

EXPRESSION OF INTEREST

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



DATABASE FOR MENTORSHIP-EXTENTION AND ADVISORY SERVICES

APRIL 2021

APPLICANT: _____

PREPARED BY:

SUPPLY CHAIN MANAGEMENT OFFICE

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

PRIVATE BAG X 0040

BHISHO

5605

Tel : [040] 602 5206 / 09/10 / 5256

Email: Nomapha.Mfunda@drdar.gov.za

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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 establishing the database of Service Providers for mentorship for Agricultural Advisors.

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 23 April 2021** from the Government Tender Bulletin or be requested via email from Khutala.Mbuqwa@drdar.gov.za or Nomapha.Mfunda@drdar.gov.za

EVALUATION OF THE PROPOSALS

The mentorship training is to be offered to extension practitioners who are in possession of NQF-8 qualification (Four Year Bachelor's Degree). Mentorship programme will cover the following sixteen (16) priority commodities;

1. Red Meat	5. Grain	9. Chicory	13. Deciduous
2. Wool	6. Potatoes	10. Macadamia	14. Poultry
3. Mohair	7. Vegetables	11. Citrus	15. Piggery
4. Dairy	8. Fodder	12. Pineapples	16. Aquaculture

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 21 May 2021** . 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 – Extension and Advisory Mentorship” and must be placed in the tender box at situated at the following address: Supply Chain management Office, Acquisition Management Offices, UIF Building (opposite SITA), Rharhabe Road, Bhisho, 5605, – Eastern Cape.

ENQUIRIES

Administrative Enquiries can be addressed during office hours to:

Ms. N. Mfunda

Assistant Director: Acquisition Management

Tel.: (040) 602 5206/5256/5193

Technical Enquiries:

Address : **15 Wodehouse Street, King William’s Town, 5600**

Contact Person : **Ms. N. Nqeno**

Contact Number : **0834570020**



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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

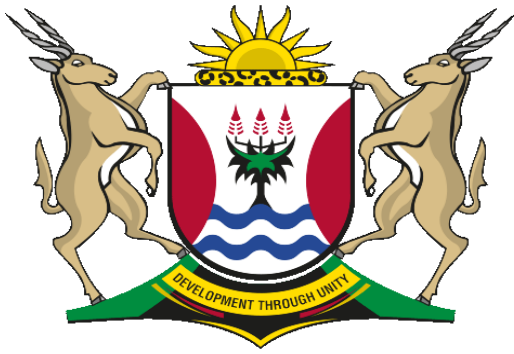
This directive comes into effect on the effective date.

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**



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1. BACKGROUND

Mentorship is one of many forms of experiential learning as well as skills transfer that is employed in all sectors in addressing specific knowledge and skills gaps among identified mentees. The Extension and Advisory Service directorate resorted mostly to the traditional classroom-based tuition comprising 60% practical and 40% theory utilizing funds from using funds from the “re-orientation and re-skilling pillar” of the Extension Recovery Plan (ERP).

Notwithstanding the importance of classroom teaching, pressure points in the implementation of the Agricultural Economic Transformation Strategy (AETS) necessitate a more rigorous form of employee capacity building, hence the mentorship programme.

2. PROBLEM STATEMENT

Development of Norms and Standards for Extension and advisory service resulted from profiling of government employed Extension Officers which revealed information on existing capacity and existing gaps in extension services. These gaps amongst others were in the form of information generation and dissemination linkages, training interventions and career pathing, again the capacity of government extension services in promoting commodity value chain and ability to integrate marketing and value chain aspects pose a serious challenge. In addressing the above, rigorous mentorship programme is sought to acquaint extension practitioners with a changing environment in the agricultural sector in terms of production systems and mechanism.

3. SCOPE

The mentorship training is to be offered to extension practitioners who are in possession of NQF-8 qualification (Four Year Bachelor’s Degree). Mentorship programme will cover the following sixteen (16) priority commodities;

1. Red Meat	5. Grain	9. Chicory	13. Deciduous
2. Wool	6. Potatoes	10. Macadamia	14. Poultry
3. Mohair	7. Vegetables	11. Citrus	15. Piggery
4. Dairy	8. Fodder	12. Pineapples	16. Aquaculture

The extension mentorship training programme will be for the duration of three years;

4. KEY COMPETENCIES

- Service provider must be registered according to Marketing of Agricultural Products Act of 1996 and or be registered with CIPRO with an interest in marketing of the agricultural products.
- Service providing company should have ground breaking experience in any of the priority commodities while a mentor must have at least five (5) years of relevant experience in any of the sixteen (16) priority commodities.
- Service provider must submit detailed mentorship training and assessment plans.
- Provide learner support material prepared in English as required including practical demonstrations/ trainings
- Profiles of service provider and *Curriculum vitae* of mentors must be submitted.
- Mentorship will be conducted 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 individual and a suitable mentor who must transfer skills to the Extension Officer.
- Service provider must evaluate mentee at commencement to determine level of understanding and competency in the identified commodity.
- On completion of mentorship training a competency certificate must be issued to mentees.

DETAILS OF SERVICE PROVIDER'S PROPOSAL

Prospective service providers must provide information as per the underlined sequence in not more than 8 pages:

- a) Company profile;
- b) Detailed mentorship approach and methodology to be applied;
- c) Similar mentorship assignments undertaken, contactable references, nature of the mentorship, duration, value, number of persons developed as a result of the mentorship;
- d) Profiles of mentor/s and qualifications in the relevant mentorship commodity.

5. EXPECTED OUTCOMES

a. General terms

The goals and objectives of a mentorship programme is; to expose mentees on best practices and operations on an agri-business venture. To guide mentees to make sound business and technical decisions within the specific venture and commodity. The broad generic expectations from the mentorship programme are summarised as follows:

- Development of the individual monitoring plans for each commodity
- 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 during the mentorship period
- Couching, technology transfer and establishment of networks
- 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).
- Significant improvement on production and productivity of the commodity.

Compile progress monthly reports for the Directorate of Extension and Advisory Services on the effect and impact of mentoring activities including progress of mentees within the scope of the mentorship programme

5.2 Specific terms

- Fully integrate mentees into a relevant organised commodity group activity.
- Ensure availability and accessibility of relevant information for the mentee
- Support mentees to link with appropriate markets and financial Institutions
- Mentees acquired skills to facilitate operation of farming activities as business.
- Develop individual mentoring implementation plan for each commodity
- Proactively share knowledge with mentees in order to ensure that there is consistent flow of information and growth.
- Create opportunities for mentees to enhance growth within their area of expertise.
- Submit monthly and quarterly progress reports.
- Hours spent with the mentee will be 10 hours per week at the stipulated rate
- The business plan duration will be 6 months
- Good Agricultural Practice skills transfer

6. GENERAL TERMS AND CONDITIONS FOR CONTRACTING MENTORS

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

a) **Remuneration:**

- The service provider will be remunerated at a proposed fee of not less than R60/hour.
- The service provider should not incur any cost on behalf of the mentees without notify the department.
- The service provider will be paid within 30 days of receipt of an acceptable invoice.

b) **Working Hours:**

- Working hours will be measured in terms of the contact time that the mentor spends with mentee. 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 10 hours per week (to facilitate the maintenance of a sound mentor/mentee relationship) shall be adhered to.
- 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 DRDAR 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 affect the mentor's engagement with mentee(s) in other farming enterprises.

7. PROJECT PLAN

The service provider must provide:

- A mentorship proposal that demonstrates competence to deliver on what it is required.
- A mentorship plan outlining key activities, time frames, milestones and budget.
- A schedule of resources to be committed to the mentorship programme.
- Proposed methodology on the rollout of mentorship programme from planning, execution, reporting, monitoring and evaluation and closure.

8. SKILLS TRANSFER

Service providers are required to demonstrate how they will ensure transfer of relevant skills to Mentees regarding the commodity.

9. COMPLIANCE WITH COVID-19 REGULATIONS

- At all times during interaction, the service provider should ensure compliance of the Covid-19 provisions, guidelines, circulars and regulations by ensuring for example, maintenance of social distance, wearing of suitable masks, regular washing of hands and sanitization including temperature screening.

10. POST MENTORSHIP DOCUMENTS IN EXIT FILE

- The exit file must contain a minimum of the following to be part of the exit strategy after mentorship training: for each commodity.
 - Selection criteria of suitable breeds /cultivars for production
 - Production plan of commodities
 - Marketing strategy of commodities and securing offtake agreements
 - Enterprise budgeting
 - Processing, packaging and transportation of commodities for marketing
 - Contracting with production certified suppliers and hypermarkets
 - Group dynamics management and security of farm
 - Maintenance production equipment
 - Safe disposal of waste and unused material

11. TERMS AND CONDITIONS

- No late or incomplete responses will be accepted
- Suppliers must ensure that no services are rendered or goods delivered without written confirmation from DRDAR
- Only bidders who are registered on CSD as service providers or capable of being registered prior to the evaluation of submissions are eligible to submit bids. Bidders who are not registered on the CSD are not precluded from submitting bids, however bidders must complete the CSD application online, prior the closing date (www.csd.gov.za is the website). It is the responsibility of bidders to ensure that this requirement is complied with. Kindly note that you need to have a working email address, working cell phone, the company registration details and Tax Clearance PIN obtained from SARS.
- Tax compliance status and company directors of bidders will be verified on CSD for all price quotations and bids. Hard copies of Tax Clearance Certificate and CK documents are therefore no longer needed to be attached in the bid.
- Bidders must be registered and active on LOGIS
- SANAS accredited B-BBEE Certificate for generic companies or certified copy of sworn affidavit must be attached for Exempted Micro Enterprise and Qualifying Small Enterprises.
- All prices must be firm prices and VAT inclusive
- The awarding of bid will be subject to the Service Provider's express acceptance of the Supply Chain Management general contract conditions;

12. EVALUATION CRITERIA

The evaluation of the bids will be done in a two stage process. Bidders who do not meet the Administrative Compliance Requirements (completion or attachment of Compulsory documents), shall not be considered for Stage 2 evaluation (Functionality).

Administrative Compliance

1. Signing of Bid Commitment and Declaration of Interest form (ECBD 4);
2. Signing of Declaration of Bidder's Past Supply Chain Management Practices (ECBD 8);
3. Certificate of Independent Bid Determination (ECBD 9);
4. Bidders registered according to Marketing of Agricultural Products Act of 1996 and or be registered with CIPRO with an interest in marketing of the agricultural products.

FUNCTIONALITY CRITERIA

The following criteria will be used for stage 2;

#	Criteria	Points	Maximum Points	Evidence
1	<p>EXPERIENCE: Commodity Group/Company*: Extent of experience in mentorship</p> <p>(a.) Provide a list of projects where you have conducted mentorship programme with names, contact details, addresses, telephone numbers, e-mail addresses of the mentees and briefly describe the type of mentorship provided.</p> <p>Six (6) points per project up to a maximum of 5 projects.</p>		30	Support your track record with tangible evidence e.g. Appointment letters, Purchase Orders with contract values and (Traceable Reference letters from authorized / delegated officials where similar work was undertaken)
2	<p>CAPACITY: Mentor: Combined experience in mentoring with a minimum experience of 4 years:</p> <ul style="list-style-type: none"> - 9 years and above - 7 - 8 years - 5 - 6 Years - 3 - 4 Years - Less than 3 years 	<p>35</p> <p>28</p> <p>21</p> <p>14</p> <p>0</p>	35	CVs and certified copies of qualifications with at least three contactable references for the commodity group and Mentor.

3	Approach and methodology to be applied		20	
	Very Good: Clear detailed step by step approach and methodology with realistic timelines.	20		
	Good: Step by step approach with questionable timelines.	10		
	Fair: Step by step approach with no clear process and unclear timelines.	5		
4	Skill Transfer assessment criteria Service provider is required to demonstrate how the skills will be transferred to Extension Practitioners regarding the commodity and the criteria of assessment.	15	15	Detailed proposal demonstrating how skills will be transferred to the Extension Practitioners and assessment criteria
Total			100	

Minimum threshold

Note: Bidders scoring less than 70% of the paper based technical evaluation would not be considered for the next level of the technical evaluation



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APPLICATION FORM

APRIL 2021

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, Rharhabe Road, Bhisho, 5605

or posted to:

The Assistant Director : Acquisition 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: _____

PAST EXPERIENCE 1

Service Providers must furnish herein under 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 (R)	DURATION AND COMPLETION DATE <small>(Number of years starting YYYY/MM/DD and ending YYYY/MM/DD)</small>	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 (R)	CONTRACT START DATE (YYYY/MM/DD)	ANTICIPATED / ACTUAL COMPLETION DATE (YYYY/MM/DD)

.....
DATE

.....
SIGNATURE OF SERVICE PROVIDER

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 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? **YES / NO**

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

July 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

The evaluation of the bids will be done in a two stage process. Bidders who do not meet the Administrative Compliance Requirements (completion or attachment of Compulsory documents), shall not be considered for Stage 2 evaluation (Functionality).

Administrative Compliance

5. Signing of Bid Commitment and Declaration of Interest form (ECBD 4);
6. Signing of Declaration of Bidder's Past Supply Chain Management Practices (ECBD 8);
7. Certificate of Independent Bid Determination (ECBD 9);
8. Bidders registered according to Marketing of Agricultural Products Act of 1996 and or be registered with CIPRO with an interest in marketing of the agricultural products.

FUNCTIONALITY CRITERIA

The following criteria will be used for stage 2;

#	Criteria	Points	Maximum Points	Evidence
1	<p>EXPERIENCE: Commodity Group/Company*: Extent of experience in mentorship</p> <p>(b.) Provide a list of projects where you have conducted mentorship programme with names, contact details, addresses, telephone numbers, e-mail addresses of the mentees and briefly describe the type of mentorship provided.</p> <p>Six (6) points per project up to a maximum of 5 projects.</p>		30	Support your track record with tangible evidence e.g. Appointment letters, Purchase Orders with contract values and (Traceable Reference letters from authorized / delegated officials where similar work was undertaken)
2	<p>CAPACITY: Mentor: Combined experience in mentoring with a minimum experience of 4 years:</p> <ul style="list-style-type: none"> - 9 years and above - 7 - 8 years - 5 - 6 Years - 3 - 4 Years - Less than 3 years 	<p>35</p> <p>28</p> <p>21</p> <p>14</p> <p>0</p>	35	CVs and certified copies of qualifications with at least three contactable references for the commodity group and Mentor.

3	Approach and methodology to be applied		20	
	Very Good: Clear detailed step by step approach and methodology with realistic timelines.	20		
	Good: Step by step approach with questionable timelines.	10		
	Fair: Step by step approach with no clear process and unclear timelines.	5		
4	Skill Transfer assessment criteria Service provider is required to demonstrate how the skills will be transferred to Extension Practitioners regarding the commodity and the criteria of assessment.	15	15	Detailed proposal demonstrating how skills will be transferred to the Extension Practitioners and assessment criteria
Total			100	

Minimum threshold

Note: Bidders scoring less than 70% of the paper based technical evaluation would not be considered for the next level of the technical evaluation

COMMUNICATION, BRIEFING AND/ SITE VISIT SESSION

Due to the Pandemic No briefing session will be held but communication by email to the following officials if any questions arise: Noluvuyo.Ngeno@drdar.gov.za(Technical) Nomapha.Mfunda@drdar.gov.za or Khutala.Mbuqwa@drdar.gov.za (Administrative)

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

Address : 15 Wodehouse Street, King William's Town, 5600

Contact Person : Ms. N. Ngeno

Contact Number : 0834570020

- **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.

MENTORSHIP KEY AREAS

The mentorship training is to be offered to extension practitioners who are in possession of NQF-8 qualification (Four Year Bachelor's Degree). Mentorship programme will cover the following sixteen (16) priority commodities;

1. Red Meat	5. Grain	9. Chicory	13. Deciduous
2. Wool	6. Potatoes	10. Macadamia	14. Poultry
3. Mohair	7. Vegetables	11. Citrus	15. Piggery
4. Dairy	8. Fodder	12. Pineapples	16. Aquaculture

The extension mentorship training programme will be for the duration of three years.