



AGRICULTURAL RESEARCH COUNCIL

TERMS OF REFERENCE (TOR) FOR:

RFQ NO: 014527

APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER TO ASSIST THE ARC WITH SUPPLY CHAIN MANAGEMENT (SCM) ACTIVITIES TO PROCESS THE BACKLOG OF SCM REQUISITIONS, REQUEST FOR QUOTATIONS, AND TENDERS FOR A PERIOD OF FOUR (4) MONTHS

OVERVIEW

The Agricultural Research Council (ARC) is a premier agricultural research and development institution of excellence in South Africa, which operates within the National System of Innovation. The ARC has a mandate for innovative and creative agricultural research, technology development, and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister of Agriculture, Land Reform and Rural Development (DALRRD).

The Agricultural Research Council invites suitably qualified and experienced service providers to assist the organization with high levels of supply chain management backlog in procurement requisitions, issuing and evaluation of RFQs, and processing of tenders for a period of four (4) months.

LODGING OF SUBMISSIONS

Completed and sealed RFQ submissions reflecting “RFQ-014527 and the name of the bidder” must be deposited into the Tender Box located at 1134 Park Street, Hatfield, Pretoria for the attention of: “The Senior Manager: Supply Chain”, by no later than 11:00 (eleven o’clock) on 24 May 2023.

RFQ documents submitted after the closing time and date specified will not be considered. ***No submissions sent by email or facsimile will be accepted.***

Bidders are requested to submit two (2) complete documents into the tender box (one original functionality proposal and one original for financial proposal) and prepare **three (3) copies of the Functionality and three (3) copies of the financial proposal.** A USB of the functionality and A USB of the financial proposal should also be submitted. The “two envelope system” will be used for this RFQ. One envelope shall be clearly marked “Functionality Proposal” and another be clearly marked “Financial Proposal”. The name of the bidder and the RFQ number should reflect on the “sealed” envelopes.

1. BACKGROUND

The ARC seeks to appoint a service provider to execute supply chain management activities to assist the organization with high levels of backlog in procurement requisitions, issuing and evaluation of RFQs, and processing of tenders.

2. OBJECTIVES

The objective of this RFQ is to appoint a suitably qualified and experienced service provider to assist the ARC with Supply Chain Management activities to process SCM Requisitions, Requests for Quotations, and Tenders for a period of four (4) months.

3. RETURNABLE DOCUMENTS OF THE RFQ

- i. Completed and Signed the Standard Bidding Documents
- ii. Tax PIN number from SARS
- iii. Central Supplier Database Report from the National Treasury showing a tax compliant status as at the closing date of the RFQ.
- iv. Latest financial statement (not older than 12 months)

RFQ documents submitted after the closing time and date specified will not be considered. Any entities/companies that are submitting their proposals as joint ventures are not allowed to submit their own proposals separately from the joint venture. Submitting a second separate proposal from the joint venture will lead to disqualification.

4. EXPERIENCE, EXPERTISE, KNOWLEDGE, AND QUALIFICATIONS:

- a. The entity/company should have professional experience in Supply Chain Management.
- b. The entity/ company must always adhere to SCM prescripts and regulations.
- c. Bidder(s) must adhere to the Protection of Personal Information (POPI) Act.

Furthermore, the individuals in the project team should have the following:

- A minimum of a degree or NQF 7 or equivalent qualification obtained in the fields relevant to the project (e.g., supply chain management, logistics, and purchasing)
- A minimum of 5 years of relevant experience in supply chain management
- Demonstrated leadership and proven achievements in SCM operations and reforms.
- Proven ability to transfer skills through practical experience on the provision of on-the-job training
- Demonstrated excellent communication and report writing skills.
- Advanced proficiency in ERP system (the ARC is currently using the Microsoft Dynamics AX system)
- Problem solving and negotiation skills
- Ability to work under pressure.

5. SCOPE OF WORK

5.1. Requisitions

Review of requisitions assigned to the SCM Accountants.

5.2. Request for Quotations

- Compilation of RFQ specifications
- Publish RFQs on the e-tender portal and source quotations from the ARC database
- Compile register of received RFQs
- Evaluation of RFQs against specifications
- Compilation of evaluation reports
- Presentation of Evaluation reports to the Institutes Bids Adjudication Committees
- Update the requisitions after the BAC approval

5.3. Purchase Orders, Invoices, and GRNs

- Issuing of Purchase Orders to successful service providers
- Follow up on deliveries and invoices
- Process Goods Received Notes for payment

5.4. Tenders

- Facilitate Bids Specification Meetings and approvals of bid specifications
- Publish tenders on the e-tender portal, Government Tender Bulleting and ARC website
- Record received tenders
- Facilitate the evaluation of tender against the published specification
- Prepare submissions to the Corporate Tender Committee (CTC)

5.5. Expected Project Outputs/Deliverables

The expected outputs and deliverables for the projects are as follows:

- All requisitions cleared as further detailed under section 8 of this document.
- All RFQs processes and awarded within stipulated time frames as further detailed under section 8 of this document.
- All the tenders awarded as further detailed under section 8 of this document
- The service provider is expected to do quality assurance of all reports and documentations.

5.6. Office Equipment and Backstopping Arrangements

The Service Provider will be responsible to provide their own computer equipment (portable computers etc.). Internet connectivity and office arrangements will be provided for by the respective Institute where the Team members will be placed.

5.7. Contractual Arrangements and Timeframe

The resources will be appointed based on the following conditions amongst others: office bound full time 07:30 am – 16:00 from Monday to Friday (unless there is an arrangement) for a period of (4) months.

5.8. Approach and Methodology

- (a) The service provider is expected to work with the ARC SCM team to familiarize himself/herself with the processes within ARC
- (b) The service provider is also expected to observe all the proceedings of the Bid Committees and provide advice where necessary
- (c) The service provider is expected to prepare all the Bid Committee Documents
- (d) The service provider must demonstrate how the project will be planned and executed
- (e) The service provider is expected to do quality assurance of all reports and documentations.

5.9. Closeout Phase

At the end of the project, the service provider must:

- Prepare a detailed final report supported by a portfolio of evidence for tasks completed as per the specification; and
- Prepare a sustainability plan for the ARC SCM

6. REPORTING

The appointed service provider will be required to provide monthly reports supported by a portfolio of evidence as per the scope of work for the duration of the contract.

7. PAYMENT

Payment will be made upon presentation of an invoice and proof of work completed and in line with the pricing schedule and will be paid within 30 days from receipt of a valid invoice.

8. QUANTIFICATION OF TRANSACTIONS TO BE CONDUCTED (To request respective campus outstanding requisitions, tenders)

No.	Institute	Requisitions	RFQs	Tenders
1	ARC-AP, Irene	226	36	7
2	ARC-CO, Hatfield	0	0	15
3	ARC-INFRUITEC, Stellenbosch	361	123	0
4	ARC-NRE, Arcadia, Silverton, and Onderstepoort	66	35	2
5	ARC-OVI, Onderstepoort	690	69	14
6	ARC-TSC, Nelspruit	131	131	0
7	ARC-VIMP, Roodeplaat	120	120	0
	TOTAL	1 594	514	36

9. PRICING SCHEDULE

Bidders are required to provide pricing to execute supply chain management activities as detailed below included in the price must be all applicable miscellaneous costs. Where bidder(s) will be required to travel, they must comply with the South African Reserve Bank travel rates.

Description of service	Estimated period to finalize the below services	Hours	Fee/hour	Total Price
a. Requisitions				
b. Request for Quotations				
c. Purchase Orders, Invoices, and GRNs for payment purposes				
d. Tenders				
Other disbursements				
Sub-Total				
VAT (if applicable)				
TOTAL				

Kindly quote as per the above layout for the purpose of comparing your quotations.

10. PERIOD OF VALIDITY

Proposals shall remain valid for sixty y (60) days after the date of proposal submission. A proposal valid for a shorter period may be rejected by the ARC on the grounds that it is non-responsive. In exceptional circumstances, the ARC may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

11. EVALUATION AND SELECTION CRITERIA

The ARC has set **minimum standards** that bidders need to meet to be evaluated and selected as successful bidders. The minimum standards consist of the following:

CATEGORY 1 – TECHNICAL EVALUATION CRITERIA		
Experience, Expertise, and Capacity	Maximum Score =	Weight
The number of contactable reference letters relevant to Supply Chain Management. (NB: A Company letter head, contact details, work done, period indicated and signed by relevant project manager)	8 or more reference letters = 5 points 6-7 reference letters = 4 points 4-5 reference letters = 3 points 2-3 reference letters = 2 points 0-1 reference letter = 1 point	20

<p>CVs and qualifications of key staff to be assigned to the ARC.</p> <p>A minimum of a degree or NQF 7 or equivalent qualification obtained in the fields relevant to the project (e.g., supply chain management, logistics, and purchasing)</p> <p>A minimum of 5 years of relevant experience in Supply Chain Management</p>	<p>A minimum of 5 years relevant experience and master's and or higher degree = 5 points</p> <p>A minimum of 5 years relevant experience and honours degree = 4 points</p> <p>A minimum of 5 years relevant experience and bachelor's degree = 3 points</p> <p>A minimum of 5 years relevant experience and a national diploma = 2 points</p> <p>A minimum of 5 years relevant experience and a certificate = 1 point</p>	30
Proof of services rendered		
<p>Attach copies of signed contracts, purchase orders, or appointment/award letters</p>	<p>More than 8 copies of signed contracts, purchase orders, or appointment/award letters = 5 points</p> <p>5 - 7 copies of signed contracts, purchase orders, or appointment/award letters attached = 4 points</p> <p>A minimum of 5 copies of signed contracts, purchase orders, or appointment/award letters attached = 3 points</p> <p>Less than 5 copies of signed contracts, purchase orders, or appointment/award letters attached = 2 points</p> <p>No copies of signed contracts, purchase orders, or appointment/award letters are attached = 1 point</p>	25

Bidders are required to score a minimum of 50 out of 75 points for functionality to proceed to the presentation stage. Bidders that do not score 50 points and above will be disqualified.

Presentation		
1. Approach & Methodology <ul style="list-style-type: none"> Planning Execution Reporting <p>(The presentation explicitly provided the Gantt chart outlining the project milestones, deliverables, and timelines)</p> 2. Value Added Services <ul style="list-style-type: none"> Training Transfer of skills <p>(The presentation outlined the training activities and skills transfer to address the project sustainability)</p>	<p>The presentation addressed any five of the following: planning, execution, reporting, training, and transfer of skills = 5 points</p> <p>The presentation addressed any four of the following: planning, execution, reporting, training, and transfer of skills = 4 points</p> <p>The presentation addressed any three of the following: planning, execution, reporting, training, and transfer of skills = 3 points</p> <p>The presentation addressed any two of the following: planning, execution, reporting, training, and transfer of skills = 2 points</p> <p>The presentation addressed any one of the following: planning, execution, reporting, training, and transfer of skills = 1 point</p>	25

The bidders that do not score 20 out of 25 points after the presentation will be disqualified. The bidders that score a minimum of 20 points will be evaluated on price and specific goals.

All price quotations that have a rand value of R 2,000.00 to below R 50,000,000.00, including VAT, will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.

The lowest acceptable price will score 80 points, Specific goals for the RFQ and points claimed are indicated on the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs	Points 8	
91-100%	8	
81-90	7	
71-80	6	
61-70	5	
51-60	4	
41-50	3	
21-40	2	

1-20	1	
0%	0	
Percentage (%) ownership by Women	Points (4)	
81-100%	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
Percentage (%) Ownership (by Youth	Points (4)	
81-100%	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
Percentage Ownership by PwD	Points (2)	
51-100%	2	
1-50	1	
0%	0	
RDP Goals	Points (2)	
EMEs/QSEs	2	