

EXPRESSION OF INTEREST



agriculture

Department:
Agriculture
PROVINCE OF THE EASTERN CAPE

MECHANISATION DATABASE UPDATE JGD-MECH 2025/2026

JUNE 2025

APPLICANT: _____

PREPARED BY:

SUPPLY CHAIN MANAGEMENT OFFICE

DEPARTMENT OF AGRICULTURE

SOMERSET STREET

THEMBA KOJANA BUILDING

GROUND FLOOR

OFFICE NO: 09

9750

Tel : [082] 816 9959

Email: nompumelelombebe@gmail.com

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INVITATION FOR EXPRESSION OF INTEREST FOR DATABASE UPDATE OF MECHANISATION CONTRACTORS FOR A PERIOD OF THREE YEARS ENDING ON 2026

BACKGROUND

The Eastern Cape Department of Agriculture are in the process of updating a database of Mechanisation contractors.

REQUIRED SERVICES

Department of Agriculture is updating its 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 Monday, 19 May 2025 from the Supply Chain Management Office, Themba Kojana Building, Ground Floor, Office No: 04 – Eastern Cape.

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 Agriculture is not bound to accept the EOI submitted or part thereof.

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

CLOSING DATE

The Closing date for the submissions of the Expression of Interest documents shall be at 11h00 on Monday 10 June 2025. 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, Acquisition Management Offices, **Themba Kojana Building, Ground Floor, Office No: 04** – Eastern Cape.

Prospective respondents may download the electronic EOI documents free of charge on E-tenders. 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:

Mrs. Nompumelelo Mbebe-Masabalala

Deputy Director: SCM

Tel.: (082) 816 9959



agriculture

Department:
Agriculture
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 Agriculture 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 Agriculture in the Government of the Republic of South Africa.

Accounting Officer means the Head of Department of the Eastern Cape Department of Agriculture.

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 R 1 000 000.00, 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 2025 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 happens 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.



agriculture

Department:
Agriculture
PROVINCE OF THE EASTERN CAPE

MECHANISATION SERVICE PROVIDERS

APPLICATION FORM

JUNE 2025

APPLICANT:

DEPARTMENT OF AGRICULTURE

APPLICATION FORM FOR MECHANISATION SERVICE PROVIDERS TO BE INCLUDED ON THE DEPARTMENT OF AGRICULTURE DATABASE.

Please note:

This form must be completed by all applicants wishing to register in Mechanisation Service database in the DEPARTMENT OF AGRICULTURE 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, Themba Kojana Building, Ground Floor, Aliwal North, 9750

or posted to:

The Deputy Director : SCM

Department of Agriculture

Private Bag X1006

Aliwal North

9750

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. Proof of Farm ownership / Proof of Mechanisation Equipment ownership
5. 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 last 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)

JOE GQABI DISTRICT MUNICIPALITY	Indicate the ward number in the Local Municipality you would like to be considered
• MT Fletcher Local Municipality	
○ Ward	
• Maclear Local Municipality	
○ Ward	

**** 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 Agriculture 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
Ripping (optional); MIN 400mm deep
Ploughing (optional);
Discing (Heavy) or
Discing (Light))
Pre-spraying (optional)
Planting (conventional plate planter)
Post spraying / fertiliser spreading

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
- 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	30
2.	Proof of ownership of equipment by the service provider (when hired proof of lease or SLA where applicable)	40
3.	Locality	30
	GRAND TOTAL	100

POINT SCORING

#	Evaluation Criteria	Weights
1	EXPERIENCE	30
	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 Six (6) points per project up to a maximum of 5 projects	
2	PROOF OF OWNERSHIP/ LEASED OF EQUIPMENT BY THE SERVICE PROVIDER	40
	Detailed list of tractors & their engine capacity as well as implements). a) List of owned equipment for all operations. b) List of owned and leased equipment for all operations c) List of leased equipment for all operations Written form of proof must be attached to substantiate whether owned or leased equipment.	40 30 20
3	LOCALITY (Proof to be provided)	30
	a) Situated within the Local municipality. b) Situated within the District Municipality. c) Situated within the Province.	30 20 10
	TOTAL	100

All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the quality requirements will be based on the information provided

- Bidders that do not meet a minimum of **60 points** in total for the criteria listed above will not be considered further

ADJUDICATION OF PROPOSALS

The following criteria will be used in the adjudication process:

- The Eastern Cape Department of Agriculture are not bound to accept the EOI submitted or part thereof.
- Ability to perform, which may take into account previous experience in the relevant mechanization field.
- Type of machinery / implements.
- Number of machinery / implements
- Capacity of the machinery / implements.

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 Agriculture including a blood relationship, may undertake business with Department of Agriculture. 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 Agriculture, 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 Agriculture or its administration and who may be involved with the evaluation, preparation and/or adjudication of any bid?

Yes/No

If so, state particulars

.....

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

Yes/No

If so, state particulars

.....

 .

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER

NAME OF COMPANY OR SERVICE
PROVIDER

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

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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:

.....

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 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 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.

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.

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

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

.....
Signature Date

.....
Position 3Name of bidder