

# REPUBLIC OF SOUTH AFRICA



## EASTERN CAPE PROVINCE DEPARTMENT OF AGRICULTURE

### EXPRESSION OF INTEREST TO PARTICIPATE IN THE COMMERCIALIZATION OF BLACK SMALL GRAIN VALUE CHAINS

EOI-26/27-0001

|                                                    |                   |
|----------------------------------------------------|-------------------|
| TENDERER:                                          |                   |
| CSD NUMBER:                                        |                   |
| LOGIS NUMBER:                                      |                   |
| SPECIFIC GOALS:                                    |                   |
| COMPULSORY BRIEFING                                |                   |
| CLOSING DATE:                                      | 14 SEPTEMBER 2026 |
| CLOSING TIME:                                      | 11:00 am          |
| BID AMOUNT INCLUSIVE<br>OF ALL APPLICABLE<br>TAXES | R.....            |

PREPARED BY:

#### SUPPLY CHAIN MANAGEMENT

DEPARTMENT OF RURAL DEVELOPMENT  
AND AGRARIAN REFORM  
PRIVATE BAG X0040  
BHISHO  
5605

FAX: 086 540 1720

E-MAIL: [Axolile.Jakavual@ecagriculture.gov.za](mailto:Axolile.Jakavual@ecagriculture.gov.za) administrative enquiries  
[Mongezi.Mbangcolo@ecagriculture.gov.za](mailto:Mongezi.Mbangcolo@ecagriculture.gov.za) for technical enquiries

## BID NOTICE



### DEPARTMENT OF AGRICULTURE

|                     |                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------|
| PROJECT DESCRIPTION | EXPRESSION OF INTEREST TO PARTICIPATE IN THE COMMERCIALIZATION OF BLACK SMALL SCALE GRAIN VALUE CHAINS |
| PROJECT NUMBER      | EOI -26/27-0001                                                                                        |

AVAILABILITY OF DOCUMENTS : 21 AUGUST 2026

CLOSING DATE : 14 SEPTEMBER 2026

### BID NOTICE

BIDS are hereby invited from suitable and qualified SERVICE PROVIDERS for **EXPRESSION OF INTEREST TO PARTICIPATE IN THE COMMERCIALIZATION OF BLACK SMALL SCALE GRAIN VALUE CHAINS**

Documents will be available as from the **21 AUGUST 2026** from the offices of SCM – Acquisition Management Services, Office No 45, First floor, Indwe Building, Bhisho, 5605 between 08:00 and 16:30 from Mondays to Thursdays and from 08:00 to 16:00 on Fridays. The completed document and all supporting documentation must be placed in a sealed envelope clearly marked with the project number and description must be delivered to the tender box situated at;

**DEPARTMENT OF AGRICULTURE  
OFFICE 45, FIRST FLOOR,  
INDWE BUILDING**

**BHISHO, 5605**

By 11.00am on AT 11:00 when the BIDS will be opened in public.

Prospective service providers must take particular note of the following:-

The Department of Agriculture will not entertain any late submissions. Closing time is 11:00 on the **14 SEPTEMBER 2026**.

Enquiries should be directed to

Ms K. Mkona @ [Mongezi.Mbangcolo@ecagriculture.gov.za](mailto:Mongezi.Mbangcolo@ecagriculture.gov.za) 079 528 4347 (Technical)

Ms A. Jakavula@ [Axolile.Jakavula@ecagriculture.gov.za](mailto:Axolile.Jakavula@ecagriculture.gov.za) / 040 602 5311 (Administrative)

**PRODUCT PARTICULAR SPECIFICATIONS**



# TERMS OF REFERENCE FOR EXPRESSION OF INTEREST FOR THE CATALYTIC COMMERCIALISATION OF BLACK GRAIN VALUE CHAINS

## Contents

| SECTION | CONTENT                                            | PAGE |
|---------|----------------------------------------------------|------|
| 1       | DEFINITIONS AND INTERPRETATIONS                    |      |
| 2       | PURPOSE OF THE REQUEST FOR EXPRESSIONS OF INTEREST |      |
| 3       | ELIGIBLE PROGRAMMES                                |      |
| 4       | ELIGIBLE APPLICANTS                                |      |
| 5       | INELIGIBLE APPLICANTS                              |      |
| 6       | FARMER PARTNER / PARTICIPANTS                      |      |
| 7       | ENGAGEMENT MODEL                                   |      |
| 7.1     | INCLUSION IN THE DATABASE                          |      |
| 7.2     | TERMS OF ENGAGEMENT                                |      |
| 8       | ASSESSMENT OF EXPRESSIONS OF INTEREST              |      |
| 8.1     | CONDITIONS                                         |      |
| 8.2     | EVALUATION CRITERIA                                |      |
| 9       | NON-COMPULSORY BRIEFING                            |      |
| 10      | APPLICATION DOCUMENTS                              |      |
| 11      | TIMELINE FOR APPLICATIONS                          |      |
| 16      | WHERE AND HOW TO SUBMIT AN APPLICATION             |      |

## 1. DEFINITIONS AND INTERPRETATIONS

**“BLACK”** with respect to **Black Agro-Enterprises, Black Farmers** means **Black** people, including black women in terms of the Black Economic empowerment Act (act 53 of 2003)

**“the Department”** refers to the Department of Agriculture.

**“DOA”** refers to the Department of Agriculture.

**“AETS”** refers to the Agricultural Economic Transformation Strategy of the Eastern Cape.

**“POD”** refers to proof of delivery with respect to targets, milestones and/or items specified in the respective implementation plans of contracted agro-enterprise developments.

## 2. PURPOSE OF THE CALL FOR EXPRESSIONS OF INTEREST

The purpose is to undertake an open and transparent process of identifying potential grain value chain development partners, **to be in the database**. The Department will select entities to be in the Departmental

Partnership Database to collaborate with the participating black farmers/participants for implementation of the grain value chain agro-enterprise development initiatives towards achieving the critical success factors of the Eastern Cape Department of Agriculture Strategy (2025-2030). These critical success factors are:

- Expansion of production,
- Increasing market access and secure off-take agreements,
- Training and skills development of the smallholder farmers,
- Value addition to the basic agricultural produce,
- Job creation,
- Increase net farm income,
- Increase opportunity and business for SMME's and local beneficiation,
- Increase total investment in sector and
- Increase transformation within the sector and the industry

The commercialization of black small scale black grain producers by the Department is designed to complement existing government funding by enabling additional investments and / or leveraging investments from individual partners or the operating agro- enterprise business entities.

### 3. PRIORITY COMMODITY VALUE CHAINS

Expressions of interest for development must fall within the following commodity value chains (inclusive of manufacture of inputs and value addition of product) with priority given to those enterprises that maximize economic growth and employment with reference to Chapter 6 of the National Development Plan. The applicant must select their choice of commodity on the table below.

**Table 1: Priority Commodity Value Chains**

| COMMODITY CATEGORY                                                                                                           | Mark with X |
|------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Dryland field crops</b><br>Maize, soybean, sunflower, sorghum, dry bean, canola, wheat, etc. (Summer and winter grains)   |             |
| <b>Irrigated field crops</b><br>Maize, soybean, sunflower, sorghum, dry bean, canola, wheat, etc. (Summer and winter grains) |             |

The Department supports the black smallholder producers and agro-enterprises with but not limited to the following:

- (1) Crop production
- (2) Purchase of machinery and equipment
- (3) Development of infrastructure.
- (4) Development of agro-processing and packaging facilities
- (5) Expansion of production capacity and efficiencies
- (6) Increasing market access
- (7) Training and skills development

#### 4. ENGAGEMENT MODEL

The expressions of interest for the commercialization of grain producers (small-scale) must comply with the conditions listed in Table 2 below. A grain value chain business concept should focus on integrating production, processing, and marketing to enhance efficiency and profitability. Key strategies include leveraging modern storage for quality assurance, implementing agro-processing (e.g., milling, packaging), and strengthening links between farmers, processors, and retailers to ensure market access.

##### Key Components of a Grain Value Chain Proposal:

- **Project Overview and Objectives:** Define the scope, such as improving smallholder access to markets, reducing post-harvest losses, or establishing a processing facility.
- **Value Chain Analysis:** Detail the steps from seed procurement and farming to harvesting, storage, processing, and distribution.
- **Target Market and Marketing Strategy:** Identify specific customers (wholesalers, retailers, food processors) and segment them by demand for quality, such as white or yellow grain varieties.
- **Operational Plan:**
  - **Production:** Focus on high-yield, drought-resistant seeds and sustainable, cost-effective cultivation practices. The partner should indicate the existing capacity in terms of machinery from pre-plant (ripping, ploughing, disking, spraying, planting, spreading) to harvesting.
  - **Storage:** Indication of the plan that will be utilized to reduce harvest losses and maintain quality, On-farm sales or access to grain storage facilities.
  - **Processing:** Enhance value through milling, fortifying flour, or specialized packaging.
- **Financial Plan:**
  - **Revenue Streams:** Sale of processed grain, premium storage services, or selling high-quality, stored grain during off seasons.
  - **Financial Projections:** Include cash flow statements, income statements, and break-even analysis to demonstrate profitability.
- **Natural resources and risk management:** Address risks like climate change, price volatility, and pests through insurance, diversifying, or using technology. Indicate how the project implementation will ensure adherence to the conservation of natural resources.

##### Implementation Strategies

- **Capacity Building:** Train farmers in financial literacy and best practices.
- **Infrastructure Development:** Invest in, or improve, rural roads, storage, and processing facilities.
- **Digital Integration:** Utilize technology for market data and direct-to-consumer sales.

## Job creation

- A clear indication of how many direct jobs will be created by the development partner in the grain value chain.

An applicant must submit a comprehensive business plan/concept note that will enable objective assessment of conditions as shown in the table below:

**Table 2:** Conditions with respect to compliance

| No. | Condition                                                                                                                                                                                                 | Reference page/Annexure | Compliant | Non-Compliant |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------|---------------|
| 1   | Adherence to the expression of Interest framework and supply all required documentation (including a sound a grain value chain business concept/plan).                                                    |                         |           |               |
| 2   | The grain development partner must have a shareholding of at least 60% black-ownership. Preference will be given to the following designated groups: <b>Military Veterans, Youth, Women and Disabled.</b> |                         |           |               |
| 3   | Grain development partners must show financial investment into enterprise development.                                                                                                                    |                         |           |               |
| 4   | The Grain Development Partner must create job opportunities.                                                                                                                                              |                         |           |               |
| 5   | The Grain Development Partner must have an off-take agreement.                                                                                                                                            |                         |           |               |
| 6   | The Grain Development Partner must attach partnership agreement (s) with local farmers and the list of such farmers (in the case of communal land aggregation).                                           |                         |           |               |

## 5. INCLUSION IN THE DATABASE

The database will enable the Department of Agriculture (DOA) to engage appropriate Grain Development Partners towards achieving the stated critical success factors of the DOA strategic agendas for the 2025-2030 administrative term. The evaluation of submissions for inclusion in the database will be applied independently and DOA will:

- Select, in accordance with the evaluation criteria, those organizations / entities that meet or exceed the minimum qualifying criteria in the categories set out for inclusion in the development partner database.
- Follow an open process annually to enable application for inclusion on the database of development partners.
- Inform organizations / entities in writing of their inclusion on the database.

### 6.1 Duration of inclusion in the database:

- A successful applicant will serve as a partner for the term **2026/27 to 2030/31**, where after the organization / entity shall be removed from the database.

## 6. TERMS AND CONDITIONS

- DOA reserves the right to enter into a contractual engagement with more than one partner from the database in each category.

- DOA reserves the right not to enter into contractual engagements with a partner included in the database.
- The partnership contractual engagements shall be for periods of **one (1) to three (3) years**, depending on the objectives, performance of the partner and the requirements of the developed enterprise.
- DOA will consider entering contractual engagement with only compliant applicants in respect of the conditions of this Expression of Interest and priority commodity value chains.
- Annual continuation within multi-year contracts shall be subjected to annual evaluation against agreed milestones and deliverables.

## ASSESSMENT OF EXPRESSIONS OF INTEREST

Expressions of Interest for grain value chain development through support from government will be assessed against specified conditions and evaluated against evaluation criteria, the categories of which are summarized in Table 3 below.

**TABLE 3:** Evaluation Criteria of the Expression of Interest

| No. | Functionality Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Points Allocation | Means of verification                                                                                                                                                                                                                                               |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <p><b>Submission of a proposal detailing all the key aspects highlighted in the engagement model (1 Point for each key aspect)</b></p> <ul style="list-style-type: none"> <li>• Project Overview and Objectives (1)</li> <li>• Value Chain Analysis (1)</li> <li>• Target Market and Marketing Strategy\ (1)</li> <li>• Operational Plan (1),</li> <li>• Financial Plan (1),</li> <li>• Revenue Streams (1),</li> <li>• Financial Projections (1)</li> <li>• Natural resources and risk Management (1)</li> <li>• Implementation Strategies (1),</li> <li>• Infrastructure Development (1)</li> <li>• Digital Integration (1)</li> <li>• Job creation (1)</li> </ul>                                                                                         | 12                | <ul style="list-style-type: none"> <li>• <i>Submitted Business Proposal/Concept/Plan</i></li> </ul>                                                                                                                                                                 |
| 2.  | <p>Letter of intent for investment showing the value of annual investment in terms of the selected commodity and its investment per production unit, e.g. Total number of hectares, Total cost per hectare. The minimum investment for this model is R1 million for any of the selected commodities over a year period.</p> <p>Letter of intent for investment showing the value of investment in terms of:</p> <ul style="list-style-type: none"> <li>• Total number of hectares</li> <li>• Total cost per hectare</li> <li>• Farmer contribution</li> <li>• Partner contribution</li> </ul> <p><b>Total contribution (Farmer + Partner)</b></p> <p>&gt;50% = 30<br/> 40-49.9% = 20<br/> 30-39.9% = 15<br/> 20-29.9% = 10<br/> 10-19.9% = 5<br/> 0% = 0</p> | 30                | <ul style="list-style-type: none"> <li>• <i>Letter of intent for investment (in line with the BP)</i></li> <li>• <i>Bank Credit Facility (in line with the proposed BP)</i></li> <li>• <i>Business Bank Balance Sheet (in line with the proposed BP)</i></li> </ul> |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                                                                                                                                                                                                                                                                                                                                  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | <b>Aggregation of land and written consent of Landowners (Minimum of 150 Ha)</b><br><br>Detailed list of beneficiaries and/or landowners (Name and Surname, ID Number, contact numbers, gender, youth, military veterans and people living with disability)<br><br>All documents = 20<br>No documents = 0                                                                                                                                                                                                                                                                                                                  | 20 | Detailed list of beneficiaries and/or landowners (Name and Surname, ID Number, contact numbers of the Chairperson) <ul style="list-style-type: none"> <li>Letter of consent signed by the Chairperson/Traditional Leader/Farm Owner on behalf of the members/Tittle deed/PTO/Lease for a minimum of 5 years</li> <li></li> </ul> |
| 3. | <b>Market Access</b><br>Provide Signed Off-take Agreement<br><br><ul style="list-style-type: none"> <li>Signed off-take agreement = 13</li> <li>No off-take agreement = 0</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       | 13 | <ul style="list-style-type: none"> <li>Signed off-take agreement.</li> </ul>                                                                                                                                                                                                                                                     |
| 4. | <b>Experience / Track Record of company</b><br>The partner must have experience in successfully implementing similar projects.<br><br>Five or more projects = 10 points<br>Three to four projects = 5 points<br>One to two projects = 2 points<br>0 projects = 0 points                                                                                                                                                                                                                                                                                                                                                    | 10 | <ul style="list-style-type: none"> <li>Provide Appointment letters /Purchase Orders with order amounts /Signed reference letters from authorized / delegated officials where similar work was undertaken.</li> </ul>                                                                                                             |
| 5. | <b>Key staff member's CV, qualifications and Experience</b> <ul style="list-style-type: none"> <li><b>EXPERIENCE</b></li> </ul> Key staff member's profile highlighting the following: <ul style="list-style-type: none"> <li>Experience in Agriculture Production</li> <li>Experience in project management</li> <li>Experience in Farmer Training /Development</li> </ul> <ul style="list-style-type: none"> <li>Experience in Five (5) and above projects = 10</li> <li>Experience in Three to Five (3 to 5) projects = 5</li> <li>Experience in One to two (1 to 2) projects = 2</li> <li>No experience = 0</li> </ul> | 10 | <ul style="list-style-type: none"> <li>Provide CV's, qualifications and evidence of projects undertaken and breakdown of tasks assigned to them for this project</li> </ul>                                                                                                                                                      |
|    | <ul style="list-style-type: none"> <li><b>QUALIFICATIONS</b></li> </ul> <ul style="list-style-type: none"> <li>Qualification (degree/diploma) in Agriculture Production / Project Management/Financial Management</li> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     | 5  | <ul style="list-style-type: none"> <li>Certified copies of qualifications</li> </ul>                                                                                                                                                                                                                                             |

**Table 4:** Categories of grain/oilseed and minimum qualifying score

| COMMODITY CATEGORY  | QUALIFYING SCORE (%) |
|---------------------|----------------------|
| Dryland field crops | 70                   |

| COMMODITY CATEGORY                                                                                                               | QUALIFYING SCORE (%) |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Maize, soybean, sunflower, sorghum, dry bean, canola, wheat, etc., (Summer grains, winter grains and oilseeds)                   |                      |
| <b>Irrigated field crops</b><br>Maize, soybean, sunflower, sorghum, dry bean, etc., ((Summer grains, winter grains and oilseeds) | <b>75</b>            |

## COMPULSORY BRIEFING

A Compulsory briefing session will be held on (date) at (time) at (venue)

## 7. TIMELINE FOR APPLICATIONS

**Application Submission due date: before 11:00 am on (date)**

The opening and registration of all proposals received will take place at 11:00 am (date) at:

The opening and registration of proposals will be open to the public.

## 10. WHERE AND HOW TO SUBMIT AN APPLICATION

Please submit a signed original and one copy of the proposal in a sealed envelope to at least one of the addresses in the table below:

**Further information and enquiries on the application process can be obtained from the following:**

### Enquiries

| Administrative                                                                                                                                                     | Technical                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Head Office: Bhisho</b><br>Ms N Mfunda,<br>Tel. (040) 602- 5206<br><a href="mailto:Nomapha.Mfunda@ecagriculture.gov.za">Nomapha.Mfunda@ecagriculture.gov.za</a> | Dr. M. Mbangcolo<br>Cell: 079 528 4347<br><a href="mailto:Mongezi.mbangcolo@ecagriculture.gov.za">Mongezi.mbangcolo@ecagriculture.gov.za</a> |

**COMPLETED BY THE BIDDER**

**THESE FORMS MUST BE COMPLETED USING BLACK INK**

Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the given formats. These schedules shall then be bound together with a suitable contents page and submitted with the bid documents. All such schedules must be signed, and clearly marked as appendices to these relevant forms.

All ECBD documents must be completed, signed in full and witnessed, failure to do so may result in the quotation/bid being eliminated

**PART A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Signatory for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

By resolution of the board of directors passed at a meeting held on .....]

Mr. /Ms ....., whose signature appears below, has been duly authorized to sign all documents in connection with the Bid for **EOI-26/27-0001** and any Contract that may arise there from on behalf of (name of Service Provider in block capitals) .....

.....

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**

1. ....

2. ....

**PART B: CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this Bid in Joint Venture and hereby authorise Mr/Ms . . . . .  
..... , authorised signatory of the company . .  
..... , acting in the capacity  
of lead partner, to sign all documents in connection with the tender offer and any contract resulting  
from it on our behalf.

| NAME OF FIRM | ADDRESS | DULY AUTHORISED<br>SIGNATORY                      |
|--------------|---------|---------------------------------------------------|
| Lead partner |         | Signature. . . . .<br>. Name .....<br>Designation |
|              |         | Signature. . . . .<br>. Name .....<br>Designation |
|              |         | Signature. . . . .<br>. Name .....<br>Designation |
|              |         | Signature. . . . .<br>. Name .....<br>Designation |

**ATTACH SERVICE LEVEL AGREEMENT BETWEEN JOINT VENTURE PARTIES TO NEXT PAGE. "FAILURE TO SUBMIT JOINT VENTURE AGREEMENT AS PART OF THE COMPLETION OF THE BID WILL RESULT IN YOUR BID BEING REJECTED."**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE** (NAME OF DEPARTMENT/ PUBLIC ENTITY)

|             |                |               |                   |               |       |
|-------------|----------------|---------------|-------------------|---------------|-------|
| BID NUMBER: | EOI-26/27-0001 | CLOSING DATE: | 14 SEPTEMBER 2026 | CLOSING TIME: | 11:00 |
|-------------|----------------|---------------|-------------------|---------------|-------|

|             |                                                                                                        |
|-------------|--------------------------------------------------------------------------------------------------------|
| DESCRIPTION | <b>EXPRESSION OF INTEREST TO PARTICIPATE IN THE COMMERCIALIZATION OF BLACK SMALL SCALE GRAIN VALUE</b> |
|-------------|--------------------------------------------------------------------------------------------------------|

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT** (STREET ADDRESS)

**OFFICE No- 45**

**FIRST FLOOR**

**INDWE BUILDING**

**BISHO**

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO |                                                                                                  | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: |                                                                                                    |
|------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------|
| CONTACT PERSON                                 | Ms A.Jakavula                                                                                    | CONTACT PERSON                          | Dr M. Mbangcolo                                                                                    |
| TELEPHONE NUMBER                               |                                                                                                  | TELEPHONE NUMBER                        | 079 528 4347                                                                                       |
| FACSIMILE NUMBER                               |                                                                                                  | FACSIMILE NUMBER                        |                                                                                                    |
| E-MAIL ADDRESS                                 | <a href="mailto:Axolile.Jakavula@ecagriculture.gov.za">Axolile.Jakavula@ecagriculture.gov.za</a> | E-MAIL ADDRESS                          | <a href="mailto:Mongezi.Mbangcolo@ecagriculture.gov.za">Mongezi.Mbangcolo@ecagriculture.gov.za</a> |

**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 |
| 1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | 2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |      |

**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 |
| <b>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.</b> |                                                          |

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



agriculture

Department:  
Agriculture  
PROVINCE OF THE EASTERN CAPE

## 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 ( DoA )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 DoA "herein referred to as the Responsible Party" to collect, process and distribute my personal information where DoA 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 DoA sharing my personal information strictly for reporting purposes.
4. I understand that, should I refuse to provide DoA with the required consent and/ or information, the DoA will be unable to assist me.
5. I declare that all my personal information supplied to DoA 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 DoA 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 of .....20...

.....

Signature of data subject/ designated person

.....

Name & Surname/Departmental Responsible Party

.....

Signature

.....

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE**

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?  
**YES/NO**

- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

| Full Name | Identity Number | Name of organ of state |
|-----------|-----------------|------------------------|
|           |                 |                        |
|           |                 |                        |
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- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....  
.....  
.....

- 2.4 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**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

| Supplier registration number (MAAA) | Status (active/inactive/deleted) |
|-------------------------------------|----------------------------------|
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

### 3 GENERAL DECLARATION

I, ....., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may

be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of bidder

**SCHEDULE OF PREVIOUS WORK CARRIED OUT BY THE BIDDER**

**Suppliers and Service Providers are to provide references to confirm pervious goods or services contracts of a similar nature were completed satisfactorily. Failure to complete this page may result in your bid being eliminated.**

| EMPLOYER<br>(NAME & TEL NO) | CONTACT PERSON<br>(NAME & TEL NO) | NATURE OF WORK | VALUE OF<br>WORK | YEAR<br>COMPLET |
|-----------------------------|-----------------------------------|----------------|------------------|-----------------|
|                             |                                   |                |                  |                 |
|                             |                                   |                |                  |                 |
|                             |                                   |                |                  |                 |
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|                             |                                   |                |                  |                 |
|                             |                                   |                |                  |                 |

**SIGNED ON BEHALF OF THE BIDDER:** .....

**AGREEMENT FORMS TO BE COMPLETED AFTER AWARD OF THE BID**

## 1. CONTRACT FORM - PURCHASE OF GOODS/WORKS

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

## 2. PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2. ....

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

### 3. PART 2 (TO BE FILLED IN BY THE PURCHASER)

4. I..... in my capacity as.....  
accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating delivery instructions is forthcoming.
6. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| 7. I<br>ITEM<br>NO. | PRICE (ALL<br>APPLICABLE<br>TAXES<br>INCLUDED) | 8. BRAND | DELIVERY<br>PERIOD | TOTAL<br>PREFERENCE<br>POINTS<br>CLAIMED | POINTS<br>CLAIMED<br>FOR EACH<br>SPECIFIC<br>GOAL |
|---------------------|------------------------------------------------|----------|--------------------|------------------------------------------|---------------------------------------------------|
|                     |                                                |          |                    |                                          |                                                   |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

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

WITNESSES

1. ....  
....
2. ....