



INVITATION TO BID

Technical Enquires	Description	Clarification Meeting Details	Contact Person - Administrative/ Technical Enquires																							
ADAB 04/2023	Appointment of a service provider to undertake the provision of office space for rental and maintenance for the Agribusiness Development Agency, Pietermaritzburg offices, for a period of five (05) years. Bidders will be assessed on functionality. The applicable preference point system for this tender is 80/20 preference point system where 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:	A compulsory clarification meeting will take place as follows: Date: Friday, 27th of October 2023 Time: 10:00 Venue: Agribusiness Development Agency Offices No. 5 Cascade Crescent Cascades Office Park Montrose Pietermaritzburg 3202	Ms. Zuzokuhle Mposula (Administrative) 033 347 8641 mposulaz@ada-kzn.co.za Mr. Bongani Ntimba (Technical) 033 347 8607/ 076 616 5328 ntimbab@ada-kzn.co.za																							
	<table><tr><th colspan="2">Preference point system</th><th rowspan="2">Documentation to be submitted by bidders to validate their claim for points.</th></tr><tr><td>Price</td><td>80</td></tr><tr><td>Specific Goals</td><td>20</td><td></td></tr><tr><td>• Women</td><td>12</td><td>Copy of Central Supplier Database (CSD) report (not older than 1 month).</td></tr><tr><td>• Youth</td><td>3</td><td>Original certified copies of ID for all directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise not older than 6 months.</td></tr><tr><td>• Black People</td><td>3</td><td>Copy of Central Supplier Database (CSD) report (not older than 1 month).</td></tr><tr><td>• People living with disabilities</td><td>2</td><td>Original certified copy of doctor's Medical certificate indicating that the disability is permanent.</td></tr><tr><td>Total</td><td>100</td><td></td></tr></table>			Preference point system		Documentation to be submitted by bidders to validate their claim for points.	Price	80	Specific Goals	20		• Women	12	Copy of Central Supplier Database (CSD) report (not older than 1 month).	• Youth	3	Original certified copies of ID for all directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise not older than 6 months.	• Black People	3	Copy of Central Supplier Database (CSD) report (not older than 1 month).	• People living with disabilities	2	Original certified copy of doctor's Medical certificate indicating that the disability is permanent.	Total	100	
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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.																										
Overall Minimum passing score on functionality is set at 21 and the overall total score is 36. The bidder must achieve a minimum passing score to continue to the next phase of evaluation – site inspection.																										

Bid documents can be downloaded on the ADA website: <http://www.ada-kzn.co.za/open-tenders/> or etenders <http://www.etenders.gov.za/> from the 19th October of 2023 at 10:00. Bid documents will also be obtainable from ADA Offices, No.5 Cascades Crescent, Cascades Office Park, Montrose, Pietermaritzburg 3202 at a non-refundable fee of R500 per set.

Acceptable bid offers will be evaluated using 80/20 preference points system, in line with Preferential Procurement Regulations issued in terms of Procurement Policy Framework Act No. 5 of 2000 and as set out in the bid document. The bidder's capability and suitability to provide the required goods/ services will also be assessed.

Bids are to be completed in accordance with the conditions and rules contained in the bid documents or Terms of Reference and supporting documents must be placed in a sealed envelope and externally endorsed **WITH THE BID NUMBER, DESCRIPTION, CLOSING DATE OF THE BID AND ADDRESSED TO THE SCM MANAGER. THE NAME AND ADDRESS OF THE BIDDING COMPANY MUST BE ENDORSED AT THE BACK OF THE ENVELOPE.**

Bid offers must be deposited in the **Bid Box** at the office of the Agribusiness Development Agency (ADA), 5 Cascades Crescent, Cascades Office Park, Montrose, and Pietermaritzburg before the closing date and time, **16 November 2023 at 11:00am**. Bid offers will be opened immediately thereafter.

The Agency supports firms who comply with the national Initiatives for the advancement of HDI's.

Bidders failing to adhere to the requirements as stipulated above and in the bid document will be disqualified. The entity reserves the right not to make an award. The lowest, or any bid will not necessary be accepted and the Board of Trustees reserves the right to accept any bid either in whole, or in part thereof.