissors small	20
23.	Respiratory masks	20 boxes
24.	Seedling trays (black)	60
25.	Polythene planting bags (black) 3L, 4L, 5L	20 000 each
26.	SAB 300 microns Sheeting (plastic) 30m x 2m	10 rolls
27.	Pine bark	40 cubic meter /35 ton
28.	Handsaw	2
29.	Brush cutter machine	1
30.	Lever lockset	2
31.	Padlock 63mm	2
32.	Shade net 60% X50mm	8
33.	Timber SABS 76x 50 6.0 m	50
34.	Refill First Aid Kit	1
35.	Vermiculite 8 kg	25
36.	Growing Medium (Hygromix) 25 kg	50

5.4 North-West (Bloemhof):

#	Tools	Quantity
1	Spades	10
2.	Pick (Complete Set)	10
3.	Rake (steel)	5
4.	Rake (Plastic)	5

5.5 Free State (QwaQwa Nursery):

#	Tools	Quantity
1.	Digging spades Lasher	30
2.	Digging fork Lasher	10
3.	Shovel square nose	10
4.	Pruning shears	20
5.	Looping shears	10

#	Tools	Quantity
6.	Hedge shears	10
7.	Hammer club 1.8 KG	5
8.	Claw hammer (rubber handle)	5
9.	Plier fencing (250mm)	10
10.	Pickaxe with handle	20
11.	Wheelbarrow steel	10
12.	1.5m x 6.2kg Chisel digging bar	5
13.	Wire strainer	2
Plastic Bags and Shade Nets		
14.	Black Plastic Planting Bags (Virgin 75+50x225 x 100 micron (1 liter)	50 000
15.	Black Plastic Planting Bags (Virgin 105+80x300 x 100 micron) (2 liter)	40 000
16.	Black Plastic Planting Bags (Virgin 150+125x300 x 100 micron) (3 liter)	40 000
17.	Black Plastic Planting Bags (Virgin 150+125x300 x 150 micron) (5 liter)	20 000
18.	Black Plastic Planting Bags (Virgin 150+125x300 x 125 micron) (12liter)	10 000
19.	Black refuse bags	1 000
20.	Black Plastic UVA Rolls (3m x 30m x 250 micron) SABS Black	30 rolls
21.	Greenhouse Plastic UVA Rolls (4m x 50m x 200 micron) SABS Clear	10 rolls
22.	Shade net 70 % (3mX 50m)	20
Fertilizers		
23.	Fertilizers: 3:2:1 10 kg bag	30
24.	Fertilizers: 2:3:2 10 kg bag	30
Growing Medium		
25.	Milled Pine bark	150m ³
26.	Vermiculite	50m ³
Equipment		
27.	Purchase 10 000L tanks	6
28.	Diesel powered water pump. Engine output (kw/rpm) 6.6/3600	1
29.	Diesel Generator 7 KW	1
30.	Electric drill 230V	1
31.	Agricultural Crates	100

#	Tools	Quantity
32.	Water taps	10
33.	Garden hose 20mx30m	20
34.	Watering cans (Plastic) 20 Liter	30
35.	Wheelbarrow steel	10
36.	Knapsack sprayer 16 Litre	10
37.	Operator leather gloves	150
38.	Toilet pan and cistern	3
39.	Lever lock set	10
40.	Eye Bolts	140
41.	No 8-gauge wire	3300m
42.	Cement bags	50
Creosote Treated Poles		
43.	Treated Poles 3.6 m (100 x 125)	230
44.	Treated Poles 4.2 m (100 x125)	100
45.	Treated Poles 3.0 m (75 x100)	50

5.6 Western Cape (Wolseley/ Kluitjieskraal)

#	Tools	Quantity
1.	Flat Shovel	5
2.	Scoop Shovel	5
3.	Garden Fork	5
4.	Leaf Rake (Plastic)	5
5.	Metal Rake	5
6.	Wheel barrow	3
7.	Spraying Can (Knapsack)	3
8.	Watering Can	4
9.	Lopper Pruning Scissor	3

5.7 Northern Cape (Upington Nursery):

#	Tools	Quantity
1.	Growing Medium / Hygromix 25kg	150
2.	Styroseal 20 litre	5
3.	Vermiculite 8 kg	50

#	Tools	Quantity
4.	Agricultural Crates	200
5.	Frost Cloth (18g 3m x 500m roll)	5
6.	Shade Net 40% (White) (3m x 50m roll)	20
7.	Yellow household Latex Gloves Small	150
8.	Yellow household Latex Gloves Medium	150
9.	Yellow household Latex Gloves Large	150
10.	Hormone Powder Seradix or Dynaroot No. (600g)	15
11.	Refill First Aid Kit	1
12.	Fertilizers: MAP Water Soluble 25 kg	5
13.	Fertilizers: 2:3:4 50 kg bag	5
14.	Round-up 20 litre (Herbicide)	5
15.	Oleum 500 ml (aphid treatment)	20
16.	Dursban 5 Litre or Alfafrem 1 litre (Ant poison)	5

- 5.8 If the service provider is bidding for more than one province, they should submit one bid proposal and complete all pricing schedule for the Province(s) they are bidding for:

PROVINCE (S)	BIDDING/ PARTICIPATING (Tick Province(s) you are bidding)		PRICING SCHEDULE
	BIDDING	NOT BIDDING	
KWAZULU-NATAL			PRICING SCHEDULE (A1)
LIMPOPO			PRICING SCHEDULE (A2)
NORTH-WEST			PRICING SCHEDULE (A3)
FREE-STATE			PRICING SCHEDULE (A4)
WESTERN CAPE			PRICING SCHEDULE (A5)
NORTHERN CAPE			PRICING SCHEDULE (A6)

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 6.1 The successful service provider(s) will be appointed for a period of twelve (12) months after the signing of the Service Level Agreement (SLA) by both parties and receiving an official purchase order.

7. COSTING / COMPREHENSIVE BUDGET

- 7.1 A comprehensive fixed costing must be provided on (SBD 3.1) and pricing schedule (Annexure A) inclusive of all disbursement costs, such as delivery costs, travelling and accommodation costs and other expenses inclusive of VAT.
- 7.2 DFFE reserves the right to negotiate price with the recommended service provider(s) identified in the evaluation process without offering the same opportunity to any other bidder(s) who have not been recommended.
- 7.3 The service provider MUST use of **SBD 3.1** and **Pricing Schedule(s)** to indicate their rates in line with the provisions of deliverables in section 5 above.
- 7.4 The offer must be valid for 120 days.
- 7.5 DFFE will not be held responsible for any costs incurred by the bidder in the preparation, presentation, and submission of the bids.
- 7.6 Travelling costs and time spent or incurred between home and office of Service Providers and DFFE office will not be for the account of DFFE.
- 7.7 Service provider(s) are required to provide a breakdown of their ceiling price as an Annexure.

8. INFORMATION SESSION

- 8.1 There will be NO information session with any representative from DFFE.
- 8.2 Request for clarification of the tender document, questions or queries, if necessary, must be submitted to DFFE representative as listed under technical enquiries at least seven (07) calendar days before the stipulated closing date and time of the tender in writing. However, DFFE shall not be liable nor assume liability for failure to respond to any questions and/or queries raised by the bidder.

9. EVALUATION CRITERIA

- 9.1 The evaluation for this bid will be carried out in five (5) phases:
 - a) Phase 1: Pre-Compliance
 - b) Phase 2: Pre-Qualification
 - c) Phase 3: Mandatory Requirements
 - d) Phase 4: Functional Evaluation Criteria
 - e) Phase 5: Price and BBBEE

9.2 PHASE 1: PRE-COMPLIANCE

9.2.1 During this phase bid documents will be reviewed to determine the compliance with SCM returnable documents, tax matters and whether proof of registration on Central Supplier Database (CSD) has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria may not be evaluated further.

9.2.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1	Master Bid Document	Provided and bound
2	Electronic Copy (USB)	Same as the master bid document
3	SCM - SBD 1 - Invitation to Bid	Duly completed and signed
4	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin
5	SBD 3.1 - Pricing Schedule	Duly completed
6	SCM - SBD 4 – Bidders Disclosure	Duly completed and signed
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Duly completed and signed
8	In case of bids where Consortia / Joint Ventures, Consortia/ Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

9.3 PHASE 2: PRE-QUALIFICATION

9.3.1 Does pre-qualification criteria apply for this bid?

YES

9.3.2 The following pre-qualification criteria will apply and all bids that do not meet pre-qualification requirements will be disqualified and not be evaluated further.

Table 2: Pre-qualification

Item No.	Pre-Qualification	Non-compliance shall result in disqualification?
1	An EME or QSE Only bidder(s) who are EME or QSE will be considered for this bid as per Preferential Procurement Regulations 2017.	YES

9.3.3 The above pre-qualification criteria will apply and all bids that do not meet pre-qualification requirements will be disqualified and not be evaluated further. Service provider(s) are required to submit the following documents to substantiate their B-BBEE Status Level:

- a) A B-BBEE Status Level Verification Certificate issued by SANAS Accredited Agencies.
OR
- b) A CIPC B-BBEE certificate OR
- c) A Sworn Affidavit signed by the EME representative and attested by the commissioner of oaths.

9.4 PHASE 3: MANDATORY REQUIREMENTS

9.4.1 The following pre-qualification criteria will apply and all bids that do not meet mandatory requirements will be disqualified and not be evaluated further.

Item No.	Mandatory Requirements	Non-compliance shall result in disqualification?
1	Three (3) positive reference letters /purchase orders for ANY supply and delivery services successfully executed and completed within the last five years at the minimum value of R10 000,00 per assignment. Attach signed reference letters or Purchase Orders with the proof of delivery as evidence.	YES

9.5 PHASE 4: TECHNICAL SPECIFICATION EVALUATION

9.5.1 Only bid proposals that meet mandatory pre-compliance criteria will be considered to be evaluated for technical specifications on specifications requirements.

9.5.2 The bidder must comply with the technical specification during Phase 3 by ticking **(YES)** in **all items**.

9.5.3 All bidders achieving **NO** in any part of the specification **PER NURSERY** on the tables below will be disqualified and will not be evaluated further on **Price** and B-BBEE.

NO	KWAZULU-NATAL (ULUNDI NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTIONS	QUANTITIES	YES	NO
1.	Hose pipe (20mm X 30m)	30		
2.	Root pruning scissors small	60		
3.	Flat files	50		
4.	Plastic hose connector 3/4	200		

NO	KWAZULU-NATAL (ULUNDI NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTIONS	QUANTITIES	YES	NO
5.	Female tap adaptor 3/4	200		
6.	Plastic male adaptor 3/4	60		
7.	Water taps	60		
8.	Hatchets	5		
9.	Eye googles	10		
10.	Polythene bags 3L, 4L, 5L	25 000		
11.	SAB 300 microns 30m x2m	20 rolls		
12.	Shade cloth	30mm x20m		
13.	No 8 Wire	20 roll		
14.	Unails	100g		
15.	Black ropes	10		
16.	Pine bark 35sqm x2	70sqm		
17.	Fine rose	5		
18.	Pine bark	40 cubic meter/35 ton		
19.	Round up	20L/25L		
20.	Chlorpyrifos	20L/25L		
Tools				
21.	Shelving racks	10		
22.	Brush cutter machine	2		
23.	Wheel barrow (steel)	10		
24.	Bowsaw (big)	5		
25.	Bowsaw (small)	5		
26.	Cane knives	10		
27.	Garden spade	10		
28.	Grass slasher	10		
29.	Hedge shear	10		
30.	Hecksaw	2		
31.	Pick complete set	2		
32.	Flat files	10		
33.	Pliers	5		

NO	KWAZULU-NATAL (ULUNDI NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTIONS	QUANTITIES	YES	NO
34.	Plastic rakes	10		
35.	Respiratory Masks	10		
36.	Rain gauge tools	2		
37.	Black seedling trays	100		
38.	Steel rakes	10		
39.	Polystyrene seedling trays	300		

NO	LIMPOPO (RUSPLAAS NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTION OF TOOLS	QUANTITIES	YES	NO
1.	Steel rakes	10		
2.	Garden Spade	10		
3.	Garden shovel	10		
4.	Grass slasher	10		
5.	Hoe complete set	10		
6.	Hatchets	3		
7.	Pliers 250mm	6		
8.	Bowsaw	2		
9.	Flat files	8		
10.	Wheel barrow steel	8		
11.	Water taps	4		
12.	Root pruning scissors	10		
13.	Claw hammer steel 250mm	8		
14.	Garden hosepipe heavy duty 20mmx 180m	4		
15.	Hosepipe joint	4		
16.	Hosepipe connector	4		
17.	Hosepipe sprayer heads	4		
18.	Plastic sprinkler	5		
19.	Plastic watering can 10L	20		
20.	Plastic rakes	10		
21.	Hedge shear	10		

NO	LIMPOPO (RUSPLAAS NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTION OF TOOLS	QUANTITIES	YES	NO
22.	Root pruning scissors small	20		
23.	Respiratory masks	20 boxes		
24.	Seedling trays (black)	60		
25.	Polythene planting bags (black) 3L, 4L, 5L	20 000 each		
26.	SAB 300 microns Sheeting (plastic) 30m x 2m	10 rolls		
27.	Pine bark	40 cubic meter /35 ton		
28.	Handsaw	2		
29.	Brush cutter machine	1		
30.	Lever lockset	2		
31.	Padlock 63mm	2		
32.	Shade net 60% X50mm	8		
33.	Timber SABS 76x 50 6.0 m	50		
34.	Refill First Aid Kit	1		
35.	Vermiculite 8 kg	25		
36.	Growing Medium (Hygromix) 25 kg	50		

NO	NORTH-WEST (BLOEMHOF)		COMPLIED	
			(Tick Yes)	
	DESCRIPTION OF TOOLS	QUANTITIES	YES	NO
1.	Spades	10		
2.	Pick (Complete Set)	10		
3.	Rake (Steel)	5		
4.	Rake (Plastic)	5		

NO	FREE STATE (QWAQWA NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTION OF TOOLS	QUANTITIES	YES	NO
1.	Digging spades Lasher	31		
2.	Digging fork Lasher	10		
3.	Shovel square nose	10		
4.	Operator leather gloves	160		

NO	FREE STATE (QWAQWA NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTION OF TOOLS	QUANTITIES	YES	NO
5.	Pruning shears	20		
6.	Looping shears	10		
7.	Hedge shears	10		
8.	Hammer club 1.8 KG	2		
9.	Garden hose 20mx30m	30		
10.	Claw hammer (rubber handle)	5		
11.	Plier fencing (250mm)	10		
12.	Pick with handle	20		
13.	Watering cans (Plastic) 20 Litre	30		
14.	Knapsack sprayer 16 Litre	10		

NO	WESTERN CAPE (WOLSELEY / KLUITJIESKRAAL)		COMPLIED	
			(Tick Yes)	
	DESCRIPTION OF TOOLS	QUANTITIES	YES	NO
1.	Flat Shovel	5		
2.	Scoop Shovel	5		
3.	Garden Fork	5		
4.	Leaf Rake (Plastic)	5		
5.	Metal Rake	5		
6.	Wheel barrow	3		
7.	Spraying Can (Knapsack)	3		
8.	Watering Can	4		
9.	Lopper Pruning Scissor	3		

NO	NORTHERN CAPE (UPINGTON NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTION OF TOOLS	QUANTITIES	YES	NO
1.	Growing Medium / Hygromix 25kg	150		
2.	Styroseal 20 litre	5		
3.	Vermiculite 8 kg	50		
4.	Agricultural Crates	200		
5.	Frost Cloth (18g 3m x 500m roll)	5		

NO	NORTHERN CAPE (UPINGTON NURSERY)		COMPLIED	
			(Tick Yes)	
	DESCRIPTION OF TOOLS	QUANTITIES	YES	NO
6.	Shade Net 40% (White) (3m x 50m roll)	20		
7.	Yellow household Latex Gloves Small	150		
8.	Yellow household Latex Gloves Medium	150		
9.	Yellow household Latex Gloves Large	150		
10.	Hormone Powder Seradix or Dynaroot No. (600g)	15		
11.	Refill First Aid Kit	1		
12.	Fertilizers: MAP Water Soluble 25 kg	5		
13.	Fertilizers: 2:3:4 50 kg bag	5		
14.	Round-up 20 litre (Herbicide)	5		
15.	Oleum 500 ml (aphid treatment)	20		
16.	Dursban 5 Litre or Alfafrem 1 litre (Ant Poison)	5		

9.6 PHASE 5: PRICE AND BBBEE

9.6.1 Bid will be awarded to a bidder with the highest points on price and B-BBEE on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document.

9.6.2 The Department reserves the right to negotiate prices that are not deemed market related and not to award the tender to the bidder with the lowest price

9.6.3 Preference point system applicable for this bid is:

80:20	YES
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9.6.4 Subject to sub-regulation 6(2), points will be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

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

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
8	2
Non-compliant contributor	0

- 9.6.5 The points scored by a tenderer in respect of the level of B-BBEE contribution contemplated in sub regulation 6(2) must be added to the points scored for price as calculated in accordance with sub regulation 6(1) respectively.
- 9.6.6 Subject to regulation 11(1), the contract must be awarded to the tenderer who scores the highest total number of points.
- 9.6.7 A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act.

10. BID SUBMISSION REQUIREMENTS

- 10.1 Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:
- 10.1.1 The service provider must draft a table of contents which will indicate where each document is in the proposal.
- 10.1.2 The proposal shall consist of one master original document and must clearly indicate the prices on SBD 3.1.
- 10.1.3 The project profile of the company should include a full description of similar work undertaken.
- 10.1.4 Project reference specifying the role played by the service provider in the listed projects or assignments.
- 10.1.5 A detailed project plan with clear indication of who will be responsible for the management of the assignment as well as its execution such as Team Leader. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.
- 10.1.6 Standard bidding documents (SBD1, 3.1, 4 and 6.1).
- 10.1.7 Copy of Central Supplier Database (CSD) report and SARS Tax Pin Certificate.

11. LEGISLATIVE FRAMEWORK OF THE BID

- 11.1 Tax Legislation
- 11.1.1 Bidder must at all times attempt to be compliant when submitting proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

- 11.1.2 Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R500 000 has been exceeded in the past 12-month period.
- 11.1.3 Bidders who meet the above requirement must register as VAT vendors, if successful, within month of award of the bid.
- 11.1.4 SARS Tax Status Pin requirements/ or Central Supplier Database (CSD) number or report must be provided.
- 11.2 Procurement Legislation
 - 11.2.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.
 - 11.2.2 Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency; or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioner by Commissioner of Oaths together with their bids.
 - 11.2.3 If the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.
- 11.3 Privacy and Protection of Personal Information Act 4 of 2013
 - 11.3.1 Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).
 - 11.3.2 DFFE's role as the responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective services providers and third parties.
 - 11.3.3 DFFE will process personal information only with the knowledge and authorisation of the bidder/ respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exception contained in the POPIA.
 - 11.3.4 DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.
 - 11.3.5 In responding to this bid, DFFE acknowledges that it will obtain and have access to personal information of the bidder/ respondent. DFFE agrees that it shall only process the information disclosed by the bidder /respondent in their response to this bid for the purpose of evaluation and subsequent award of the tender and in accordance with any applicable law.

12. SPECIAL CONDITIONS OF CONTRACT

- 12.1 On appointment, the performance measures for the delivery of the agreed service will be closely monitored by Project Manager.
- 12.2 Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior must leave the project, a period of at least a month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.
- 12.3 The Programme Manager shall do the ongoing management of the Service Agreement.
- 12.4 Appointed service provider will be subjected to security vetting and screening.
- 12.5 All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 12.6 The service provider shall notify the Department in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 12.7 In a case a tenderer is intending to sub-contract portion of work, such tenderer awarded a contract may only enter sub-contracting arrangements with the approval of the Department.
- 12.8 Letter of Authority to sign documents on behalf of the company.
- 12.9 The proposals should be submitted with all required information containing technical information.
- 12.10 Bidders failing to meet pre-qualification and/or mandatory requirements will automatically be disqualified.
- 12.11 Service providers are requested to submit any of the following documents as proof of B-BBEE Status level of contributor:
 - a. B-BBEE statuslevel Certificate issued by a Verification Agency accredited by SANAS;
 - b. A sworn Affidavit as prescribed by the B-BBEE Codes of Good Practice; and
 - c. B-BBEE certificate issued by the Companies and Intellectual Property Commission.
 - d. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in B-BBEE preference points being forfeited.
 - e. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
 - f. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal.

- g. In the event that the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.
- 12.12 Poor or non-performance by the bidder will result in cancellation of works orders.
- 12.13 Please take note that DFFE is not bound to select any of the firms' submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 12.14 The Department reserves the right to increase or decrease the number of host institutions and/or affected participants during the life of the project.
- 12.15 DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.

13. SUB-CONTRACTING CONDITIONS/ REQUIREMENTS

- 13.1 In case a tenderer a tenderer is intending to sub-contract portion of work, such tenderer awarded a contract shall only enter into sub-contracting arrangements with the approval of the Department.
- 13.2 In relation to a designated sector, a contractor will not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 13.3 A tenderer will not be awarded the points claimed for B-BBEE status level of contribution or contract if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 13.4 The contractor is not allowed to sub-contract more than 25% of the contract value after the award to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

14. PAYMENT TERMS

- 14.1 DFFE undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/ work not submitted by the service provider/s until that outstanding information is submitted.

15. TECHNICAL ENQUIRIES

- 15.1 Should you require any further information in this regard, please do not hesitate to contact:

Name: Mathibela Khetsi

Office Telephone No. 058 713 1677

E-Mail: mkhetsi@environment.gov.za

16. ANNEXURE A: PRICING SCHEDULE PER PROVINCE

NAME OF THE BIDDER:				
NO	KWAZULU-NATAL (ULUNDI NURSERY): PRICING SCHEDULE (A1)			
	DESCRIPTIONS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
1.	Hose pipe (20mm x 30m)	30		
2.	Root pruning scissors small	60		
3.	Flat files	50		
4.	Plastic hose connector 3/4	200		
5.	Female tap adaptor 3/4	200		
6.	Plastic male adaptor 3/4	60		
7.	Water taps	60		
8.	Hatchets	05		
9.	Eye goggles	10		
10.	Polythene bags 3L, 4L, 5L	25 000		
11.	SAB 300 microns 30m x2m	20 rolls		
12.	Shade cloth	30mm x20m		
13.	No 8 Wire	20 roll		
14.	Unails	100g		
15.	Black ropes	10		
16.	Pine bark 35sqm x2	70sqm		
17.	Fine rose	05		
18.	Pine bark	40 cubic meter/35 ton		
19.	Round up	20L/25L		
20.	Chlorpyrifos	20L/25L		
21.	Shelving racks	10		
22.	Brush cutter machine	2		
23.	Wheel barrow (steel)	10		
24.	Bowsaw (big)	5		
25.	Bowsaw (small)	5		
26.	Cane knives	10		
27.	Garden spade	10		

NAME OF THE BIDDER:				
NO	KWAZULU-NATAL (ULUNDI NURSERY): PRICING SCHEDULE (A1)			
	DESCRIPTIONS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
28.	Grass slasher	10		
29.	Hedge shear	10		
30.	Hecksaw	2		
31.	Pick complete set	2		
32.	Flat files	10		
33.	Pliers	5		
34.	Plastic rakes	10		
35.	Respiratory Masks	10		
36.	Rain gauge tools	2		
37.	Black seedling trays	100		
38.	Steel rakes	10		
39.	Polystyrene seedling trays	300		
SUB TOTAL			R.....	
VAT @ 15%			R.....	
TOTAL COST			R.....	

NAME OF THE BIDDER:.....				
NO	LIMPOPO (RUSPLAAS NURSERY) PRICING: SCHEDULE (A2)			
	DESCRIPTIONS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
1.	Steel rakes	10		
2.	Garden Spade	10		
3.	Garden shovel	10		
4.	Grass slasher	10		
5.	Hoe complete set	10		
6.	Hatchets	3		
7.	Pliers 250mm	6		
8.	Bowsaw	2		

NAME OF THE BIDDER:.....				
NO	LIMPOPO (RUSPLAAS NURSERY) PRICING: SCHEDULE (A2)			
	DESCRIPTIONS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
9.	Flat files	8		
10.	Wheel barrow steel	8		
11.	Water taps	4		
12.	Root pruning scissors	10		
13.	Claw hammer steel 250mm	8		
14.	Garden hosepipe heavy duty 20mmx 180m	4		
15.	Hosepipe joint	4		
16.	Hosepipe connector	4		
17.	Hosepipe sprayer heads	4		
18.	Plastic sprinkler	5		
19.	Plastic watering can 10L	20		
20.	Plastic rakes	10		
21.	Hedge shear	10		
22.	Root pruning scissors small	20		
23.	Respiratory masks	20 boxes		
24.	Seedling trays (black)	60		
25.	Polythene planting bags (black) 3L, 4L, 5L	20 000 each		
26.	SAB 300 microns Sheeting (plastic) 30m x 2m	10 rolls		
27.	Pine bark	40 cubic meter /35 ton		
28.	Handsaw	2		
29.	Brush cutter machine	1		
30.	Lever lockset	2		
31.	Padlock 63mm	2		
32.	Shade net 60% X50mm	8		
33.	Timber SABS 76x 50 6.0 m	50		

NAME OF THE BIDDER:.....				
NO	LIMPOPO (RUSPLAAS NURSERY) PRICING: SCHEDULE (A2)			
	DESCRIPTIONS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
34.	Refill First Aid Kit	1		
35.	Vermiculite 8 kg	25		
36.	Growing Medium (Hygromix) 25 kg	50		
SUB TOTAL			R.....	
VAT @ 15%			R.....	
TOTAL COST			R.....	

NAME OF THE BIDDER:.....				
NO	NORTH-WEST (BLOEMHOF) PRICING: SCHEDULE (A3)			
	DESCRIPTION OF TOOLS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
1.	Spades	10		
2.	Pick (Complete Set)	10		
3.	Rake (Steel)	5		
4.	Rake (Plastic)	5		
SUB TOTAL			R.....	
VAT @ 15%			R.....	
TOTAL COST			R.....	

NAME OF THE BIDDER:				
NO	FREE STATE (QWAQWA NURSERY): PRICING SCHEDULE (A4)			
	DESCRIPTION OF TOOLS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
1.	Digging spades Lasher	31		
2.	Digging fork Lasher	10		
3.	Shovel square nose	10		
4.	Operator leather gloves	160		
5.	Pruning shears	20		
6.	Looping shears	10		
7.	Hedge shears	10		
8.	Hammer club 1.8 KG	2		
9.	Garden hose 20mx30m	30		
10.	Claw hammer (rubber handle)	5		
11.	Plier fencing (250mm)	10		
12.	Pick with handle	20		
13.	Watering cans (Plastic) 20 Litre	30		
14.	Knapsack sprayer 16 Litre	10		
SUB TOTAL			R	
VAT @ 15%			R	
TOTAL COST			R	

NAME OF THE BIDDER:				
NO	WESTERN CAPE (WOLSELEY / KLUITJIESKRAAL): PRICING SCHEDULE (A5)			
	DESCRIPTION OF TOOLS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
1.	Flat Shovel	5		
2.	Scoop Shovel	5		
3.	Garden Fork	5		
4.	Leaf Rake (Plastic)	5		
5.	Metal Rake	5		
6.	Wheel barrow	3		

NAME OF THE BIDDER:.....				
NO	WESTERN CAPE (WOLSELEY / KLUITJIESKRAAL): PRICING SCHEDULE (A5)			
	DESCRIPTION OF TOOLS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
7.	Spraying Can (Knapsack)	3		
8.	Watering Can	4		
9.	Lopper Pruning Scissor	3		
SUB TOTAL			R.....	
VAT @ 15%			R.....	
TOTAL COST			R.....	

NAME OF THE BIDDER:.....				
NO	NORTHERN CAPE (UPINGTON NURSERY): PRICING SCHEDULE (A6)			
	DESCRIPTION OF TOOLS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
1.	Growing Medium / Hygromix 25kg	150		
2.	Styroseal 20 litre	5		
3.	Vermiculite 8 kg	50		
4.	Agricultural Crates	200		
5.	Frost Cloth (18g 3m x 500m roll)	5		
6.	Shade Net 40% (White) (3m x 50m roll)	20		
7.	Yellow household Latex Gloves Small	150		
8.	Yellow household Latex Gloves Medium	150		
9.	Yellow household Latex Gloves Large	150		
10.	Hormone Powder Seradix or Dynaroot No. (600g)	15		
11.	Refill First Aid Kit	1		
12.	Fertilizers: MAP Water Soluble	5		

NAME OF THE BIDDER:				
NO	NORTHERN CAPE (UPINGTON NURSERY): PRICING SCHEDULE (A6)			
	DESCRIPTION OF TOOLS	QUANTITIES	UNIT PRICE	SUB-TOTAL PRICE
	25 kg			
13.	Fertilizers: 2:3:4 50 kg bag	5		
14.	Round-up 20 litre (Herbicide)	5		
15.	Oleum 500 ml (aphid treatment)	20		
16.	Dursban 5 Litre or Alfafrem 1 litre (Ant Poison)	5		
SUB TOTAL			R.....	
VAT @ 15%			R.....	
TOTAL COST			R.....	



DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

BAS ENTITY MAINTENANCE FORM

Head Office Only

Date Received _____
Safetynet Capture _____
Safetynet Verified: _____
BAS/LOGIS Capt _____
BAS/LOGIS Auth _____
Supplier No. _____

The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per record held by the banks.

I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

Company / Personal Details

Registered Name

Trading Name

Tax Number

VAT Number

Title:

Initials:

Full Names

Surname

Persal Number

Address Detail

Address

(Compulsory if Supplier)

Physical

Postal

Postal Code

New Detail

☐ New Supplier information ☐ Update Supplier information

Supplier Type:

☐ Individual
☐ Company
☐ CC

☐ Department
☐ Trust
☐ Other (Specify)

☐ Partnership

Department Number

