

Request for Proposal

RFQ NUMBER:	VIM01REQ001330-Re advert
CLOSING DATE:	Date: 10-December-2024 Time: 10:00
DESCRIPTION	Request for Proposal (RFP) – Consulting Services of Training Centre for Climate-Smart Technologies Facility
ADDRESS	API - Animal Nutrition and Products Old Olifantsfontein Road Irene 0062
ENQUIRY	Name: Ngoako Waleng Supply Chain Management Email: WalengN@arc.agric.za
COMPULSORY SITE BRIEFING	Date: 03 December 2024 Venue: ARC-AP Irene Pig Lapa Time: 10:00
Special Condition	None

Consulting Services:

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per below or attached terms of reference (TOR).

Description	Quantity	Unit of Measure
Request for Proposal (RFP) – Consulting Services of Training Centre for Climate-Smart Technologies Facility.	1	EA

Request for Proposal: Consulting Services of Training Centre for Climate-Smart Technologies Facility:

1. Building Infrastructure

Design and construct a training centre –engage architect to design the building that will host Climate Smart Agriculture activities within the Irene Campus.

The building will be energy efficient by utilising solar energy and have water-harvesting capabilities. The house should have one big hall with ablutions facilities

Build four enterprises around the centre namely; aquaponics, layer house, broiler house and pig production house that can be used for demonstration and practical during training sessions. These would also be used for virtual farm touring at the centre.

2. Procure Equipment

All compatible training equipment/materials such as Wi-Fi, computer, projectors, and screens for the three halls, equip new hall with smart equipment at the hall, horseshoe and Ralph Hirzel. These should be able to facilitate online training for our course on demand.

3. The Hall

The existing pig lairage facility will be converted into newly smart renovated hall linked with other rooms around such as the office and museum. Over and above the renewed building with energy efficient it should be equipped with Wi-Fi connection that is strong enough to accommodate all the rooms and attendees connection. The training rooms must each have a projector and big screens. The hall should have IT technology that can link with outside stations and all the three or four training facilities that are at AP to connect virtually. On this one ICT should come on board with spec. Have tables and chairs that you can top and change the setup, sometimes you want classroom setup sometimes you want work sessions and change the setup and put chairs in a circle.

4. Ablutions

There are standards that the municipality require on the number of toilets per male and female for the total number to be accommodated at the centre.

5. Kitchen and sitting/ dining room

That is big enough to make sure the big number can sit down even if it is not matching the number accommodated in the hall in a theatre set up but should be more or less that number. Cooling facility should be built into kitchen, otherwise we must rent in cooling facility if we cannot fit a cool room, which should be our first choice. Fridges and freezers is not always the answer and cutlery should not be bought but the first choice would be to suggest that the caterers must bring their own.

6. Side office

The office should be attached to the side of the hall. That can be utilised by the person responsible for daily care of the centre.

7. Museum

Construct the small museum that is attached to the main hall or it should be partitioned with glass on the side of the hall but secure place. All the lighting and building should be powered by solar with little or no electricity. The water used should come from harvested source rather than the tap water.

8. Demonstration type enterprises

This will include demonstration type of animal production units such as aquaponics, pig production and poultry production as animal museum or demonstration-type animal production units.

9. Aquaponics

The equipment for the aquaponics system will be installed with solar at the build identified by the Aquaponics unit and the inputs coming from the training unit will in the terms of security fence for the building and alarm system and harvested water.

10. Pig production

One build to be renovated at the back of the pig lairage will be used and/or partitioned for training purpose with all the units such as sow, farrowing, weaner and feed storage under one roof building. The whole pig production building should be equipped with renewable energy and harvested water equipment.

11. Poultry Production

Build two poultry houses that will be behind the pig lapa/ irene running club house, create two small-medium size houses that will accommodate the layers and broilers equipped with feeding and drinking drought that are controlled by renewable energy and harvested water. The two houses will consider biosecurity and also equipped with feed storage, renewable energy and harvested water.

12. Security, Fence & Alarm systems

The fencing that is equipped with power generators and alarm system for the whole complex Apollo lighting that are on solar.

13. Scope of Work

The scope of consultancy services will include:

- **Initial Consultation:** Meet with stakeholders to understand the project's goals, site requirements, and regulatory expectations.
- **Site Feasibility Analysis:** Analyse potential sites for the building, considering location, accessibility, and infrastructure needs.
- **Regulatory Guidance:** Ensure the design and acquisition process aligns with industry standards, including health, safety, and environmental regulations.
- **Facility Design Input:** Collaborate with architects and engineers to create an optimal design for R&D activities and training spaces.
- **Procurement Advice:** Advise on the procurement of necessary equipment, technology, and construction contractors.
- **Risk Assessment:** Provide a comprehensive risk assessment for the project.
- **Budget and Financial Planning:** Assist in developing a detailed budget and cost estimates for construction, equipment, and operational needs.
- **Reporting:** Provide regular progress reports and a final recommendation document.

14. Deliverables

The consultant will be expected to provide the following deliverables:

- A comprehensive project plan and site assessment report.
- A feasibility study of selected site(s) with recommendations.
- Draft facility layout with process flow considerations.
- Regular updates and final project report detailing the procurement process, compliance strategy, and any relevant risks.
- Budget breakdown / bill of quantities for the services offered.

15. Experience and Qualifications

The suitable service provider should have:

- Proven five years' experience in advising on training centre facility.
- Strong knowledge of South African Building Regulations and Standards.
- Experience in facility design for training centre, including sustainability practices.
- Excellent project management skills with a track record of successful delivery of similar projects.
- A strong network of industry professionals (architects, engineers, and regulatory bodies).

16. Submission Requirements

Interested service provider should submit the following:

- Company profile and relevant experience.
- Minimum of two relevant reference letters accounting to five years and above (five years' experience, submit PO, delivery note/ invoice or completion certificate).

- Detailed relevant projects register clearly indicating the client's name, duration/timeline, description of the projects.
- Detailed Project Plan linked to deliverables; The Project Execution Proposal is expected to outline the following aspects:
 1. Organogram & Company Profile (key technical personnel)
 2. Bidder's approach/ methodology.
 3. Bidders experience to executing a project of this nature.
 4. Gant Chart indicating delivery time frame.
 5. Risk management.
- CVs of key technical team personnel.
- Quotation breakdown for the services offered.

N.B: Bidders who fail to submit and comply with the above will be disqualified.

17. Evaluation Process

The RFP will be evaluated as per the following criteria:

a. Disqualification/ Elimination Criteria

- The bidders will be evaluated on the disqualification/ elimination criteria as stated in Point 17.1.
- Bidders who do not meet these criteria will not be evaluated further.

b. Price and Specific Goals

- The tender responses will be evaluated on the 80/20 preferential point system.

17.1 Disqualification/ Elimination Criteria

Bidders will be disqualified/ eliminated if they fail to provide the following information:

- Failure to provide company profile and proven five (05) years' experience in advising on training centre for climate-smart technologies facility. Minimum of two (02) reference letters from previous relevant projects accounting to five years and above (five years' experience, submit PO, delivery note/ invoice or completion certificate).
- Failure to provide detailed relevant projects register clearly indicating the client's name, duration/timeline and description of the projects.
- Failure to provide Detailed Project Plan linked to deliverables; The Project Execution Proposal is expected to outline the following aspects:
 1. Organogram & Company Profile (key technical personnel)
 2. Bidder's approach/ methodology.
 3. Bidders Experience to executing a project of this nature and profile.
 4. Gant Chart indicating delivery time frame.
 5. Risk management.
- Failure to provide the relevant qualification and ten (10) years' experience details (CVs) of the two key technical team personnel. Qualifications SHALL BE CERTIFIED by a Commissioner of Oaths CLEARLY LEGIBLE AND CERTIFIED NOT OLDER THAN THREE MONTHS from the date of tender closure. The Commissioner's details, with signature and date must be CLEARLY VISIBLE.
- If a bidder fails to provide registration certificates from at least two professional bodies for themselves and two key technical team personnel. Certificates SHALL BE CERTIFIED by a Commissioner of Oaths CLEARLY

LEGIBLE AND CERTIFIED NOT OLDER THAN THREE MONTHS from the date of tender closure. The Commissioner's details, with signature and date must be CLEARLY VISIBLE.

2. Essential Administrative Requirements:

- 2.1. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number and full CSD report with the bid proposal.
 - 2.2. Only bidders that claim specific goals will be considered for scoring on the 20 points as per the 80/20 principle.
 - 2.3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.
 - 2.4. Submission should be sent to WalengN@arc.agric.za
3. The above specified goods/services should be delivered / rendered to the ARC- Institute at above-mentioned delivery address.
 4. The particulars of the guarantee that will apply to the goods quoted for, with the particular regards to the period and extent of the warranty must be clearly stated. Where services are required, service providers must submit documentation pertaining the relevant experience.
 5. Your written quotation must be emailed depending on the instructions given in the email or advert.
 6. 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.
 7. The lowest acceptable price will score 80 points, Specific goals for the tender and points claimed are indicate per the table below:

Specific Goals	Percentage Ownership (1%)	Points (20)	Ponts (10)
Ownership by HDIs	51%+	6	3
Ownership by Women	51%+	4	2
Ownership by Youth	51%+	4	2
Ownership by PwD	51%+	2	1
BEE Status	Level 1 - 4	2	1
RDP Goals	Any Goal/s	2	1
TOTAL POINTS		20	10

8. Standard conditions:

8.1 The validity of the quotations must be indicated.

8.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

8.3 No price adjustments or amendment of the delivery particulars contained in paragraph 8.2 will be considered by the ARC.

8.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.

8.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

8.6 Quotes should be submitted on an official letterhead and duly signed .

8.7 Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.

8.8 The General Conditions of Contract issued by National Treasury are applicable .

8.9 The ARC supply chain management code of conduct is applicable .

8.10 Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply may result to disqualification of your quotation.

8.11 Your quotation must indicate the delivery date.

8.12 The ARC reserve the right to do due diligence on the quotations .

8.13 The ARC reserves the right to benchmark prices quoted.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

Price; and
Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.1 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.1. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.1.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of-
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Specific goals	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDI's		Points (6)		
51% and above		6		
Below 51%				
Percentage (%) Ownership by Women		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by Youth		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by PwD		Points (2)		
51% and above		2		
Below 51%				
RDP Goals		Points (2)		
Any RDP Goal/s		2		
BEE Status		Points (2)		
Level 1-4		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 3.1. Name of company/firm.....
- 3.2. Company registration number:
- 3.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [Tick applicable box]

3.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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 interest 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.

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.

Full Name	Identity Number	Name of State institution

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

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 consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid ,bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted 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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder