

EXPRESSION OF INTEREST

PROVINCE OF THE EASTERN CAPE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM



SCMU8-20/21-0122
UPDATE OF DATABASE

AUGUST 2020

APPLICANT: _____

PREPARED BY:

SUPPLY CHAIN MANAGEMENT OFFICE

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

PRIVATE BAG X 0040

BHISHO

5605

Tel : [040] 602 5207 / 11 / 5263

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INVITATION FOR EXPRESSION OF INTEREST FOR DATABASE UPDATE

MENTORSHIP DATABASE

The Eastern Cape Department of Rural Development and Agrarian Reform are in the process of updating the database of Service Providers for mentorship.

REQUIRED SERVICES

The following services shall be required:

- Mentorship in line with DAFF formal mentorship programme as guided by the Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005) implemented between a less experienced producer and a suitable mentor who must transfer skills to the former.

PROPOSAL

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 (CSD Report).
- ❖ Detail of your company's experience.

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 interest, declaration of solvency/liquidity, 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 Friday, 21 AUGUST 2020 from www.etenders.gov.za or www.drdar.gov.za .

EVALUATION OF THE PROPOSALS

<input type="checkbox"/> Mentors for specific commodities Red meat Livestock feedlot Small-stock feedlot Citrus Pineapple Deciduous Horticulture Grain	
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ADJUDICATION OF THE PROPOSALS

The following criteria will be used in the adjudication process:

- The Eastern Cape Department of Rural Development and Agrarian Reform are not bound / (obliged) to accept the EOI submitted or part thereof.
- Ability to perform, which may take into account previous experience in the relevant industry, technical ability and sound track record. A clear reference list with dates, achievements and testimonials/recommendation letter will clarify these aspects.
- Proficiency in locally spoken languages
- E-learning capabilities
- Financial viability. (commodity organisations)

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

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 Friday, 11 September 2020. No facsimiles or submissions via e-mail will be accepted.

EOI documents must be submitted in sealed envelopes marked “EXPRESSION OF INTEREST: SERVICE PROVIDERS DATABASE – Farmer Mentorship” and must be placed in the tender box at Supply Chain management Office, Acquisition Management Offices, UIF Building (opposite Bhisho Renal Clinic), Rharhabe Road, Bhisho, 5605, – Eastern Cape.

ENQUIRIES

Administrative Enquiries can be addressed during office hours to:

Ms. N. Koko

Deputy Director: Acquisition Management

Tel.: (040) 602 5207 / 11 / 5263

Technical Enquiries:

Mr M. Baleni

Tel. 079 495 6207 or 073 246 1762



rural development & agrarian reform

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

ENGAGEMENT MODEL MENTORSHIP

ENGAGEMENT MODEL

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1. INTRODUCTION

This engagement model deals with the acquisition from the established databases in line with the requirements the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Public Finance Management Act, 1999 (Act 1 of 1999), and Supply Chain Management Regulations

2. OBJECTIVES OF THE DIRECTIVE

This model aims to achieve the following objectives:

- To develop, manage and maintain a directive 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.
- To ensure that the processes and procedures with regard to the appointment of **Service providers** are fair and transparent to ensure compliance with the Acts mentioned above.

3. DEFINITIONS

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

Commodity mean the categories of **Services or Supply** in which **Service providers** are competent to perform. The categories are attached as annexure A.

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

Head office means the **Office** nominated by a **Service provider** with multiple offices to be regarded as its sole or main office.

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

Service provider means any one of the following:

- a) A legal entity, partnership or sole proprietary performing work according to the Companies Act

Specialised goods means goods which are specialised i.e. citrus, deciduous, grain and vegetable with expertise and / or skills in terms of which inputs, outputs and equipment cannot be readily defined.

4. APPOINTMENT OF A SERVICE PROVIDER

- a. The appointment of a **Service provider** to render a **Service** will be dealt with in two (2) categories.
 - i. Obtain a quotation from a **Service provider** in a case where there is only one service provider in the particular commodity from the **service provider** nearer to where the services are needed and /or has the proven capacity. Approval of such will be sought from the Accounting Officer.
 - ii. Obtain at least more than one quotation/proposal from the **Services providers** in cases where there is more one service provider meeting the criteria.

5. DATABASE

a. Key principles of the **database**:

- The **database** will be used for the invitation of quotations from the top three to five **Service providers** on the database looking at
 - Service provider / supplier in or closest to the **Town** where the **Service or goods** are required.
- The **database** will operate at Head Office only.
- Registration of an **Office** of a **Service provider** on the **database** does not guarantee that the said **Service provider** will be nominated and / or be awarded any contract by the **Department**.
- The **database** will categorise the different **type of commodity** for **Service providers** and **Service providers** will register in the respective commodity applied for.
- **Offices** of **Service providers** registered on the **database** must be compliant with all relevant legal and statutory requirements.

b. Requirements to qualify for placement on the **database**.

- **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** with multiple offices must indicate a **Head office** and district at which it will serve.
- **Service providers** must ensure that their CSD report is attached, expertise, location where based, and other relevant information as contained in the application, are completed. Incomplete applications will not be considered for registration on the **database**.
- Applications from **Service providers** will be vetted through a validation process to determine that all criteria are met and that all information provided is correct.

c. Compilation of the **database**.

- The **Department** will annually advertise for **Service providers** to register / update. The advertisement will appear in at least in the Tender Bulletin. **Service providers** may however register at any time.
- The invitation process will be fair, transparent and competitive.

- The invitation to register will set out the responsive criteria.
- **Offices of Service providers** will be registered on the **database** per region within the province.
- **Service providers** will only be registered on the **database** for a specific district if they have an **Office** in that district.
- **Offices of Service providers** will be registered on the database against the different **commodities** applied for and verified by the **Department**.
- **Service providers** qualifying to be placed on the **database** will initially be placed at random by the computer system. All applications received thereafter will be placed at the bottom of the **database**.

d. Maintenance and updating of the **database**.

- Each **Service provider** will be registered for a period of three years and updated annually.
- A **Service provider** can be removed from the **database** for any other reason that causes the **Service provider** to have become ineligible after placement on the **database**.
- The notice will contain a list of requirements that the **Service provider** must provide with his application for the renewal of registration on the **database**.
- Applications for renewal of registration of the **database** will undergo the same validation process as set out above.
- Those **Service providers** who fail to renew their registration will be removed from the **database**. Upon re-application later, and if successful, the **Service provider** will be placed at the bottom of the **database**.

6. IMPLEMENTATION OF AND ADHERENCE TO DIRECTIVE

This directive comes into effect on the effective date.

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

7. MONITORING OF APPLICATION OF DIRECTIVE

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

MENTORS

SELECTION CRITERIA

BACKGROUND

The mentorship programme is aimed at building capacity within the agricultural sector and transfer technical and business skills to emerging farmers. The programme is structured such that it integrates emerging into commercial farming community and the associated network of providers of goods, services and information.

Furthermore the programme is made to implement a formal structure that standardizes and unifies processes thus enabling and achieving the targets of the AgriBEE framework and sustainable development and guidance amongst AgriBEE beneficiaries.

EXPECTED OUTCOMES

- Fully integrate project/farm beneficiaries into a relevant organized commodity group activity.
- Linkage of project/farm beneficiaries to appropriate markets and financial Institutions
- Significant improvement of crop or livestock production
- Mentees acquired skills to operate farming activities as business on their own at the end of mentorship.
- Have to develop one or two beneficiaries per project/farm into a fully- fledged mentor
- Appointed Service Provider/s is expected to physically visit the project/farm before a Business Plan/Proposal is submitted for accurate assessment.
- Develop individual mentoring implementing plan for each project/mentee
- Proactively share knowledge with mentees in order to ensure that there is consistent flow of information and growth.
- Set clear achievable objectives and ensure that you are available and accessible when required.
- Create opportunities for mentees to enhance growth within their area of expertise.
- Submit monthly and quarterly progress reports.
- Maximum Mentor: Mentee Ratio is 1:6 (DAFF framework)
- Hours spent with the mentee will be 8 hours per week and the total hours will be 32 hours a month at the stipulated rate (DAFF framework)
- The mentor co-ordination and facilitation will be as stated in the DAFF framework
- Mentor travelling (mileage) will be the determined from Government rates and the Engine Capacity should not exceed 3 Litres.
- The business plan duration will be 8 Months

The goals and objectives of the mentor is to expose the mentee to best practices in farming, to expose the mentee to all the operations of a farming venture and to guide the mentee to make sound business and technical decisions within the specific venture and commodity. It is not expected of the mentor (nor is it his/her task) to take over the responsibility of the mentee for the output or the success of the farming venture. In fact, a mentor should mindfully steer clear of the (natural) instinct to do so. The broad generic role and functions of a mentor are summarised as follows:

- Jointly with mentees, develop individual mentoring plans for each project
- Set clear expectations and ensure availability and accessibility when required

- Encourage, motivate, inspire, create opportunities and proactively share knowledge with mentees to enhance growth and development within their areas of expertise
- Establishment of a trusting relationship between mentor and mentee
- Mentoring, coaching, technology transfer and establishment of networks
- Integration of mentoring with other training interventions (Learnerships and skills programmes)
- Integration of mentees into the commercial farming community (upstream and downstream agribusinesses)
- Assessment of business and mentees' progress and achievements (pre-intervention assessment, scheduled continuous assessments)
- Compile progress reports and update Provincial Mentorship Committee (PMC) on mentoring activities, the effect/impact of the mentoring activities and the overall well-being of the mentee(s) within the scope of the mentorship programme.

1. GENERAL TERMS AND CONDITIONS FOR CONTRACTING MENTORS

The following Terms and Conditions should be included in the Contract of Appointment:

a) **Remuneration:**

The mentor will be remunerated at a proposed fee as regulated by DAFF. Out-of-pocket expenses of the mentor will be refunded at direct cost. This will be restricted to:

- Traveling costs at government rates OR
 - Telephone cost including cell phone cost
 - Faxes
 - Stationery and printing.
- The mentor should not incur any cost on behalf of the mentees and will not be refunded should such cost be incurred.
 - The mentor will be paid within 30 days of receipt of an acceptable invoice. The invoice should include evidence of the service delivered as well as out-of-pocket expenses incurred (original copies to be attached).

b) **Working Hours:**

- Working hours will be measured in terms of the contact time that the mentor spends with mentees. While the approved mentorship plan will specify the number of contact hours per month (which could fluctuate from one month to the next based on the mentorship activities to be undertaken during a specified month), it is proposed that a minimum of 8 hours per month (to facilitate the maintenance of a sound mentor/mentee relationship)

shall be adhered to. A percentage of the time could be allocated to sourcing information which will directly benefit the mentee.

- The contact time with mentees will be scheduled in advance, based on the Project Mentorship Plan which in turn is based on an assessment of the venture, the needs of the farmer, the production cycle of the commodity and the perceived risk periods of the production cycle. A certain deviation from the schedule is allowed. Should the deviation from the schedule be more than 20%, a reworked schedule should be compiled and sent to the PMC/MFA as an addendum to the contract of appointment. This addendum should be accompanied with a motivation for the rescheduling.

c) ***Period of engagement:***

- The mentor agrees to commit him/herself to the proposed period of the mentorship programme outlined in the signed Service Level Agreement. The Project Mentorship Plan should provide a detailed schedule for the period with an indicative outline for outer years in the event the mentorship period is more than a year (which will be updated with details as and when required).
- However, should the farming venture cease to exist, for whatever reason, the services of the mentor in that farming venture will be terminated as per conditions outlined in the signed Service Level Agreement. This will not necessarily effect the mentor's engagement with mentee(s) in other farming enterprises.

8.3 SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM THE DATABASE - MENTORS (COMMODITY ORGANISATIONS)

The Mentorship Facilitating Agent will advise

- a) In cases where there is one mentor with capacity, one quotation will be invited to submit quotation and approval of such will be sought from the Accounting Officer.
- b) At least the top most three or five **mentors with capacity and relevant** will be invited to submit a quotation in cases where there is more than one mentor expressing interest in the specific project type.

A formal invitation containing all relevant information will be sent to the selected **Service provider** to submit a quotation.

Where the **database** is applied the SCM Office together with the end user will validate the process as stated in the National Mentorship Implementation Framework and evaluate the quotation / proposal.

The evaluation of the quotation/proposal will be done and the evaluation report will be submitted to the **Bid Committee** and the **Accounting Officer or his/her delegate** for final approval.

c) Documentation

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

d) Contractual arrangements

Quotations will be adjudicated on price only.



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

SCMU8-20/21-0122

APPLICATION FORM

AUGUST 2020

APPLICANT:

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

APPLICATION FORM TO BE INCLUDED ON THE DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM DATABASE.

Please note:

This form must be completed by all applicants wishing to register in the DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM [DRDAR] Database. Submit a company profile showing your ability to perform all / or any of the core functions. The company profile should include the following:

- ❖ Your company's details (CSD Report).
- ❖ Detail of your company's experience.

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:DRDAR

TENDER BOX, UIF Building (opposite Bhisho Renal Clinic), Rharhabe Road, Bhisho, 5605

or posted to:

The Deputy Director : Demand Management

Department of Rural Development & Agrarian Reform

Private Bag X0040

Bhisho

5605

PARTICULARS OF COMPANY

1. **Name of Company** _____
2. **Name of Managing Principal** _____
3. **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: PROFESSIONAL SERVICE PROVIDERS WILL NOT BE REGISTERED ON THE DATABASE IF THE FOLLOWING PREREQUISITES ARE NOT MET:

1. Proof of registration of Centralised Supplier Database (CSD)
2. Company directors are not state employees
3. Complete Previous/Past Experience **Annexures**
4. Attach certified copy of B-BBEE Certificate
5. Financial ability
6. Proof of Accreditation where necessary

CONTACT DETAILS

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

2. Postal Address: _____

Postal Code: _____ \

3. Physical Address: _____

Postal Code: _____

4. Eastern Cape Offices: _____

5. National Offices: _____

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / Persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have **YES / NO**

any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

AUGUST 2020

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to this application is duly authorized and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of the DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM.

.....
SIGNATURE OF DECLARER

DATE

.....
POSITION OF DECLARER

NAME OF COMPANY

Should the applicant have, in the opinion of the Department of Rural Development and Agrarian Reform, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to this application, then the Department of Rural Development and Agrarian Reform may, in its sole discretion:

- * Ignore any expression of interest without advising the applicant thereof
- * Cancel any contract without prejudice to any legal rights the Department of and Rural Development and Agrarian Reform may have

Should the applicant disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the Department of Rural Development and Agrarian Reform and such applicant.

EVALUATION CRITERIA – MENTORSHIP**Compliance with minimum requirements (Functionality)**

Evaluation of bids on functionality and during this stage bids that do not meet the minimum threshold for functionality will be disqualified. Responses received will be evaluated to determine if prospective mentor does meet the minimum requirements.

The evaluation of the functionality will be evaluated individually by members of the Bid Evaluation Committee in accordance with the below functionality criteria and values.

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 by the bidder.

FUNCTIONALITY CRITERIA

#	CRITERIA	WEIGHTING
1.	Relevant experience in mentorship	45
2.	Methodology to be followed	40
3.	Locality	15
	GRAND TOTAL	100

POINT SCORING

#	Evaluation Criteria	Weights
1	EXPERIENCE	45
	Relevant experience in mentorship. Company's experience in conducting mentorship e.g. purchase order with contract values and/or traceable Reference letters from authorised / delegated officials Nine (9) points per project up to a maximum of 5 projects	
2	METHODOLOGY TO BE FOLLOWED	40
	a) Comprehensive and thorough methodology with milestones and timeframes submitted	40
	b) Average methodology prepared	20
	c) Poor methodology prepared	10
3	LOCALITY (Proof to be provided)	15
	I) Bidder's offices situated within the District Municipality.	15
	II) Bidder's offices situated within the Eastern Cape Province.	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 placed into the database.
- **ADJUDICATION OF PROPOSALS**

The following criteria will be used in the adjudication process:

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

- Ability to perform, which may take into account previous experience in the relevant field.
- Methodology
- Locality

MENTORSHIP COMMODITIES

#	COMMODITY	Indicate with (✓) next to the commodity of your interest
1	Red meat	
2	Livestock feedlot	
3	Small-stock feedlot	
4	Citrus	
5	Pineapple	
6	Deciduous	
7	Horticulture	
8	Grain	