

EXPRESSION OF INTEREST



rural development & agrarian reform

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

**DATABASE ESTABLISHMENT FOR SUPPLY, DELIVERY, ASSEMBLY
OF CLOTHING AND TEXTILE MACHINES AND EQUIPMENT AND
PROVISION OF BASIC TRAINING ON USE.**

JULY 2021

APPLICANT: _____

PREPARED BY:

SUPPLY CHAIN MANAGEMENT OFFICE

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

PRIVATE BAG X 0040

BHISHO

5605

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INVITATION FOR EXPRESSION OF INTEREST FOR DATABASE ESTABLISHMENT

SUPPLY, DELIVERY AND TRAINING – SEWING MACHINES DATABASE

The Eastern Cape Department of Rural Development and Agrarian Reform are in the process of establishing a database of Service Providers for supply, delivery and training on sewing machine.

REQUIRED SERVICES

Services of a suitable service provider to supply, deliver and assemble sewing machines on-site for clothing and textile projects/ cooperatives.

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.
- ❖ Company profile stating the similar work successfully carried out by the bidder.
- ❖ 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, 16 July 2021 from the Supply Chain Management Office, Ground Floor, UIF Building, Rharhabe Road, Bhisho – Eastern Cape.

EVALUATION OF THE PROPOSALS

The following criteria will be used in the evaluation 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 industry and sound track record.
- Financial viability.
- Locality of the Bidder

Should the above criteria not be met, tenders will not qualify to be placed into the database.

Proposals will be evaluated on functionality criteria **only**. Bidders will be qualify to be placed into the database once they pass the determined threshold of the functionality criteria.

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, 06 August 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 – SEWING MACHINES” and must be placed in the tender box at Supply Chain management Office, Acquisition Management Offices, UIF Building (opposite SITA), Rharhabe Road, Bhisho, 5605, – Eastern Cape.

ENQUIRIES

Enquiries can be addressed during office hours to:

Ms. N. Koko

Deputy Director: Acquisition Management

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



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

TERMS OF ENGAGEMENT SUPPLY, DELIVERY AND TRAINING – SEWING MACHINES

TERMS OF ENGAGEMENT

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1. INTRODUCTION

These terms of engagement 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 TERMS OF ENGAGEMENT

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.

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

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.

4. DATABASE

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

- The **database** will be used for the invitation of quotations from **Service providers** on the database.
- 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**.

- **Offices of Service providers** registered on the **database** must be compliant with all relevant legal and statutory requirements and same to those in the CSD registration of the bidder.
- 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** 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 evaluated on functionality to determine that all criteria are met and that all information provided is correct.
- c. Utilization of the **database**.
- The invitation process will be fair, transparent and competitive.
 - The invitation to register will set out the responsive criteria.
 - **Service providers** qualifying to be placed on the **database** will initially be placed at random by the computer system.
- d. Maintenance and updating of the **database**.
- Each **Service provider** will be registered for a period of three years
 - An update will be done annually if the list in the database is not sufficient and some of the service providers have been removed for any reason.
 - 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.
 - The onus is upon the **Service Provider** to update the office of any changes in the details of the company.

5. 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 at least 3 to 5 quotations/proposals from the **Services providers** in the database.
 - ii. Obtain quotation/s from the **Services providers** in the database in urgent cases.

6. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM THE DATABASE

- a) At least three or five **Service Providers** will be invited to submit quotations

- b) In cases of emergency or urgency, one quotation will be invited to submit quotation through an approved single source selection process and in compliance to supply chain management prescripts and outlined in the SCM policy.
- c) A formal invitation containing all bidding documents, detailed specification and relevant information will be sent to the selected **Service provider/s** to submit a quotation/s.
- d) The SCM Office will apply all relevant SCM legislations and prescripts to invite quotation/s.
- e) The evaluation of the quotation/proposal will be done by the relevant Bid Evaluation Committee and the evaluation report will be submitted to the **Adjudication Committee** and the **Accounting Officer or his/her delegate** for final approval
- f) Documentation
Only the generic documentation prepared by the Directorate Supply Chain Management may be used.
- e) Contractual arrangements
Quotations/ bids will be adjudicated on price only.

7. IMPLEMENTATION OF AND ADHERENCE TO THE TERMS OF ENGAGEMENT

This directive comes into effect on approval date.

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 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 reports.



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PROVINCE OF THE EASTERN CAPE

1. BACKGROUND

Since 2015, Rural Development directorate of the Department of Rural Development and Agrarian Reform through its Home Industry Services supported rural enterprises with sewing machines, equipment and material every financial year.

In addition, Rural Development will be supporting a training hub and an incubator in Clothing and Textile with machinery, equipment and material.

The department is estimating to support 95 enterprises with sewing machines every financial year and one piloted training hub and incubator.

2. PURPOSE

The Eastern Cape Rural Development and Agrarian Reform Department is looking for suitable service provider to supply, deliver and assemble sewing machines on-site for clothing and textile projects/cooperatives.

3. SCOPE

The Service Provider must supply, deliver and assemble sewing machines on-site on delivery and provide training. The Service Provider must meet the following requirements:

- The machines must be original, brand new/unused.
- Machines must be industrial, complete with heavy duty stand, table and servo motor.
- Supply, deliver and assemble sewing machines on- site.
- Provide training on use of the machines and equipment. For standard sewing machines and equipment the service provider must offer training of not less than 16 hours contact time with the beneficiaries at the delivery site or alternative venue provided by the department. For digital printing and embroidery machines, training should be a minimum of 40 hours contact time on site. In adhering with COVID-19 regulations, the service provider must employ all necessary measures to ensure compliance. This includes provision of masks and sanitisers.
- All machines and equipment must be supplied with a minimum of 2 year warranty for replacement and 3 years for technical support and repairs.
- The service provider will be required to bring samples of the machines to the department for technical inspection.
- The supplier must have service centres locally (South Africa) and ensure that technical support can be provided within 7 working days after the request has been logged.

4. SPECIFICATIONS

Listed below are the machines that the department may procure from the service provider/s

| NO. | ITEM | DESCRIPTION |
|-----|---|--|
| 1. | <p>Four screen fabric screen printing machine with a flash driver</p> <p><i>Compulsory training for users on use of the printing machine and flash dryer to place the users in a position to run the home industry business.</i></p> | <p>Four screen fabric printing machine and flash dryer:</p> <p>Screen printer must be suitable for printing all fabrics such as children & adult T-shirts, sweat shirts, towelling, denim, bags etc, also print on footwear, metal, paper; plastic, wood, glass and other products requiring flat printing.</p> <p>The screen printing machine should:</p> <ul style="list-style-type: none"> • include micro-registration system for accurate alignment of screen • be operated manually • have high precision colour registration • have sturdy legs and storage tray • Adjustable clamps, springs and laste • FREE training course <p>The printing machine must include:</p> <p>4 x Screens for A3 prints (or two A4 prints) 4 x 32 cm Squeegees 3 x Lastes for different size shirts</p> <p>2 x Additional lastes 2 x Additional screens 2 x Additional squeegees 2x kit of textile inks</p> <p>A free standing flash dryer for use with a 4 screen printing machine must have the following features:</p> <ul style="list-style-type: none"> • Adjustable canopy • 3 quartz heater • Minimum 380 volt • Sturdy leg assembly castors • On/off switch • Fan |

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| <p>2.</p> | <p>Six head industrial embroidery machine with software for each machine. Inclusive of embroidery threads, backing and bobbins.</p> <p><i>Compulsory training for users on use of the embroidery machine to place the users in a position to run the embroidery machine business professionally and efficiently.</i></p> | <p>Six head industrial embroidery machine with compatible table, SABS approved standard with a full set of frames, stand and design park/software that can be utilised on minimum windows 7, 8 & 10. Inclusive of embroidery threads, backing and bobbins.</p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> • 12 or 15 needles, per head, suitable for flatbed embroidery, cap / hat embroidery, finished garments embroidery and more • Minimum embroidery area: 400mmX450mm • Minimum speed of 850 speed per minute • 270° Wide Cap frame unit • Automatic thread trimmer • Touch screen display showing real time stitching • USB input or direct transmission from PC via serial port or wireless • Networkable and Wi-Fi capable • Auto colour change • Thread break detection • Pre-sew design trace capable • Automatic memory retention • Memory size: 2,000,000 stitches and 125 pre-loaded designs • Servo motor – • Built-in universal power supply minimum of 110V/60Hz and 220V/50Hz self-adaptable worldwide. • Heavy duty steel stand with wheels to ensure both stability and mobility • On-board lettering • Optional laser trace device available • Emergency stop |
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| <p>3.</p> | <p>DIGITAL FABRIC PRINTING MACHINE:</p> <p><i>Compulsory training for users on use of the machine to place the users in a position to run the printing business professionally and efficiently.</i></p> | <p>Digital Fabric Printing Machine for high volume printing, enabled printing for both directly onto textile and paper transfer. It must include software.</p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> • Printing technology: piezoelectric technology • Printing width- 1, 6 m • Ink- 8 colours: cyan, magenta, yellow/ fluorescent yellow, black, light cyan, light magenta, orange, violet/ fluorescent pink, • Automatic sleep feature |
| <p>4.</p> | <p>TWO HEAD INDUSTRIAL EMBROIDERY MACHINE WITH SOFTWARE FOR EACH MACHINE. INCLUSIVE OF EMBROIDERY THREADS, BACKING AND BOBBINS.</p> <p><i>Compulsory training of users on use of the embroidery machine to place the users in a position to run the embroidery machine business professionally and efficiently.</i></p> | <p>Two head industrial embroidery machine with compatible table, SABS approved with a full set of frames, stand and design park/software that can be utilised on windows 7, 8 & 10. Inclusive of embroidery threads, backing and bobbins.</p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> • 12 or 15 needles, per head, suitable for flatbed embroidery, cap / hat embroidery, finished garments embroidery and more • Minimum embroidery area: 400mmX450mm • Automatic thread trimmer • Touch screen display showing real time stitching • USB input or direct transmission from PC via serial port or wireless • Networkable and Wi-Fi capable • Auto colour change • Thread break detection • Pre-sew design trace capable • Automatic memory retention • Minimum memory size: 2,000,000 stitches and minimum of 125 pre-loaded designs • Servo motor • Heavy duty steel stand with wheels to ensure both stability and mobility • On-board lettering • Optional laser trace device available |

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| 5. | Heavy duty walking foot industrial machine | <p>Heavy duty walking foot industrial machine suitable for sewing normal/medium and heavy textiles such as leather, vinyl, upholstery, synthetics, canvas and various coated and laminated products. It has compound walking foot feeding mechanism. Complete with heavy duty stand, table with thread stand, servo motor, tool kit and drawer.</p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> • Minimum speed: 2000 speed per minute • Pressure foot clearance/lift: 16mm • Minimum stitch length: 6mm • Needle bar stroke: 36 mm • Thread: 33 to 138 |
| 6. | Double chainstitch belt loop sewing machine | Double needle for sewing trousers loops. Complete with heavy duty stand, table and servo motor. |
| 7. | Double needle chainstitch sewing machine | Fully automatic oil supply machine, equipped with 4-13 needles in one machines and can sew in different positions. Suitable for delicate material embroidery. Complete with heavy duty stand, table and servo motor. |
| 8. | Heavy duty feed-off the arm sewing machine | 3 needle sewing machine with double cloth puller suitable for light weight to medium weight material. Complete with heavy duty stand, table and servo motor. |
| 9. | Flatbed interlock sewing machines | Sewing machine suitable for lace or elastic attachment. Complete with heavy duty stand, table and servo motor. |
| 10. | High speed flatbed interlock sewing machine | Super high speed flatbed machines with built-in servo motor. Suitable for tape binding. Complete with heavy duty stand, table and servo motor. |
| 11. | Overlock sewing machine | 5 thread sewing machine for trimming and gathering. Complete with heavy duty stand, table and servo motor. |
| 12. | Overlock sewing machine | 5 thread overlock sewing machine. Complete with heavy duty stand, table and servo motor |
| 13. | Overlock sewing machine | 3 thread overlock sewing machine. Complete with heavy duty stand, table and servo motor. |
| 14. | Overlocker sewing machine | 4 thread overlock sewing machine with pocket attachment. Complete with heavy duty stand, table and servo motor |

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| 15. | Bartack sewing machine | Bartack machine built with automated thread trimmer and pressure lifting. Suitable for use in light to heavy material. Complete with heavy duty stand, table and servo motor |
| 16. | Buttonhole sewing machine | Straight lockstitch buttonholing machine. Complete with heavy duty stand, table and servo motor |
| 17. | Button sewing machine | Motor button mounting (direct drive) sewing machine. Complete with heavy duty stand, table and servo motor |
| 18. | Zigzag Sewing machine | Industrial zigzag sewing machine suitable for straight seaming, embroidery, over-edge seaming, abutted bartacking, zipper inserting seaming. |
| 19. | Heavy duty feed-off arm lockstitch industrial machine | Feed-off the arm hemming sewing machine. Complete with heavy duty stand, table and servo motor. |
| 20. | Overlocker sewing machine | Overlock sewing machine for pocket overedging. Complete with heavy duty stand, table and servo motor. |
| 21. | Basting machine | Single needle lockstitch (hand stitch) machine with automatic thread trimmer. Complete with heavy duty stand, table and servo motor. |
| 22. | Blind | |
| 23. | Double needle lockstitch sewing machine | Double needle flatbed sewing machines suitable for waistband attachment. Complete with heavy duty stand, table and servo motor. |
| 24. | Sewing pattern cutting machine | Fully automatic industrial sewing pattern cutting machine |
| 25. | Double needle chainstitch sewing machine | Double needle chainstitch sewing machine widely used for sewing of jeans, workwear and other garments. Complete with heavy duty stand, table and servo motor. |
| 26. | Single lockstitch sewing machine | High speed single straight sewing machine. Complete with heavy duty stand, table and servo motor. |

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| 27. | Female adjustable figure/ mannequin | Minimum requirements: <ul style="list-style-type: none"> • Female adjustable figure form Size 10/34 to 16/40 • Bust- 84-100 cm • Waist- 64-81 cm • Hips- 86-104 cm • Back length- 38-43 cm • Manageable adjustment dials. • 12 adjustable dials • Covered in nylon foam backed fabric. • Four legged stand. • Adjust in four sizes. • Full shoulder for a better hang to sleeve. • Pin grip hem marker. |
| 28. | Male adjustable figure/ mannequin | Minimum requirements: <ul style="list-style-type: none"> • Bust- 94 - 114cm • Waist- 84 - 104cm • Hips- 99 - 119cm cm • Manageable adjustment dials. • Adjustable dials • Covered in nylon foam backed fabric. • Four/ three legged stand. • Adjust in four sizes. • Full shoulder for a better hang to sleeve. • Pin grip hem marker. |
| 29. | Industrial steam press | Minimum requirements: <ul style="list-style-type: none"> • Dimensions 70X29X65 cm • Voltage 220v – 240v • Power 1500 w |
| 30. | 3 piece Cutting table | Cutting table (w 1, 8m x l 1,2 m) |
| 31. | Hang steam iron | Vertical garment hang steam iron (220v, power 1700w) |
| 32. | Steam boiler with iron | Electric hand steam boiler with iron |

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| 33. | Suction ironing board with mini boiler and iron | Suction ironing board with mini boiler and iron. Heated pressing surface, vacuum swing arm and heated sleeve buck. |
| 34. | 5 in 1 multi-head heat presser | 4 head multi-head pressing machine |
| 35. | Hand Rotary cutter | Blade automatic knife is octagonal type and has a very sharp edge. |
| 36. | Straight cutter | High speed fabric cutting machine. Minimum 1168 watts, 220v watts with automatic knife sharpen up 10 inch. |
| 37. | Hand press stud machine | Hand press stud machine on leather and fabric. 11 mm iron cast hand press machine. |
| 38. | Cloth clamp | Peg type cloth clamp, stainless steel. |
| 39. | Standard tag gun | Tagging gun with tag kit. |

Delivery is across the Eastern Cape Province.

5. TIME FRAME

The service provider expected to deliver the machines 30 days after receipt of an official order. Training to be provider on-site on or after delivery and assembling.

6. BID CONDITIONS

- 6.1 No late or incomplete responses will be accepted
- 6.2 Suppliers must ensure that no services are rendered or goods delivered without written confirmation from DRDAR
- 6.3 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.
- 6.4 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.
- 6.5 Bidders must be registered and active on LOGIS
- 6.6 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.
- 6.7 The awarding of bid will be subject to the Service Provider's express acceptance of the Supply Chain Management general contract conditions;
- 6.8 The awarded bidder will be expected to submit the manufacturer's certificate of compliance to the mentioned Act.

7. SPECIAL CONDITIONS

Bidders responding to this expression of interest must have a valid agreement with the manufacturer/s as a preferred supplier / distributor of their product and to be attached with the submission.

8. EVALUATION CRITERIA

The evaluation of the bids will be done in a one stage process. Bidders who do not meet the Administrative Compliance Requirements (completion or attachment of Compulsory documents) and 60% compliance with the functionality criteria, shall not be considered to be placed into the database.

Stage 1 (Administrative compliance and Functionality)

Part A: Administrative Compliance Documents

1. 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. Thorough completion of the application form;
5. Registration on CSD
6. Agreement with the manufacturer/s as a preferred supplier / distributor of their product.

Bids that do not comply with the above administrative compliance criteria, and or fail to adhere to the requirements may be disqualified and will not be considered for evaluation on functionality criteria.

Part B: Technical/ Functionality Evaluation (70%) threshold

The first stage will be the evaluation of bids on functionality **and during this stage bids that do not meet the minimum threshold of 70% on the functionality score will be disqualified, and will not be considered to be placed into the database.**

The Functionality Evaluation will be conducted by the members of the Bid Evaluation Committee in accordance with the below functionality criteria and values in line the 2017 PPPFA Regulations.

Technical Evaluation 100 Points

| NO | EVALUATION MATRIX | DESCRIPTION | SCORE | MEANS OF VERIFICATION |
|--------------|----------------------------|---|------------|---|
| 1. | Relevant Experience | <p>Bidders to provide previous relevant experience in supply and delivery of sewing machines and equipment not older than 5 years.</p> <p>(9 points per relevant project up to a maximum of 5 projects)</p> | 45 | <ul style="list-style-type: none"> Support your track record with tangible evidence e.g. Appointment letters, Purchase Orders with contract values AND/OR Reference letters from authorized / delegated officials where similar work was undertaken. |
| 2. | Financial Capacity | <p>Proof of funds to execute the contract in a period of 5 years (a letter of an active credit facility from a financing institution or proof of sufficient funds in the form of a bank statement)</p> <p>Not Older than 3 months for either type of proof</p> <p>Below R1M = 20 R1M to R3.499M = 30 points Above R3.5M = 40 points</p> | 40 | <p>In case of Credit Facility</p> <ul style="list-style-type: none"> Evidence of credit facility with Registered Financial Institution and or manufacturer (E.g. Letter for Intent) Or Evidence of access to any legal funding instrument. <p>In case of Orders: For each project provide a reference letter and the following:</p> <ul style="list-style-type: none"> Description of service provided. Project cost and duration Proof of orders issued for each project |
| 3. | Locality | <ul style="list-style-type: none"> Operating business within the EC =15 Operating business within South Africa = 10 | 15 | <p>Proof of Physical address as stated in the Centralised Supplier Database (CSD)</p> <ul style="list-style-type: none"> Municipality Bills, Business Letters, Lease Agreement, Letter from the Municipal Authority, <p>(Not Older than 3 Months)</p> |
| TOTAL | | | 100 | |

Minimum threshold

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



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APPLICATION FORM

JUNE 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 on 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 as stipulated on page 3. The company profile should include the following:

- ❖ Your company's details (CSD Report).
- ❖ Detail of your company's experience.
- ❖ Organogram with list of Directors
- ❖ Agreement with the manufacturer/s as a preferred supplier / distributor of their product

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

Date:

Once the Application is completed return it to:

Deposit in:DRDAR

TENDER BOX, UIF Building, Rharhabe Road, Bhishe, 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: 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. Proven Financial ability

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. |
|-----------------|-----------------------|------------------------------|---|---------------------------------|
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SIGNATURE OF SERVICE PROVIDERS

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 |
|-----------|-----------------|-------------------------------|---------------------------------------|
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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

May 2011

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> <p><input type="checkbox"/></p> | <p>No</p> <p><input type="checkbox"/></p> |
| 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> <p><input type="checkbox"/></p> | <p>No</p> <p><input type="checkbox"/></p> |

| | | | |
|-------|--|---------------------------------|--------------------------------|
| 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.