

EXPRESSION OF INTEREST



rural development & agrarian reform

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

**DATABASE FOR PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL ENGINEERING
FIELD**

OCTOBER 2024

APPLICANT: _____

PREPARED BY:

SUPPLY CHAIN MANAGEMENT OFFICE

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

PRIVATE BAG x 0040

BHISHO

5605

Tel : [040] 602 5206 / 5263

Email: nosibusiso.minya@drdar.gov.za

TABLE OF CONTENTS

| | |
|--|----|
| 1. INVITATION FOR EXPRESSION OF INTEREST | 3 |
| 2. ACQUISITION DIRECTIVE | 5 |
| 3. PROFESSIONAL SERVICE PROVIDERS APPLICATION FORM | 16 |

INVITATION FOR EXPRESSION OF INTEREST FOR PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL FIELD

SERVICE PROVIDERS IN THE AGRICULTURAL FIELD

The Eastern Cape Department of Rural Development and Agrarian Reform are in the process of establishing a new database of Service Providers for the Department of Rural Development and Agrarian Reform Portfolio. The previously approved database will be discontinued. Therefore, service providers who previously submitted proposal to be part the database **must** re-apply to be included in the database.

REQUIRED SERVICES

The following services shall be required:

- Agricultural Engineers
- Civil Engineers
- Mechanical Engineers
- Structural Engineers
- Geotechnical Engineers
- Geohydrologists
- Electrical Engineers
- Architects
- Quantity Surveyors
- Health, Safety & Quality Consultants
- Environmental Officers

PROPOSAL

You are hereby requested to submit a company profile showing your ability to perform all / or any of the above core functions as stipulated in the above section. The company profile should include the following:

- ❖ Your company's details.
- ❖ Employment Equity Profile.
- ❖ Detail of your company's experience.
- ❖ Names and curriculum vitae of core personnel.
- ❖ Proof of registration with relevant/ applicable bodies
- ❖ Supplier Information Requirements to be fully completed signed and submitted back with the application form.
- ❖ Statement of work successfully carried out by the tenderer.

Expression of Interest Documents are available as from 14 October 2024 from the Supply Chain Management Office, can be downloaded through eTenders or requested by mail from nomapha.mfunda@drdar.gov.za / axolile.jakavula@drdar.gov.za

ADJUDICATION OF THE PROPOSALS

The following criteria will be used in the adjudication process:

- The Eastern Cape Department of Rural Development and Agrarian Reform are not bound to accept the EOI submitted or part thereof.
- Active registration with applicable bodies.
- Ability to perform, which may take into account previous experience in the relevant industry, technical ability, suitability of employees and tools and soundtrack record.
- Financial viability.

Should the above criteria not be met, tenders will be disqualified.

Note: As this Interest is earmarked for database establishment, concerning Joint Ventures, only registered Joint Ventures are eligible for consideration.

CLOSING DATE

The Closing date for the submissions of the Expression of Interest documents shall be at 11h00 on Monday 5TH November 2024. No facsimiles or submissions via e-mail will be accepted.

EOI documents must be submitted in sealed envelopes marked "EXPRESSION OF INTEREST: AGRICULTURAL ENGINEERS SERVICE PROVIDERS DATABASE" and must be placed in any of the tender box at Various DRDAR District Offices in the 6 district / Head Office as stipulated on the advert.

Alfred Nzo, Amatole, Chris Hani, Joe Gqabi, OR Tambo, Sarah Baartman and Head Office. Eastern Cape.

ENQUIRIES

Enquiries can be addressed during office hours to:

Ms. N. Mateta

Deputy Director: Acquisition Management

Tel: 079 505 9722



rural development & agrarian reform

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

PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL FIELD
ACQUISITION DIRECTIVE

**PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL FIELD
ACQUISITION DIRECTIVE**

TABLE OF CONTENTS

| | |
|--|-----------|
| 1. INTRODUCTION | 7 |
| 2. OBJECTIVES OF THE DIRECTIVE | 7 |
| 3. DEFINITIONS | 7 |
| 4. APPOINTMENT OF SERVICE PROVIDER | 9 |
| 5. PROFESSIONAL SERVICES SUPPLIER REGISTER | 10 |
| 6. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM A ROSTER FOR TURNKEY PROJECTS TO A MAXIMUM VALUE OF R 5,000,000.00 AND OF WHICH THE PROFESSIONAL SERVICES CALCULATED WITH A PERCENTAGE BASED FEE VALUE OR TIME BASED FEE VALUE NOT EXCEEDING R1,000,000.00 | 12 |
| 7. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM A ROSTER FOR SERVICES CALCULATED WITH A PERCENTAGE BASED FEE VALUE OR TIME BASED FEE VALUE NOT EXCEEDING R 5, 000, 000.00 | 13 |
| 8. SELECTING AND APPOINTING A SERVICE PROVIDER ON A TENDER BASIS FOR SERVICES, IRRESPECTIVE OF FEE VALUE | 14 |
| 9. IMPLEMENTATION OF AND ADHERENCE TO DIRECTIVE | 15 |
| 10. MONITORING OF APPLICATION OF DIRECTIVE | 15 |

PROFESSIONAL SERVICE PROVIDERS IN THE AGRICULTURAL FIELD

ACQUISITION DIRECTIVE

1. INTRODUCTION

This directive deals with the acquisition of professional services in the agricultural engineering field to perform **Services** on behalf of the Department of Rural Development and Agrarian Reform in line with the requirements of one or more of the relevant Agricultural/Building Environment Professions Acts as stipulated in paragraph 3 below, the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Public Finance Management Act, 1999 (Act 1 of 1999), the Supply Chain Management Regulations and Construction Industry Development Board (CIDB) Regulations.

2. OBJECTIVES OF THE DIRECTIVE

This directive aims to achieve the following objectives:

- To develop, manage and maintain a directive that will ensure compliance with the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and its Regulations, the Public Finance Management Act, 1999 (Act 1 of 1999) its Regulations and the Supply Chain Management Regulations and the Construction Industry Development Board Act, 2000 (Act 38 of 2000) and its Regulations.
- To ensure that the processes and procedures with regard to the appointment of professionals as **Service providers** are fair and transparent to ensure compliance with the Acts mentioned above.
- To ensure that all **Service providers** appointed, perform the **Services** through registered Professionals in terms of the requirements of the various built environment Professions Acts.

3. DEFINITIONS

Branch office means an office of a **Service provider**, other than the **Head office**, which is under the full-time control and supervision of at least one **Resident Registered professional** and is not located in the same **Town** as another **Office** or the **Head office** of the **Service provider**.

Agricultural/Building environment profession means the profession regulated by any of the following Acts:

- Engineering Profession Act, 2000 (Act no 46 of 2000)
- Project and Construction Management Profession Act, 2000 (Act no 48 of 2000)
- Architectural Profession Act, 2000 (Act no 44 of 2000)
- Quantity Surveying Profession Act, 2000 (Act no 49 of 2000)
- Occupational Health and Safety Act (Act no 85 of 1993)
- National Environmental Management Act (Act 107 of 1998)
- National Water Act (Act 36 of 1998)

Department means the Eastern Cape Department of Rural Development and Agrarian Reform in the Government of the Republic of South Africa.

Accounting Officer means the Head of Department of the Eastern Cape Department of Rural Development and Agrarian Reform.

Head office means the **Office** nominated by a **Service provider** with multiple offices to be regarded as its sole or main office.

Office means a **Head office** or **Branch office** of a **Service provider**.

Percentage based fee value means the total fee, inclusive of VAT, calculated as described in the document referred to in paragraph 7.2 below in which travelling and subsistence expenses are included.

Professional services supplier register means the register compiled by the Department to be used for the appointment of a service provider for **Services** with an estimated fee value not exceeding R5, 0m.

Resident registered professional means the full time presence of a person professionally registered by the relevant statutory council in the discipline of the **Service provider** for which it claims competence in one or more **Service categories**.

Routine assignments means assignments where the tasks are of a straightforward nature involving mainly standard technologies in terms of which inputs are relatively well known and outputs can be readily defined.

Service means a professional service provided by a **Service provider** for which prescribed qualifications and registration is required for the persons performing the **Service** in terms of that profession.

Service categories mean the categories of **Services** in which **Service providers** are competent to perform. The categories are attached as annexure A.

Service provider means any one of the following:

- a) A legal entity, partnership or sole proprietary performing work as an engineering business undertaking which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professionals, registered in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000)
- b) A legal entity, partnership or sole proprietary performing work as an architectural practice which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professional architects, registered in terms of the Architectural Profession Act, 2000 (Act no 44 of 2000)
- c) A legal entity, partnership or sole proprietary performing work as a quantity surveying practice which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professional quantity surveyors, registered in terms of the Quantity Surveying Profession Act, 2000 (Act no 49 of 2000)
- d) A legal entity, partnership or sole proprietary performing work as a multidisciplinary professional practice, (i.e. that practices two or more of the Agricultural environment

professions), which is owned and controlled by at least 50%, in terms of number, shareholding and voting power, registered professionals, registered in terms of either of the following:

- Engineering Profession Act, 2000 (Act no 46 of 2000) (Professional Registration with the Engineering Council of South Africa – ECSA)
- Architectural Profession Act, 2000 (Act no 44 of 2000) (Professional Registration with The South African Council for the Architectural Profession– SACAP)
- Quantity Surveying Profession Act, 2000 (Act no 49 of 2000) (Professional Registration with The South African Council for the Quantity Surveyors Profession– SACQAP)
- Occupational Health and Safety Act (Act no 85 of 1993) (Professional Registration as Construction Health and Safety Agent registered with the South African Council for the Project and Construction Management Profession - SACPCMP.)
- National Environmental Management Act (Act 107 of 1998) and regulations (Professional Registration with EAPASA (Environmental Assessment Practitioners Association of South Africa))
- National Water Act (Act 36 of 1998) (Professional Registration on Ground Water Division of Geological Society of South Africa (GSSA) and S.A. Council Natural Scientific Professions (SACNSP) as Geo-hydrologist)

Specialist (Complex) assignments means assignments where the tasks are of a technically complex nature involving considerable innovation, creativity, expertise and / or skills in terms of which inputs and outputs cannot be readily defined.

Time based fee value means the total fee, inclusive of VAT, as calculated to render **Services** on a time basis, but excluding fees charged for disbursements, travelling and subsistence costs and site staff.

4. APPOINTMENT OF A SERVICE PROVIDER

4.1 The appointment of a **Service provider** to render a **Service** will be dealt with in three (3) categories.

- 4.1.1** Obtain a quotation / proposal from a **Service provider** through a limited sourcing selection method from the **Professional services supplier/provider register/panel** for **Services** with a **Percentage based fee value** or a **Time based fee value** not exceeding R1,000,000.00 for Turnkey Projects with maximum costs of R5,000,000.00 inclusive of professional fees.
- 4.1.2** Obtain at least 3 to 5 quotations/proposals from the **Professional services supplier/provider register/panel** for **Services** with a **Percentage based fee value** or a **Time based fee value** not exceeding R5, 000, 000.00
- 4.1.3** The Open Bidding Procedure would be followed for all **Services** with a **Percentage based fee value** or **Time based fee value** that exceeds the value of R 5, 000, 000.00 inclusive of VAT.

5. PROFESSIONAL SERVICES SUPPLIER REGISTER

5.1 Key principles of the **Professional services supplier register**:

- The **Professional services supplier register** will be used for the invitation of quotations from the top three to five **Service providers** on the register in or closest to the **Town** where the **Service** is required, on a rotational basis.

- The **Professional services supplier register** will operate as a centralized database to be used by the **Department** in its head office as well as its regional offices.
- Registration of an **Office** of a **Service provider** on the **Professional services supplier register** does not guarantee that the said **Service provider** will be nominated and / or be awarded any contract by the **Department**.
- The **Professional services supplier register** will categorise the different **Service categories** for **Service providers** and **Service providers** will register in the respective **Service categories** or categories applied for.
- **Offices** of **Service providers** registered on the **Department's Professional services supplier register** must be compliant with all relevant legal and statutory requirements.

5.2 Requirements to qualify for placement on the **Professional services supplier register**.

- Registration as required for a **Service provider** as under 3 above.
- **Service providers** must complete the application form in full, together with all annexures, if so required and be signed by an authorised representative.
- **Service providers** with multiple offices must complete a separate application form for a **Head office** and for each **Branch office**. The resident professional at each **Branch office** must also sign the application form for the specific branch.
- **Service providers** must ensure that their necessary details regarding equity ownership, details of principals, company registration number (where applicable), resources, tax details, fields of expertise, location where based, and other relevant information as contained in the application, are completed. Incomplete applications will not be considered for registration on the **Professional services supplier register**.
- Applications from **Service providers** will be vetted through a validation process to determine that all criteria are met and that all information provided is correct. Acceptable professional registration is a predetermined criterion for the **Service category** applied for.

5.3 Compilation of the **Professional services supplier register**.

- The Department will discontinue the register after five (5) years from establishment, where after a new **Professional services supplier register** will be established.
- The invitation process will be fair, transparent and competitive.
- The invitation to register will set out the responsive criteria.
- **Offices** of **Service providers** will be registered on the **Professional services supplier register** per region within the province.

- **Service providers** will only be registered on the **Professional services supplier register** for a specific district if they have an **Office** in that district.
- Where a **Service provider** has an **Office** in a district that does not appear on the **Department's** list of districts, registration of the **Professional services supplier register** will be in the district that does appear on the **Department's** list of districts closest to the **Office**.
- **Offices** of **Service providers** will be registered on the **Professional services supplier register** against the different **Service categories** applied for and verified by the **Department**.
- **Service providers** qualifying to be placed on the **Professional services supplier register** will initially be placed at random by the computer system. All applications received thereafter will be placed at the bottom of the **Professional services supplier register**.

5.4 Maintenance of the Professional services supplier register.

- Each **Office** of a **Service provider** will be registered for a period of five years.
- A **Service provider** can be removed from the **Professional services supplier register** if the required professional registration is not maintained, or for any other reason that causes the **Service provider** to have become ineligible after placement on the **Professional services supplier register**.

6. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM A ROSTER FOR TURNKEY PROJECTS TO A MAXIMUM VALUE OF R5,000,000.00 AND OF WHICH THE PROFESSIONAL SERVICES CALCULATED WITH A PERCENTAGE BASED FEE VALUE OR TIME BASED FEE VALUE NOT EXCEEDING R1,000,000.00

6.1 Selection and invitation

One to five **Service provider** through a limited source selection process as mentioned in paragraph 4.1.1 in or closest to the district where the **Service** is required must be invited to submit a quotation for the execution of the **Service**.

The estimated **Percentage based fee value** or **Time based fee value** for the **Service** to be rendered must not exceed the prescribed limits as mentioned in paragraph 4.1.1 including travelling expenditure & subsistence costs, but excluding other disbursements.

A formal invitation containing all relevant information and conditions of appointment will be sent to the selected **Service provider** to submit a quotation.

The district Cross Functional Committee will be utilised for the evaluation of the quotation/proposal. The evaluation report will be submitted to the **Department's** Bid Adjudication Committee and the **Accounting Officer** for final approval

6.2 Documentation

Only the generic documentation prepared by the Directorate Supply Chain Management may be used.

6.3 Contractual arrangements

A project execution plan must be compiled in conjunction with the **Service provider** and the actual cost of the **Service** must be agreed upon before the agreement can be formalised. Travelling expenditure, subsistence cost and disbursements, based on the Department of Public Works standard document entitled "Rates for reimbursable expenses" as obtainable from the website, must be agreed upon and be capped and must form part of the total **Service** cost.

If the actual cost of the professional services fee will be more than R1,000,000.00 or the total project costs inclusive of the professional services fee will be more than R5,000,000.00 the contract cannot be concluded and then the process as stipulated in section (7) must be followed or tenders must be invited for the execution of the **Service**.

6.4 Remuneration

Remuneration will be based on a **Percentage based fee** or **Time based fee** depending on the requirements stated in the quotation documentation.

Travelling expenditure, subsistence cost and disbursements must be agreed upon and be capped and must form part of the total **Service** cost.

6.5 Deviations from prescribed procedure

It is permissible to invite open tenders from **Service providers** in this category, in which case the same principles as in 8 below, will apply.

Prior approval must be obtained from the Accounting Officer before a negotiated or other procedure may be followed.

Any deviations from or alterations to, the prescribed documentation as per 6.2 above must be approved by the Directorate: Supply Chain Management as well as the Departmental Tender Adjudication Committee before the selection process may be commenced with.

7. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM A ROSTER FOR SERVICES CALCULATED WITH A PERCENTAGE BASED FEE VALUE OR TIME BASED FEE VALUE NOT EXCEEDING R 5, 000, 000.00

7.1 Selection and invitation

At least the top most three or more as mentioned in paragraph 4.1.2 **Service providers** in or closest to the district where the **Service** is required must be invited to submit a quotation for the execution of the **Service**.

The estimated **Percentage based fee value** or **Time based fee value** for the **Service** to be rendered must not exceed the prescribed limits as mentioned in paragraph 4.1.2 including travelling expenditure & subsistence costs, but excluding other disbursements.

A formal invitation containing all relevant information and conditions of appointment will be sent to the selected **Service providers** to submit a quotation.

Where the **Professional services supplier register/panel** is applied the District Tender Evaluation Committee will be utilised for the evaluation of the quotations/proposals. Evaluation reports will be submitted to the **Department's** Bid Adjudication Committee and the **Accounting Officer** for final approval.

7.2 Documentation

Only the generic documentation prepared by the Directorate Supply Chain Management may be used.

7.3 Contractual arrangements

A project execution plan must be compiled in conjunction with the **Service provider** and the actual cost of the **Service** must be agreed upon before the agreement can be formalised. Travelling expenditure, subsistence cost and disbursements, based on the Department of Public Works standard document entitled "Rates for reimbursable expenses" as obtainable from the website, must be agreed upon and be capped and must form part of the total **Service** cost.

If the actual cost will be more than R 5, 000, 000.00 the contract cannot be concluded and tenders must be invited for the execution of the **Service**.

Quotations will be adjudicated on method 2 (price and preference) and awarded to the highest scoring tenderer as provided for in the PPPFA.

7.4 Remuneration

Remuneration will be based on a **Percentage based fee** or **Time based fee** depending on the requirements stated in the quotation documentation.

Travelling expenditure, subsistence cost and disbursements must be agreed upon and be capped and must form part of the total **Service** cost.

7.5 Deviations from prescribed procedure

It is permissible to invite open tenders from **Service providers** in this category, in which case the same principles as in 8 below, will apply.

Prior approval must be obtained from the Accounting Officer before a negotiated or other procedure may be followed.

Any deviations from or alterations to, the prescribed documentation as per 6.2 above must be approved by the Directorate: Supply Chain Management as well as the Departmental Tender Adjudication Committee before the selection process may be commenced with.

8. SELECTING AND APPOINTING A SERVICE PROVIDER ON A TENDER BASIS FOR SERVICES, IRRESPECTIVE OF FEE VALUE

8.1 Selection

An open tender procedure, where the selected procurement method, must be followed without any reference and / or link to any **Professional services supplier register**.

The district Bid Evaluation Committee for which the services are required will be utilised for the evaluation of tenders. Evaluation reports will be submitted to the **Department's** Bid Adjudication Committee and the **Accounting Officer** for final approval.

8.2 Tender documentation

Only the generic documentation prepared by the Supply Chain Management section may be used as basis for the final tender documentation issued to prospective tenderers. Supply Chain Management will be required to capture the specific data relevant to a contract as may be required for tender purposes.

8.3 Adjudication of tenders

Tenders will close on a specific day and time and adjudication will be dealt with as per the conditions contained in the documentation referred to in paragraph 8.2 above.

8.4 Contractual arrangements

Contractual arrangements will be as contained in the documentation referred to in paragraph 8.2 above, or as approved by the Supply Chain Directorate: Contracts Management.

8.5 Deviations from prescribed procedure

Prior approval must be obtained from the **Accounting Officer** before any other procurement procedure may be followed.

Any deviation from the prescribed generic part of the documentation as per 8.2 above must be approved by the Supply Chain Management Directorate: Contracts Management as well as the Bid Adjudication Committee before the selection process may be commenced with.

9. IMPLEMENTATION OF AND ADHERENCE TO DIRECTIVE

This directive comes into effect on the effective date.

Amendments may be effected at any time as may be required and must be approved by the **Accounting Officer** before implementation.

10. MONITORING OF APPLICATION OF DIRECTIVE

It will be the responsibility of the Director: Supply Chain Management at the **Department's** head office to monitor the application of this directive and to provide the **Accounting Officer** with an annual report.

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM



PROFESSIONAL SERVICE PROVIDERS APPLICATION FORM

October 2024

APPLICANT:

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

APPLICATION FORM FOR PROFESSIONAL SERVICE PROVIDERS TO BE INCLUDED ON THE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM PROFESSIONAL SERVICE PROVIDER DATABASE.

Please note:

This form must be completed by all applicants wishing to register as a professional service provider in the DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM [DRDAR] Database. Submit a company profile showing your ability to perform all / or any of the core functions as stipulated on page 6. The company profile should include the following:

- ❖ Your company's details.
- ❖ Employment Equity Profile.
- ❖ **Detail of your company's experience.**
- ❖ Names and curriculum vitae of core personnel.
- ❖ Proof of registration with respective governing association.

All sections of the application form must be completed in full.

The application form is to be completed by the duly authorised official of the professional service provider firm.

☐ **New Application**

Date:

Once the Application is completed return it to:

Deposit in:

TENDER BOX, Office No. D04, UIF Building, (Opposite Bhisho Renal Clinic),
Rharhabe Road, Bhisho, 5605

or posted to:

The Deputy Director : Acquisition Management

Department of Rural Development & Agrarian Reform

Private Bag X0040

Bhisho, 5605

PARTICULARS OF FIRM

1. **Name of Firm** _____

2. **Name of Managing Principal** _____

3. **Type of firm (tick relevant box)**

- ☐ Partnership
- ☐ One person business/sole proprietor
- ☐ Close corporation
- ☐ Company
- ☐ [Pty] Limited
- ☐ Consortium
- ☐ Other (specify)

4. **Co./ CC Registration Number:** _____

5. **Company CSD Number:** _____

6. **Vat. Registration Number:** _____

7. **Company income tax reference number:** _____

Note: Insert personal income tax reference number if one – man business and personal income tax reference numbers of all parties if a partnership.

8. **Membership with professional bodies:**

[include membership number] _____

REGISTRATION PREREQUISITES:

NOTE: PROFESSIONAL SERVICE PROVIDERS WILL NOT BE REGISTERED ON THE DATABASE IF THE FOLLOWING PREREQUISITES ARE NOT MET:

1. Submit proof of Professional Registration with the relevant Professional Body, e.g. The Engineering Council of South Africa
2. Submit names and Curriculum Vitae of core personnel
3. Submit Professional indemnity and type of cover
4. Submit Company composition on the form attached as **Annexure “D”**.
5. Complete Previous/Past Experience **Annexures**.
6. Proof of Registration with the Commissioner for Compensation (Workman’s Compensation).
7. Attach proof of registration on the Central Supplier Database (registration are done online at www.treasury.gov.za)

CONTACT DETAILS

1. Contact person: _____
Phone No.: _____
Cell No.: _____
Fax No.: _____
E-Mail: _____

2. Postal Address: _____

Postal Code: _____ \

3. Physical Address: _____

Postal Code: _____

4. Eastern Cape Offices: _____

5. National Offices: _____

**A SEPARATE DATABASE WILL BE SET UP FOR EACH OF THE FOLLOWING CATEGORIES:
INDICATE THE FIELD OF COMPETENCE YOUR FIRM WILL BE REGISTERING IN:**

(Mark with a tick the relevant categories)

☐ **Agricultural Engineers**

☐ **Civil Engineers**

☐ **Mechanical Engineers**

☐ **Structural Engineers**

☐ **Geotechnical Engineers**

☐ **Electrical Engineers**

☐ **Geohydrologists**

☐ **Architects**

☐ **Quantity Surveyors**

☐ **Environmental Officers**

☐ **Health, Safety & Quality
Consultants**

More than one (1) field of competence may be selected.

SUPPLIER INFORMATION REQUIREMENTS (CSD / LOGIS REGISTRATION)

THESE DOCUMENTS SHALL BE ISSUED AS A SEPARATE SET OF DOCUMENTS TO BE SUBMITTED TOGETHER WITH THE EXPRESSION OF INTEREST DOCUMENT

ANNEXURE B
PAST EXPERIENCE 1

Service Providers must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past and which they want to specifically bring under the attention of the Department in support of their application. The information shall include a description of the Works, the Contract value and name of Employer.

| EMPLOYER | NATURE OF WORK | VALUE OF WORK | DURATION AND COMPLETION DATE | EMPLOYER CONTACT NO. |
|----------|----------------|---------------|------------------------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

.....
DATE

.....
SIGNATURE OF SERVICE PROVIDER

PAST EXPERIENCE 2

Service Providers must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past for the Department and which they want to specifically bring under the attention of the Department in support of their application. The information shall include a description of the Works, the Contract value and name of Employer.

| PREVIOUS AND/OR CURRENT PROJECTS UNDERTAKEN FOR <u>THE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM</u> | | | |
|--|---------------------------|--------------------------------|---|
| PROJECT NAME | AWARDED AMOUNT | CONTRACT START DATE | ANTICIPATED / ACTUAL COMPLETION DATE |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

.....
DATE

.....
SIGNATURE OF SERVICE PROVIDER

COMPANY COMPOSITION**GENERAL**

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the Professional Service Providers to fill in all the information. Failure to do so will result in points being lost under equity. The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

| NAME | IDENTITY NUMBER | CITIZENSHIP | HISTORICALLY DISADVANTAGED INDIVIDUALS STATUS (Y/N) | DISABILITY (Y/N) | FEMALE (Y/N) | DATE OF OWNERSHIP | % OWNED | % VOTING |
|------|--------------------|-------------|--|---------------------|-----------------|----------------------|---------|----------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

DECLARATION OF SOLVENCY / LIQUIDITY

I / We the under-mentioned in my / our capacity as indicated hereby declare that I am / we are not insolvent nor have been liquidated or any steps in this regard have been taken or are pending against me / us..

| FULL NAME(S) | ID NUMBER | CAPACITY | SIGNATURE |
|--------------|-----------|----------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |

THUS DONE and SIGNED at _____

on this _____ day of _____

DULY AUTHORISED SIGNATORY (IES) WITNESSES

1. _____

1. _____

2. _____

2. _____

DECLARATION OF LEGAL STANDING

I / We the under-mentioned in my / our capacity as indicated hereby declare that there are no criminal or civil proceedings being instituted neither are any such investigations pending against me / us or that I / we (company) have no court judgment taken against us.

| FULL NAME(S) | ID NUMBER | CAPACITY | SIGNATURE |
|--------------|-----------|----------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |

THUS DONE and SIGNED at _____

on this _____ day of _____

DULY AUTHORISED SIGNATORY (IES) WITNESSES

1. _____

1. _____

2. _____

2. _____

**DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY
DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM)**

In terms of the Supply Chain Management Regulations, no person or persons employed by the State may be awarded a bid.

Any legal person, or persons having a kinship with persons employed by the Department of Rural Development and Agrarian Reform including a blood relationship, may undertake business with Department of Rural Development and Agrarian Reform. In view of possible allegations of favoritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of Department of Rural Development and Agrarian Reform, it is required that the service provider or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where—

- the legal person on who's behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with this application.

Do you, or any person have any relationship (family, friend, other) with a person employed with the Department of Rural Development and Agrarian Reform or its administration and who may be involved with the evaluation, preparation and/or adjudication of any bid?

Yes/No

If so, state particulars

.....
.....

Are you or any other person connected with this application, employed by any organ of State?

Yes/No

If so, state particulars

.....
.....

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER

NAME OF COMPANY OR SERVICE
PROVIDER

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 |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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.

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

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.

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

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

POPI - CONSENT FORM

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

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

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

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

irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the responsible party is no longer authorized to retain it.

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

.....

Signature of data subject/ designated person

.....

Name & Surname/Departmental Responsible Party

.....

Signature

DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to this application is duly authorized and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of the DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM.

.....
SIGNATURE OF DECLARER

DATE

.....
POSITION OF DECLARER

**NAME OF COMPANY OF SERVICE
PROVIDER**

Should the applicant have, in the opinion of the Department of Rural Development and Agrarian Reform, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to this application, then the Department of Rural Development and Agrarian Reform may, in its sole discretion:

- * Ignore any expression of interest without advising the applicant thereof
- * Cancel any contract without prejudice to any legal rights the Department of and Rural Development and Agrarian Reform may have

Should the applicant disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the Department of Rural Development and Agrarian Reform and such applicant.