



rural development & agrarian reform

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

EXPRESSION OF INTEREST

ESTABLISHMENT OF A DATABASE

APRIL 2022

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 ESTABLISHMENT OF DATABASES

BACKGROUND

The Eastern Cape Department of Rural Development and Agrarian Reform (DRDAR) is in the process of establishing a database of Training Providers and Mentors (Farmer to Farmer / Commodity Organisations) and therefore invites suitably qualified service providers/ companies to submit proposals for inclusion in the database.

REQUIRED SERVICES

DRDAR is establishing a database that will be used for three years and therefore invites companies providing the following services:

- Agri-seta (OR applicable SETA) accredited training providers (Farm together training, Learnerships and 5 day accredited/ non- accredited trainings)
- Farmer to Farmer mentors / Commodity organisation to implement 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.

COMMODITY	ANNEXURE
<input type="checkbox"/> Training Providers	
<input type="checkbox"/> Farmer to Farmer Mentors / Commodity Organisation	

COMPLIANCE REQUIREMENT

You are hereby requested to submit a company profile showing your ability to perform all / or any of the above core functions as stipulated in the above section. The company profile should include the following:

- ❖ Covering letter detailing the type of service that the company is applying for
- ❖ Your company's details and/or commodity group (CSD Report).
- ❖ Detail of your company's experience.
- ❖ Valid Relevant SETA (eg. Agri-seta) accreditation certificate.

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.
- ❖ Declaration of interest, declaration of solvency/liquidity, declaration of legal standing, completed supplier registration documents with supporting documentation, declaration of bidders past supply chain management practices, certificate of independent bid.

Expression of Interest Documents are available as from **Monday, 11 April 2022** by sending email to Khuthala.mbuqwa@drdar.gov.za.

EVALUATION OF THE PROPOSALS

EOI submissions will be checked for completeness and compliance with the requirements of this EOI.

ADJUDICATION OF THE PROPOSALS

The following criteria will be used in the adjudication process:

- Ability to perform, which may take into account previous experience in the relevant industry, technical ability and sound track record.
- CV's of the key personnel detailing work experience and qualifications

Should the above criteria not be met, tenders 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 06 May 2022. No facsimiles or submissions via e-mail will be accepted.

EOI documents must be submitted in sealed envelopes marked "EXPRESSION OF INTEREST: TRAINING PROVIDERS DATABASE AND MENTORS" and must be placed in the tender box at Supply Chain management Office, Acquisition Management Offices, UIF Building , ground floor, Bhisho, 5605, – Eastern Cape.

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

Prospective respondents may download the electronic EOI documents free of charge on DRDAR website (www.drdar.gov.za)- Tenders tab – open bids.

Late, facsimile and electronic submissions will not be considered.

ENQUIRIES

Enquiries can be addressed during office hours to:

Ms. N. Koko

Deputy Director: Demand Management

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



rural development & agrarian reform

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

ENGAGEMENT MODEL

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. SCM Procurement Procedures shall be applicable in accordance with applicable thresholds as per DRDAR SCM Policy.

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 training** for **Service providers** and **Service providers** will register in the respective **training** 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**.

- Accredited with Agri-Seta/ Relevant Recognised Seta
- **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.
- 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.

FARM TOGETHER TRAININGS

SELECTION CRITERIA AND EVALUATION CRITERIA

8. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM THE DATABASE – FARM TOGETHER TRAININGS

a. Selection and invitation

The established team comprising of Farmer Training Unit and SCM will allocate **Service provider** per project using the following preference (in instances of a limited number of suppliers ie. Where there is no pool within a district)

- a) **located nearer or closest to the district / local areas** where the **Service** is required will be invited to submit quotation/s through an approved single source selection process for the execution of the **training**.
- b) and has **proven capacity** to conduct training outside their district through an approved single source selection process for the execution of the **training**.

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

SCM Office together with the end user will be utilised for the evaluation of the quotations. The evaluation of the quotation/proposal will be done and the evaluation report will be submitted to the **Bid Committee** and the **Accounting Officer or his/her delegate** for final approval

b. Documentation

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

Quotations will be adjudicated on price and preference and awarded to the highest scoring tenderer as provided for in the PPPFA.

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

ADJUDICATION OF PROPOSALS

The following criteria will be used in the adjudication process:

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

- Ability to perform, which may take into account previous experience in the relevant field.
- Methodology
- Accreditation
- Facilitator's experience and qualification/s

EVALUATION CRITERIA – FARM TOGETHER TRAININGS

Compliance with minimum requirements (Functionality)

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

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

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

FUNCTIONALITY CRITERIA

#	CRITERIA	WEIGHTING
1.	Experience of the company in conducting agricultural trainings (Farm together)	30
2.	Methodology to be followed	25
3.	Qualification of team member(s) with expertise in training	25
4.	Locality	20
	GRAND TOTAL	100

POINT SCORING

Evaluation Criteria	Weights
EXPERIENCE	30
Experience of the company in conducting Farm Together trainings (a.) Company's experience in conducting agricultural trainings e.g. purchase order with contract values and/or traceable Reference letters from authorised / delegated officials Six (6) points per project up to a maximum of 5 projects	
METHODOLOGY TO BE FOLLOWED	25
a) Comprehensive and thorough methodology with milestones and timeframes submitted b) Average methodology prepared c) Poor methodology prepared	25 15 05
QUALIFICATIONS OF FACILITATOR WITH EXPERTISE IN TRAINING	25
a) Facilitator Course + National Diploma in Agriculture + Farm Together certificate b) National Diploma in Agriculture + Farm Together certificate	25 10
LOCALITY (Proof to be provided)	20
I) Bidder's offices situated within the Eastern Cape Province. II) Bidder's offices situated outside the Eastern Cape Province.	20 05
TOTAL	100

- Bidders that do not meet a minimum of **60** points in total for the criteria listed above will not include in the database.

LEARNERSHIPS (PLANT/ ANIMAL/horticulture)

SELECTION CRITERIA AND EVALUATION CRITERIA

9. SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM THE DATABASE – LEARNERSHIPS

- a. SCM Procurement procedures will be applicable in accordance with the applicable thresholds.
(DRDAR SCM POLICY)
- b. Documentation
Only the generic documentation prepared by the Directorate Supply Chain Management may be used.
- c. Contractual arrangements
Quotations will be adjudicated on method 2 (price and preference) and awarded to the highest scoring tenderer as provided for in the PPPFA.

ADJUDICATION OF PROPOSALS

The following criteria will be used in the adjudication process:

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

- Ability to perform, which may take into account previous experience in the relevant field.
- Methodology
- Accreditation
- Facilitator's experience and qualification/s

EVALUATION CRITERIA – LEARNERSHIPS

What is expected from the Service Provider is as follows:

- Detailed relevant experience of the company offering **NQF1 to NQF4**
- Qualifications of trainers: BSc in Plant Science will be highly recommended or B.Agric Extension with HDE/PGCE or B.Ed majoring in Agric or relevant National Diploma

Compliance with minimum requirements (Functionality)

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

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

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

FUNCTIONALITY CRITERIA

#	CRITERIA	WEIGHTING
1.	Relevant training experience in Learnerships.	40
2.	Methodology to be followed	30
3.	Relevant Qualification	20
5.	Locality	10
	GRAND TOTAL	100

POINT SCORING

Evaluation Criteria	Weights
EXPERIENCE	40
<p>Relevant training experience to Learnerships.</p> <p>Company's experience in conducting Learnerships e.g. purchase order with contract values and/or traceable Reference letters from authorised / delegated officials</p> <p>8 (eight) points per project up to a maximum of 5 projects</p>	
METHODOLOGY TO BE FOLLOWED	30
<p>a) Comprehensive and thorough methodology with milestones and timeframes submitted</p> <p>b) Average methodology prepared with either milestones or timeframes submitted</p> <p>c) Poor methodology prepared with no milestones and no timeframes</p> <p>d) No methodology submitted</p>	<p>30</p> <p>10</p> <p>5</p> <p>0</p>
QUALIFICATIONS OF TEAM MEMBER {FACILITATOR(S)} WITH EXPERTISE IN TRAINING	20
<p>Tertiary Level Qualification (Bachelor of Science/ B Agric. Extension or National Diploma in relevant training (e.g. Plant or Animal Production OR Horticulture) added advantage with HDE or PGCE.</p> <p>a) Degree</p> <p>b) Diploma</p>	<p>20</p> <p>10</p>
LOCALITY (Proof to be provided)	10
<p>a) Bidder's offices situated within the Eastern Cape Province</p> <p>b) Bidder's offices situated outside the Eastern Cape Province.</p>	<p>10</p> <p>5</p>
TOTAL	100

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

MENTORSHIPS

SELECTION CRITERIA AND EVALUATION CRITERIA

POINT SCORING MENTORSHIPS: MAIZE, POULTRY, BEEF, VEGETABLE, SHEEP PRODUCTION / WOOL, CANNABIS, PIGGERY.

Functionality Criterion	Means of verification	Maximum points awarded - 100
<p>EXPERIENCE: Relevant experience in mentorship.</p> <p>Company's/ experience in conducting mentorship e.g. purchase order with contract values OR traceable reference letter from farmers/ organisations that were mentored.</p> <p>Nine (9) points per type of mentorship done up to a maximum of 5 Per proof of experience.</p>	Reference letters from authorised / delegated officials	45
<p>OR Farmers expertise in farming e.g. valid contracts with distributors/ retailers OR traceable reference letter from distributors/ retailers that were mentored by the farmer.</p> <p>Nine (9) points per type of mentorship done up to a maximum of 5 Per proof of experience.</p>	Reference letters from farmers	45
<p>METHODOLOGY TO BE FOLLOWED:</p> <ul style="list-style-type: none"> • Proposal/plan with accurate assessment criteria. • Develop individual mentoring implementing plan for each project/mentee. • Clear co-ordination and facilitation plan. • Set clear achievable objectives and ensure that you are available and accessible when required. 	<p>a) Comprehensive and thorough methodology with milestones and timeframes submitted</p> <p>b) Average methodology prepared with either milestones or timeframes</p> <p>c) Poor methodology prepared with no milestones and timeframes</p>	<p>40</p> <p>20</p> <p>0</p>
<p>VALID MEMBERSHIP TO AN ORGANISATION</p> <p>MAIZE, POULTRY, BEEF, VEGETABLE, SHEEP PRODUCTION / WOOL, CANNABIS, PIGGERY.</p>		5

LOCALITY: <ul style="list-style-type: none"> - Operating business within Province bidding to service = 15 - Operating business outside Eastern Cape Province =10 	Proof of Physical address as stated in the Centralised Supplier Database (CSD) further supported by <ul style="list-style-type: none"> • Municipality Bills, • Business Letters, • Lease Agreement, • Letter from the Municipal Authority, (Not Older than 3 Months)	15
TOTAL		100

POINT SCORING NON ACCREDITED TRAININGS

Evaluation Criteria	Weights
EXPERIENCE	40
<p>Relevant training experience to Non Accredited Trainings</p> <p>Company's experience in conducting Non Accredited Trainings e.g. purchase order with contract values and/or traceable Reference letters from authorised / delegated officials</p> <p>8 (eight) points per project up to a maximum of 5 projects</p>	
METHODOLOGY TO BE FOLLOWED	30
<p>e) Comprehensive and thorough methodology with milestones and timeframes submitted</p> <p>f) Average methodology prepared</p> <p>g) Poor methodology prepared</p> <p>h) No methodology submitted</p>	<p>30</p> <p>10</p> <p>5</p> <p>0</p>
QUALIFICATIONS OF TEAM MEMBER {FACILITATOR(S)} WITH EXPERTISE IN TRAINING	20
<p>Tertiary Level Qualification (Bachelor of Science/ B Agric. Extension or National Diploma in relevant training (e.g. Plant or Animal Production) added advantage with HDE or PGCE.</p> <p>c) Degree</p> <p>d) Diploma</p>	<p>20</p> <p>10</p>
LOCALITY (Proof to be provided)	10
<p>c) Bidder's offices situated within the Eastern Cape Province</p> <p>d) Bidder's offices situated outside the Eastern Cape Province.</p>	<p>10</p> <p>5</p>
TOTAL	100

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

SELECTING AND APPOINTING OF A SERVICE PROVIDER FROM THE DATABASE – 5-DAY AND NON-ACCREDITED TRAINING

- **Selection and invitation**
At least the top most three or five **Service providers** in or closest to the district where the **Service** is required **with relevant experience and qualification** must be invited to submit a quotation for the execution of the **training**.
- A formal invitation containing all relevant information will be sent to the selected **Service providers** to submit a quotation.
- SCM Office together with the end user will be utilised for the evaluation of the quotations above R30 000.
- Quotations will be adjudicated on price only.



rural development & agrarian reform

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

APPLICATION FORM

APRIL 2022

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

- ❖ Your company's details (CSD Report).
- ❖ Detail of your company's experience.
- ❖ Company's ability and necessary resources to facilitate mentorship programme
- ❖ Company's ability and necessary resources to execute agricultural trainings
- ❖ Relevant accreditation certificates

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, Bhisho, 5605

or posted to:

The Deputy Director : Demand Management

Department of Rural Development & Agrarian Reform

Private Bag X0040

Bhisho

5605

PARTICULARS OF COMPANY

1. Name of Company _____

2. Type of firm (tick relevant box)

- ☐ One person business/sole proprietor
- ☐ Close corporation
- ☐ Company
- ☐ [Pty] Limited
- ☐ Other (specify)

3. Co. / CC Registration Number: _____

4. 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: TRAINING SERVICE PROVIDERS WILL NOT BE REGISTERED ON THE DATABASE IF THE FOLLOWING PREREQUISITES ARE NOT MET:

1. Your company's details (CSD Report).
2. Detail of your company's experience.
3. Company's ability and necessary resources to facilitate mentorship programme / Farmer to Farmer mentorship
4. Company's ability and necessary resources to execute agricultural trainings
5. Relevant accreditation certificates
6. Suppliers have to meet the minimum points of 60 for functionality.

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: _____

A SEPARATE DATABASE WILL BE SET UP FOR EACH OF THE FOLLOWING:

- **Service Providers**
 - **Farm Together**
 - **5-day Accredited/Non-accredited trainings**
 - **Learnerships**
 - **Mentorships**

[illegible]

.....

.....

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

November 2021

SBD 8

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

SBD 9

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 per 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

