

EXPRESSION OF INTEREST



rural development & agrarian reform

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

MECHANISATION DATABASE ESTABLISHMENT AMT-MECH 2024/25

MAY 2024

APPLICANT: _____

PREPARED BY:

SUPPLY CHAIN MANAGEMENT OFFICE

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

OLD BKB BUILDING

CORNER OF FITZPATRICK ROAD AND PANMURE PLACE

ARCADIA, EAST LONDON

Tel : 043 7068771 /8705

Email: bongani.giyama@drdar.gov.za or debra.mcgregor@drdar.gov.za

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INVITATION FOR EXPRESSION OF INTEREST FOR ESTABLISHMENT OF DATABASE OF MECHANISATION CONTRACTORS

BACKGROUND

The Eastern Cape Department of Rural Development and Agrarian Reform are in the process of establishing a database of Mechanisation contractors.

REQUIRED SERVICES

DRDAR is establishing it's database that will be used for three years and updated annually therefore invites companies providing the following services:

- Mechanisation services (Plough, Discing, Planting, Spraying and Ripping)

COMMODITY
☐ Agricultural services

COMPLIANCE REQUIREMENT

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

- ❖ Your company's details and/or commodity group (CSD Report).
- ❖ Detail of your company's experience.
- ❖ Mechanisation Equipment

ANNEXURES

- ❖ Supplier Information Requirements to be fully completed signed and submitted back with the application form.
- ❖ Statement of work successfully carried out by the tenderer.
- ❖ Certificate of tendering entity details, declaration of legal standing, completed supplier registration documents with supporting documentation, declaration of interests, declaration of bidders past supply chain management practices, certificate of independent bid.

Expression of Interest Documents are available as from 17 May 2024 from the Supply Chain Management. Please email debra.mcgregor@drdar.gov.za for documents.

EVALUATION OF THE PROPOSALS

EOI submissions will be checked for completeness and compliance with the requirements of this EOI.

ADJUDICATION OF THE PROPOSALS

The following criteria will be used in the adjudication process:

- Ability to perform, which may take into account previous experience in the relevant industry, technical ability and sound track record.
- Type of machinery / implements.
- Number of machinery / implements
- Capacity of the machinery / implements

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

The Eastern Cape Department of Rural Development and Agrarian Reform are not bound to accept the EOI submitted or part thereof.

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

CLOSING DATE

The Closing date for the submissions of the Expression of Interest documents shall be at 11h00 on 10 June 2024. No facsimiles or submissions via e-mail will be accepted.

EOI documents must be submitted in sealed envelopes marked "EXPRESSION OF INTEREST: MECHANISATION SERVICE PROVIDERS DATABASE" and must be placed in the tender box at Supply Chain Management Office, Old BKB Building, Corner of Fitzpatrick Road and Panmure Place, Arcadia, East London.

Prospective respondents may download the electronic EOI documents free of charge on DRDAR website (www.drdar.gov.za)- Tenders tab – open bids. Documents can also be requested from the official below or collected at the offices.

Late, facsimile and electronic submissions will not be considered.

ENQUIRIES

Enquiries can be addressed during office hours to:

Mr B Giyama / Ms D McGregor

Deputy Director: SCM / Assistant Director: Acquisition Services

Tel.: 043 7068705 / 8771



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

MECHANISATION SERVICE PROVIDERS ENGAGEMENT MODEL

MECHANISATION SERVICE PROVIDERS

ENGAGEMENT MODEL

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1. INTRODUCTION

This engagement model deals with the acquisition of mechanisation services in the Department of Rural Development and Agrarian Reform in line with the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Public Finance Management Act, 1999 (Act 1 of 1999), the Supply Chain Management

2. OBJECTIVES OF THE MODEL

This model aims to achieve the following objectives:

- To develop, manage and maintain a model that will ensure compliance with the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and its Regulations, the Public Finance Management Act, 1999 (Act 1 of 1999) its Regulations and the Supply Chain Management Regulations and the Local Economic Development Procurement Framework.
- To ensure that the processes and procedures with regard to the appointment of Service providers are fair and transparent to ensure compliance with relevant prescripts.

3. DEFINITIONS

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

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

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

Service means a mechanisation services (Ripping, Ploughing, Discing, Planting, Spraying and Topdressing).

Service provider means any one of the following:

- a) A legal entity, partnership or sole proprietary performing mechanisation services works

4. APPOINTMENT OF A SERVICE PROVIDER

4.1 The appointment of a Service provider to render a Service will be dealt with, according to the SCM procurement processes but appointment will be on approved annual tariffs.

4.1.1 Source from service providers registered on the database.

4.1.2 The sourcing will be through the standard SCM bidding documents with the applicable tariffs.

4.1.3 Bid procedures will apply after taking into consideration the capacity of machinery, previous work and proximity of bidders.

4.1.4 Allocation of hectorage will take into account the capacity of machinery (the verification report from departmental officials will apply), & / bidders past

experience, & / location of the bidder to the area where the mechanisation will take place.

5. MECHANISATION SERVICES DATABASE

5.1 Key principles of the database:

- The database will be used for the invitation of quotations from Service provider/s on the database.
- The Mechanisation services database will operate as a centralized database to be used by the Department in its head office as well as its regional offices.
- Locality of a Service provider on the Mechanisation services database does not guarantee that the said Service provider will be nominated and / or be awarded any contract by the Department.
- The Mechanisation services database will categorise the different location for Service providers and Service providers will register in the respective location applied for and surrounding areas.
- Locality of Service providers registered on the Mechanisation services database must be compliant with all relevant legal and statutory requirements.

5.2 Requirements to qualify for placement on the Mechanisation services.

- Registration as required for a Service provider.
- Service providers must complete the application form in full, together with all annexures, if so required and be signed by an authorised representative.
- Service providers must ensure that their necessary details regarding equity ownership, details of principals, company registration number (where applicable), resources, tax details, fields of expertise, location where based, and other relevant information as contained in the application, are completed. Incomplete applications will lead to bidders not qualifying for placement on the Mechanisation services database.
- Applications from Service providers will go through a validation / verification process by departmental officials to:
 - determine that all equipment listed and criteria are met
 - determine if the bidder is not a beneficiary in the cropping programme with mechanisation equipment. (cannot participate in both)
 - Determine if bidder does not participate in the partnership model. (cannot participate in both)
 - that all information provided is correct.

5.3 Compilation of the **Mechanisation services database.**

- The Department must annually advertise for additional Service providers to register. The advertisement must appear in at least one Provincial Tender Bulletin.
- The invitation process will be fair, transparent and competitive.
- The invitation to register will set out the responsive criteria.
- Address of the Service provider will be registered on the Mechanisation services database per ward/ local/ town within the province.
- Service providers will only be registered on the Mechanisation services database for a specific ward/ local/ town if they are based in that locality.
- All applications received thereafter will be placed at the bottom of the Mechanisation services database.

5.4 Maintenance and updating of the **Mechanisation services database.**

- Each Service provider will be registered for a specific period.
- A Service provider can be removed from the Mechanisation services database if the required performance is not maintained, or for any other reason that causes the Service provider to have become ineligible after placement on the Mechanisation services database
- The Department will issue a notice annually calling for the new service providers to update the database.
- The notice will contain a list of requirements that the Service provider must provide with his application for the renewal of his registration on the Mechanisation services database
- Applications for renewal of registration (where applicable) of the Mechanisation services database will undergo the same validation / verification process as set out above.
- Those Service providers who fail to perform repeatedly will be removed from the database after contract management procedures have been followed.

6. APPOINTMENT OF A SERVICE PROVIDER

6.1 Selection

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

The Bid Committees (depending on threshold) will be utilised for the evaluation of the quotation/proposal not exceeding its threshold.

For quotations exceeding R1000 000.00, the evaluation report will be submitted to the Department's Bid Adjudication Committee and the Accounting Officer or his/her delegate for final approval.

Quotation will only be adjudicated on price alone as this is applied through standard approved tariffs.

6.2 Documentation

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

6.3 Contractual arrangements

A project execution plan must be compiled in conjunction with the Service provider and must be agreed upon before the agreement can be formalised.

7. IMPLEMENTATION OF AND ADHERENCE TO MODEL

This model comes into effect from 2024 financial year for consideration of new entrants.

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

8. MONITORING OF APPLICATION OF MODEL

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

9. SPECIAL CONDITION

A bidder who also happen to be a beneficiary in the programme by virtue of having mechanisation equipment, is expected to make their contribution by providing their mechanisation services and therefore they won't be considered in this Expression of Interest for their projects.



rural development & agrarian reform

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

MECHANISATION SERVICE PROVIDERS **APPLICATION FORM**

MAY 2024

APPLICANT:

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

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

Please note:

This form must be completed by all applicants wishing to register in Mechanisation Service database in the DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM [DRDAR] Database. The company profile should include the following:

- ❖ Your company's details.
- ❖ Detail of your company's experience. (Attach recommendation letters)
- ❖ Proof of address
- ❖ List of mechanisation equipment
- ❖ Agreement if equipment will be leased
- ❖ Proof of registration with respective governing association.

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

The application form is to be completed by the duly authorised official of the company.

☐ **New Application**

☐ **Updated Application**

Date:

Once the Application is completed return it to:

Deposit in:

TENDER BOX, Old BKB Building, Corner of Fitzpatrick Road and Panmure Place,
Arcadia, East London

or posted to:

The Deputy Director : SCM

Department of Rural Development & Agrarian Reform

Private Bag X 9032

East London

5200

PARTICULARS OF THE COMPANY

1. Name of Company_____

2. Type of firm (tick relevant box)

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

4. Co./ CC Registration Number:_____

5. Vat. Registration Number:_____

6. Company income tax reference number:_____

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

REGISTRATION PREREQUISITES:

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

1. Attach proof of registration on the Central Supplier Database (registration are done online at www.treasury.gov.za)
2. Compliant Tax Status according to CSD.
3. Complete Previous/Past Experience **Annexures**
4. Attach copy of B-BBEE Certificate (To be considered for quotes below R30 000)
5. Proof of Farm ownership / Proof of Mechanisation Equipment ownership
6. Agreement if mechanisation equipment will be leased (not owned)

CONTACT DETAILS

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

2. Postal Address: _____

 Postal Code: _____ \

3. Physical Address: _____

 Postal Code: _____

Mechanisation Equipment(s):

Departmental officials will verify the mechanisation equipment listed here.

The verification will be impromptu and supplier have to avail machinery in the address provided in this expression. The machinery listed here and the condition will inform capacity of supplier.

Tractor Name (Example: Massey Ferguson; Planter; boom sprayer etc)	Description (65Kw; 4-row planter)

SMME status of your enterprise:

- Please use this table to determine the SMME Status of your enterprise
- Please ✓ the relevant box in each column

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1

SMME status of your enterprise: (Please ✓ the relevant box)

(According to SMME table) (compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

DESIGNATED GROUP

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

DISTRICT MUNICIPALITIES (Please indicate the ward number, which you would like to be considered)

DISTRICT MUNICIPALITY	√
Amathole District Municipality	
Mnquma Local Municipality	
Mbashe Local Municipality	
Ngqushwa Local Municipality	
Raymond Mhlaba Local Municipality	
Amahlathi Local Municipality	
Great Kei Local Municipality	
Buffalo City Metro	

**** ONLY SERVICE PROVIDERS REGISTERED ON THE CENTRALISED SUPPLIER DATABASE (CSD) FOR AGRICULTURAL SERVICES COMMODITY WILL BE CONSIDERED****

Kindly attach the following supporting documents:

- CSD report
- Proof of residence (Municipal account or letter issued by the Councilor or Municipality)
- Documents for mechanization equipment
- Signed agreement if equipment will be leased.

SUPPLIER INFORMATION REQUIREMENTS (CENTRALISED SUPPLIER DATABASE

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

EXPRESSION OF INTEREST (EOI) FOR MECHANIZATION SERVICES

The Department of Rural Development and Agrarian Reform hereby invites prospective contractors and tractor owners who wish to undertake MECHANIZATION SERVICES to the Department to express their interest in the following operations;

MECHANISATION OPERATION	APPROVED TARIFF
Ripping (optional); MIN 400mm deep	R1, 144. 50
Ploughing (optional);	R1, 144. 50
Discing (Heavy) or	R897. 75
Discing (Light))	R609. 00
Pre-spraying (optional)	R404. 25
Planting (conventional plate planter)	R813. 75
Post spraying / fertiliser spreading	R404. 25

PROPOSAL

You are hereby requested to submit a company profile showing your ability to perform all /or any of the above-mentioned and your company profile should include the following;

- Your company details / details of sole proprietor
- B-BBEE certificate
- Details of your company's experience / experience of sole proprietor
- Proof of registration on Central Supplier Database (CSD)

PLEASE NOTE: Prospective contractors / interested parties should disclose the following in the EOI;

- Experience in mechanization services
- Proof of ownership of equipment by service provider
- Locality

FUNCTIONALITY CRITERIA

#	CRITERIA	WEIGHTING
1	Experience in mechanization services	40
2.	Proof of ownership of equipment by the service provider (when hired proof of lease or SLA where applicable)	30
3.	Locality	30
	GRAND TOTAL	100

POINT SCORING

#	Evaluation Criteria	Weights
1	EXPERIENCE	40
	Capability, track record and experience in the mechanisation services. List client names, contact details - addresses, telephone numbers, e-mail addresses of the work done, briefly describe the type of supplies delivered. Service Provider's experience in mechanisation services. Please support your track record with tangible evidence e.g. purchase order with contract values / traceable Reference letters from authorised delegated officials. Letters of reference from projects Eight (8) points per project up to a maximum of 5 projects	

PAST EXPERIENCE 1

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

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

.....
DATE

.....
SIGNATURE OF SERVICE PROVIDERS

PAST EXPERIENCE 2

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

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

.....
DATE

.....
SIGNATURE OF SERVICE PROVIDERS

DECLARATION OF LEGAL STANDING

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

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

THUS DONE and SIGNED at _____

on this _____ day of _____

DULY AUTHORISED SIGNATORY (IES) WITNESSES

1. _____

1. _____

2. _____

2. _____

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

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

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

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

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

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

Yes/No

If so, state particulars

.....
.....

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

Yes/No

If so, state particulars

.....
.....
.

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER

**NAME OF COMPANY OR SERVICE
PROVIDER**

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

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**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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



rural development & agrarian reform

Department:
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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 (DRDAR) and consent is effective immediately and will remain effective until such consent is withdrawn.

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

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

.....

Signature of data subject/ designated person

.....

Name & Surname/Departmental Responsible Party Signature

Date