



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

INVITATION OF QUOTATION ABOVE R30,000.00

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY A TAX PIN AND BBBEE VERIFICATION CERTIFICATE (OPTIONAL)

QUOTATION NUMBER: R/S/1920/2020	VALIDITY PERIOD OF QUOTATION.....Days (To be completed by the Supplier)
CLOSING DATE :	CLOSING TIME:
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED:	COMPANY NAME: Tel NO:- FAX NO: CONTACT PERSON:
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	TOTAL: R _____
COMPANY OFFICIAL STAMP : (Not Compulsory) SIGNATURE OF BIDDER DATE
NUMBER OF PAGES FAXED BACK TO THE DEPARTMENT BY THE SUPPLIER(Supplier to complete)

CSD NO: MAAA.....

NB: THE RECOMMENDED SERVICE PROVIDER WILL BE REQUIRED TO SUBMIT A PIN STATUS . THE ATTACHED **SBD4 & SBD9** FORMS MUST BE COMPLETED IN FULL.THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.

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

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

TERMS OF REFERENCE

REQUEST FOR PROPOSAL OF A TOOL TO MANAGE IRREGULAR EXPENDITURE IN THE DEPARTMENT

PART 1

1. INTRODUCTION

- 1.1. The KwaZulu-Natal Department of Agriculture and Rural Development wishes to enter in Agreement with a service provider who will provide a tool to record and manage Irregular Expenditure.

2. COMMON SPECIAL TERMS OR ABBREVIATIONS DEFINED

KZN : KwaZulu-Natal

KZNDARD : The KwaZulu-Natal Department of Agriculture and Rural Development

SLA : Service Level Agreement

BIDDER/SERVICE PROVIDER : A representative of a South African company that submits a Proposal.

SUPPLIER : Also known as a Service Provider. A South African company, meeting the Proposal conditions as set out in this document, that may qualify to be awarded this SLA contract to supply genomic services and consumables.

IET Irregular Expenditure Tool

RFP Request for Proposal

OUR LOCATION: KZN, Cedara; of the KZNDARD

SARS: South African Revenue Service

SCM: Supply Chain Management

CSD: Central Supplier Database

B-BBEE: Broad-based Black Economic Empowerment

TOR: Terms Of Reference. This document constitutes the TOR pertaining to this Proposal.

3. BACKGROUND:

- 3.1. This Request for Proposal (RFP) has been issued to solicit proposals from relevant service providers to supply and implement an Irregular Expenditure Tool (IET).

- 3.2. As KZNDARD operates in a highly regulated environment, accountability has led the department to pursue a broad range of governance, risk and compliance initiatives. One of the initiatives is to implement a new IET that would assist in ensuring that KZNDARD remains accountable on the work it performs.
- 3.3. By implementing a new IET application, KZNDARD will be in a better position to reduce risks of managing irregular expenditure and improve control effectiveness, security and compliance through an integrated and unified approach.
- 3.4. KZNDARD has embarked on a digital transformation strategy with the overall purpose of introducing new innovative technologies into the department, while pursuing an integration approach as best possible. As part of the strategy, the current manual process and Compliance application in use has been earmarked to be replaced using the latest technologies to create a modern and innovative digital workspace.

4. CURRENT CHALLENGES

- 4.1. The function of identifying and recording irregular expenditure in the department is decentralised
- 4.2. Recognising what constitutes irregular expenditure is not always clear and simple
- 4.3. Confirming the validity and category of irregular expenditure
- 4.4. Difficulty maintaining a manual register and managing the large volume of transactions
- 4.5. Uncertainty concerning Investigation and disciplinary process
- 4.6. Condonement and other concluding processes unclear
- 4.7. Consolidation of all the information in the register is cumbersome
- 4.8. Financial statement notes not easily populated
- 4.9. Capacitating officials
- 4.10. Changes in legislation and processes

5. OVERALL OBJECTIVE

- 5.1. The supplier must own or develop the tool (IET)
- 5.2. The successful service provider will be responsible for the supply, implementation and support of the integrated IET application that best meets the requirements as set forth in this RFP.
- 5.3. The supplier must complete bidding/Quotation documents released by the KZN Department of Agriculture and Rural Development and submit these complete with all required annexures to qualify for comparison with other proposal.
- 5.4. The contract is to be negotiated for a three (3) year contract period to be defined when an SLA contract is drawn up.
- 5.5. The KZN Department of Agriculture and Rural Development must have the right and option to decide whether to enter into in a service contract with the supplier or not.

6. SCOPE OF WORK

REQUIREMENTS:	
WEB BASED	-security and hosting capabilities
DESIGNED FOR ACCESS BY MULTIPLE USERS	-easily customised for department's requirements -access is assigned by enrolling users -each roleplayer at various stages is able to access and update information (Capturer ; Reviewer ; Internal Control; Irregular expenditure committee ; CFO ; Accounting Officer)
TO BE ACCESSED FROM MULTIPLE LOCATIONS	-easily customised for department's requirements
ABLE TO CONSOLIDATE ALL INFORMATION CAPTURED	-data captured from all various points and phases must be consolidated
DOCUMENT MANAGEMENT	-ability to upload documentation at different phases
REPORTING FUNCTIONALITY	-allows for reports in various formats to be extracted -allows for monthly reporting to Provincial Treasury
FINANCIAL STATEMENT DISCLOSURE NOTE	- can produce the notes for financial statement reporting
KNOWLEDGE AND UNDERSTANDING OF IRREGULAR EXPENDITURE	-service provider must have expert knowledge and understanding of irregular expenditure in public sector
TRAINING AND TRAINING MATERIAL/ SKILLS TRANSFER	<p>Service provider to provide all training material and comprehensive training for users, admin and support. Skills transfer will be required to all core project team members.</p> <p>The proposal should provide a plan that addresses the training needs of:</p> <ul style="list-style-type: none"> • System Administrators (2) • Users (10) <p>Service provider to indicate how skills transfer will be carried out.</p>

HOSTING	The solution can be hosted on premise or on cloud. If the solution is hosted on cloud, the data centre will be required to be within South African boundaries.
PROJECT MANAGEMENT	The service provider must provide a comprehensive approach to the project, indicating the phases, duration and project timeframes.
ANALYSIS	Service provider will be required to do a comprehensive analysis on the following: <ul style="list-style-type: none"> • Identification of additional requirements (New Functional Specification Document to include additional requirements) • Identification of data input requirements • Any other analysis tasks relevant for the successful delivery of this project.
TECHNICAL SPECIFICATION DOCUMENT	Service provider will be required to produce a Technical Specification Document
DATA MIGRATION	Import the current excel register into the IET
SYSTEM ANALYSIS, DEVELOPMENT/ CONFIGURATION/IMPLEMENTATION AND SUPPORT	Service provider will be responsible for the full analysis/development/configuration/implementation and support of the system.
TESTING	Service provider to carry out full testing suite including unit testing, integration testing, and stress testing and any other relevant testing.
MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS	Service provider to specify what hardware and software maybe required to operate the system.
INTEGRATION	Integration with other systems. More details can be found in the detailed requirements list.
UPGRADING/ UPDATES TO SYSTEM	Please indicate how upgrades / updates to the system is done. Is there any standard scheduled downtime for maintenance, how often etc.,

PART 2:

1. FINANCIAL PROPOSAL

- 1 Bidders are required to provide a detailed and comprehensive price proposal i.e. all costs associated the bidder's proposal must be clearly specified and included in the Total Bid Price.
- 2 All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).
- 3

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

4

Payments will be linked to specified deliverables after such deliverables have been approved by KZNDARD.	Comply	Not Comply

5

KZNDARD reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 03 of 2017/2018: Cost Containment Measures , where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments:		

- 6 The applicable exchange rates as per SARB on date of quotation must be used for quotation, where applicable.

2. PRICING MODEL

2.1. Software Costs

Cost Element		Bidder's Proposal	Total Cost (VAT Excl.)
Once-off Costs			
Software License Renewal	Year 1		
	Year 2		
	Year 3		
Sub-Total (6.1) (VAT Excl.)			

Note: The price proposal must inclusive of all software related costs. The bidder must provide a detailed breakdown of all elements which make up the cost of the proposed software e.g. software license structure, services included in the license, number of licenses etc.

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2.2. Implementation Costs

Activity/Deliverable	Resource(s)	Rate/ Hour per resource	Number of hours	Total Cost (VAT Excl.)
Planning				
Analysis				
Customisation / development / configuration				
Testing				

Migration of data				
Training				
Activity/Deliverable	Resource(s)	Rate/ Hour per resource	Number of hours	Total Cost (VAT Excl.)
Change management				
Other Costs (if applicable)				
Disbursements				
Sub-Total (6.2) (VAT Excl.)				

Note: The proposed cost must be inclusive of all required services to complete the implementation as per the requirements of the proposed system and in line with the system requirements as outlined in this RFP document and Business Requirements Document.

3. POST-IMPLEMENTATION SUPPORT

The service provider will be required to provide support on a need basis. For comparison purposes, bidders must provide cost for 240 hours of support per annum over a period of three (3) years:

Activity/ Deliverable		Rate per Hour	Number of hours	Total Cost (VAT Excl.)
Support services	Year 1		240	
	Year 2		240	
	Year 3		240	
Sub-Total (7.3) (VAT Excl.)				

4. TOTAL BID PRICE

Activity/ Deliverable	Amount
Sub-Total (7.1) (VAT Excl.)	
Sub-Total (7.2) (VAT Excl.)	
Sub-Total (7.3) (VAT Excl.)	
VAT (15%)	
TOTAL BID PRICE (VAT INCL)	

PRICE DECLARATION FORM

Dear Sir/Madam

Having read through and examined the requirements of this RFP, and its related conditions, we offer to supply, implement, maintain and support the Irregular Expenditure Tool as outlined in scope of work, for the following total amount:

R..... (Including VAT)

In words

R.....
..... (Including VAT VAT)

We confirm that this price covers all activities associated with the scope of work, as called for in the RFP document. We confirm that KZNDARD will incur no additional costs whatsoever, over and above this amount in connection with the delivery of the required services.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence the scope of work when required to do so by the KZNDARD.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY NAME

Tel No

Fax No

Cell No

PART 3 SPECIAL TERMS AND CONDITIONS:
REQUEST FOR PROPOSAL OF A TOOL TO MANAGE IRREGULAR
EXPENDITURE IN THE DEPARTMENT

INTRODUCTION

- (a) Service providers must ensure that they are fully aware of all the Conditions contained in this RFQ document.
- (b) Only service providers that fully meet the pre-qualification criteria shall be considered.

1. ACCEPTANCE OF PROPOSAL

- 1.1. The Department of Agriculture and Rural Development is under no obligation to accept any Proposal.

2. AWARD

- 2.1. This Proposal will be awarded by the Department to one service provider.
- 2.2. It is a condition of this Proposal that a bidder/service provider must prepare a PowerPoint Presentation as per specification (Scope of Work).

3. LATE PROPOSAL

- 3.1. Proposals are late if they are received at the email address indicated in the Proposal documents after the closing date and time specified in the Proposal documentation.
- 3.2. A late Proposal shall not be considered.

4. VALIDITY PERIOD OF PROPOSAL AND EXTENSION THEREOF

- 4.1. The validity (binding) period for the Proposal will be 90 days from close of Proposal. However, circumstances may arise whereby the department may request Service providers to extend the validity (binding) period. Should this occur, the department will request Service providers to extend the validity (binding) period under the same terms and conditions as originally offered for by Service providers. This request will be done before the expiry of the original validity (binding) period.

5. COUNTER OFFERS

- 5.1. Counter offers will not be considered.

6. EQUAL PROPOSALS

- 6.1. As per PPPFA, in the event that two or more Proposals have equal total points, the successful Proposal will be the one scoring the highest number of preference points.

Should two or more Proposals be equal in all respects, the award shall be decided by the drawing of lots.

7. SUPPLIERS DATABASE REGISTRATION

- 7.1. A bidder/service provider submitting an offer must be registered on the Central Suppliers Database (CSD) at National Treasury. A bidder/service provider who has submitted an offer and is not registered on the Central Suppliers Database will not be considered at the time of award. No pending registrations will be considered.
- 7.2. Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the Proposal.

NB: IF A BIDDER/SERVICE PROVIDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE

CENTRAL SUPPLIERS DATABASE, THE BIDDER/SERVICE PROVIDER WILL BE DISQUALIFIED.

8. PRE-QUALIFICATION B-BBEE CRITERIA

- 8.1. A bidder/service provider must submit a valid B-BBEE certificate together with the Proposal unless their B-BBEE status can be confirmed according to the data on the CSD.
- 8.2. Service providers who fail to comply with the above-stipulated prequalification criteria or fail to submit documentary proof of compliance with the prequalification criteria will not be considered for this quotation if their B-BBEE status is not verified from data on the CSD.
- 8.3. A copy of the B-BBEE certificate will be kept on file for each successful bidder/service provider for the duration of the validity of the B-BBEE Rating. An updated compliance certificate will be a minimum requirement through the duration of the contract. Failure to provide an updated certificate will result in termination of the contract.

9. JOINT VENTURES

- 9.1. In terms of the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate Proposal.
- 9.2. Should this Proposal be submitted by a joint venture, the joint venture agreement must accompany the Proposal document before the closing date and time of Proposal. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 9.3. The non-submission of a B-BBEE Certificate by a trust, consortium or joint venture will result in zero (0) preference points being allocated for evaluation purposes.
- 9.4. Each party to a Joint Venture / Consortium must submit an original valid Tax Clearance Certificate together with the Proposal before the closing date and time of Proposal.
- 9.5. The joint venture or consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the joint venture or consortium, nomination of an

authorised person to represent the joint venture or consortium in all matters relating to this Proposal and the details of the bank account for payments to be effected.

- 9.6. The joint venture or consortium must comply with CSD registration requirements as per National Treasury directive.

10. CHANGE OF ADDRESS

- 9.7. Service providers must advise the KZNDARD, Supply Chain Management, Contract Administration should their ownership or address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

11. COMPETENCY OF SERVICE PROVIDER IN TERMS OF MINIMUM REQUIRED FUNCTIONALITY CRITERIA

- 11.1. The supplier must own or develop the tool
- 11.2. The supplier must have in their employ highly qualified staff with expertise to render the minimum required as per scope of work.
- 11.3. The supplier must have the capacity to provide minimum required as per scope of work.
- 11.4. It will be vital for the appointed supplier to have sufficient financial resources and capacity to finance and execute as per terms and conditions of the contract.

12. SPECIAL CONDITIONS OF CONTRACT

- 12.1. The Proposal is issued in accordance with the provisions of the Public Finance Management Act (PFMA), Chapter 16 A of the Treasury Regulations and shall be subject to the provisions of the General Conditions of Contract. The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions will prevail.

13. TAX COMPLIANCE

- 13.1. The bidder/service provider must submit a valid Tax Compliance Pin with the Proposal. Service providers should note that their tax compliance status will be verified through the CSD and SARS.
- 13.2. Where a Tax Compliance Pin is not submitted with the Proposal, the Department will use the CSD to verify the tax matters of the bidder.

14. TAX AND DUTIES

- 14.1. Prices, offered and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable at the current rate).
- 14.2. VAT vendors must calculate VAT at 15% VAT.
- 14.3. Service providers who make taxable supplies in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of 50 000 (as of 1 March 2010) has been exceeded in the past 12-month period. Service providers who meet the above requirement must register as VAT vendors, if successful, within one month of award of the Proposal.

15. PROCESS OF AWARD OF PROPOSAL AND ESTABLISHMENT OF A CONTRACT

- 15.1. As part of the valuation process, the Department will invite Service Providers to present their IET
- 15.2. Notification of the intention to award shall be in writing by a duly authorized official of the Department of Agriculture and Rural Development, Supply Chain Management (SCM). The written acceptance of an offer constitutes a legal and binding contract.
- 15.3. Following acceptance of the offer by the successful bidder/service provider they will be issued a draft SLA contract for evaluation.
- 15.4. After receipt of the draft SLA contract, the supplier's representative may negotiate amendments to the draft SLA contract with the end-user's legal representative, provided these are not in conflict with the terms of reference (TOR, this document).
- 15.5. Once a consensus final SLA contract has been generated the supplier or their representative must sign the SLA contract and courier it to the address of the end user who will make this available to the SCM Department and the accounting officer of the KZNDARD.
- 15.6. The accounting officer of the KZNDARD or designated representative will then sign the SLA contract to commence award of the contract.
- 15.7. A standing order number will be generated by the KZNDARD spanning the first several months of the SLA contract after which services may be rendered.

16. AMENDMENT OF CONTRACT

- 16.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties, subject to approval by the KZNDARD.

17. PERIOD OF CONTRACT

- 17.1. This is to follow the signing of the SLA contract and to commence from the beginning of the month of the date of the generation of the first order number for such services.
- 17.2. The contract is to end thirty six (36) months from month of the commencement of the contract as specified above, subject to satisfactory performance of the contract.

18. INVOICES

- 18.1. All invoices submitted by the supplier must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.
- 18.2. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
 - (a) The name, address and registration number of the supplier;
 - (b) The name and address of the recipient;
 - (c) The quantity or volume of the goods or services supplied

19. PAYMENT FOR SERVICES AND SUPPLIES

- 19.1. The supplier shall be paid monthly by the Department in accordance with services rendered and supplies delivered billed for during the preceding month.
- 19.2. Any query concerning the non-payment of accounts must be directed to the Department. The following protocol will apply if accounts are queried:
 - (i) Contact must be made with the end user;
 - (ii) If there is no response from the end user, the Director: Finance must be contacted;
- 19.3. Information as contained on the CSD must be valid / correct. Non-compliance with Tax Requirements will affect payment.

20. PRICE ADJUSTMENTS

- 20.1. The department reserves the right to terminate the contract if an increase in the price of minimum required genomic services is substantially above that of the consumer price index (**CPI**) applicable to South Africa.
- 20.2. Any request for price adjustments for imported product as a result of exchange rate may be submitted to the Department for consideration. Documentary proof in support of the request for price adjustment must be submitted together with the request. The request will be considered by the Department within its budget constraints.

21. IRREGULARITIES

- 21.1. Companies are encouraged to advise the KZN Department of Agriculture and Rural Development timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

22. UNSATISFACTORY PERFORMANCE

- 22.1. Unsatisfactory performance occurs when service performance is not in accordance with the contract conditions or if consumables supplied are not according to specifications.
- 22.2. A report on the performance of the contract will be issued annually by the end user.
- 22.3. Following unsatisfactory performance, an end user official in conjunction with senior SCM staff shall warn the contractor in writing that action will be taken in accordance with

the contract conditions unless the contractor complies with the contract conditions. If the contractor's performance does not improve to minimum standards despite the warning, the official will take action in terms of its delegated powers; and make a recommendation to the Accounting Officer for cancellation of the SLA contract.

- 22.4. When correspondence is addressed to the supplier, reference will be made to the service item numbers or quotation number as part of an explanation of the complaint.

23. LOCAL PRODUCTION AND CONTENT

- 23.1. The Department of Agriculture and Rural Development promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 23.2. Department of Agriculture and Rural Development reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the DTI in an effort to stimulate local production and content where relevant.
- 23.3. Service providers are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the DTI) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender.
- 23.4. The Department of Agriculture and Rural Development latest list of designated sectors can be accessed on http://www.dti.gov.za/industrial_development/ip.jsp
- 23.5. 16.5. Service Provider should ensure that they complete SDB 6.2 of this document. Failure to complete SDB 6.2 shall result in disqualification.

PART 4:

6. QUALIFICATION AND EVALUATION CRITERIA

6.1. Evaluation of proposals

The purpose of the RFP is to obtain a complete set of salient information pertaining to the bidding parties. The proposals will accordingly be used to evaluate whether, at KZNDARD's discretion, an interested party qualifies to proceed to the next stage of this procurement process. All bidding parties will be advised in writing of KZNDARD's decision, which will be final. No correspondence will be entered into pertaining to the evaluation process, the decisions taken and reasons thereof.

6.2. Prequalifying Criteria

In terms of Regulation 4 of the 2017 PPPFA Regulations, KZNDARD requires that bidders meet the following pre-qualification criteria:

6.2.1. The bidder must have a minimum B-BBEE contributor status level of 4 or better.

Note: KZNDARD will only consider a bid if the bidder meets these pre-qualification criteria. Where a bidder fails to meet these pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.

6.3. Evaluation Criteria

6.3.1. Level 1 - Governance Verification

The evaluation during this stage is to review bid responses for purposes of assessing compliance with RFP requirements, which requirements include the following:

- 6.3.1.1. Central Supplier Database registration
- 6.3.1.2. Submission of a valid Tax Clearance Pin;
- 6.3.1.3. Submission of a valid B-BBEE verification;
- 6.3.1.4. Submission of duly completed Standard Bidding Documents and other requirements, as reflected in this RFP, which cover the following:
- 6.3.1.5. Technical Proposal in line with the Technical Evaluation Criteria in Scope of Work of this RFP document.
- 6.3.1.6. Financial/Price Proposal in line with Part 3 of this RFP document.

Note: Failure to comply with the requirements above (governance), may lead to disqualification of bids.

6.3.2. Level 2 - Technical Evaluation

The evaluation during this level is based on technical criteria (Functionality). The technical evaluation will be conducted in 3 phases, as follows:

Phase 1: Mandatory Technical Requirements

All bid responses that do not meet the Mandatory Technical Requirements will be disqualified and will not be considered for further evaluation on the Other Technical Requirements. The bidder must indicate its compliance / non-compliance to the mandatory requirements.

The Mandatory Technical Requirements are as follows:

Mandatory Requirement		Comply	Not Comply
1	The proposed Enterprise GRC solution should integrate with, but not limited to, the following Microsoft products: Office 365, SharePoint Online, Project Portfolio Management Tool.		
2	The bidder must be accredited or licensed to supply, implement and support the proposed IET application. The bidder must submit documentary proof from the product owner that the bidder is an accredited or licensed product supplier of the proposed IET application.		

Phase 2 – Other Technical Evaluation Criteria

Only bidders achieving a minimum score of 70 points will be evaluated further in the next phase. The bidder's proposal should respond comprehensively to the technical evaluation criteria.

The evaluation during this level is based on technical criteria (Functionality). The technical evaluation will be conducted in phases, as follows:

Item	Criteria	Points
1	<p>The bidder's proposed solution must meet the user requirements stipulated in this RFP document.</p> <p>The bidder must provide a detailed and comprehensive proposal of their IET solution, indicating how the proposed solution will meet/satisfy each user requirement.</p> <ul style="list-style-type: none"> • 91-100% (60 points) • 81-90% (50 points) • 70-80% (42 points) • Below 70% (30 points) 	60
2	<p>The bidder must provide the detailed project plan clarifying the implementation approach and specify the below:</p> <ul style="list-style-type: none"> • Work breakdown structure • Milestones • Duration • Resource allocation to tasks • Project phases 	10
3	<p>The experience of the technical lead that will be leading the project:</p> <p>The experience of the technical lead in implementation and support of IET solution.</p> <ul style="list-style-type: none"> • ≥10 years' (10 points) • 5-9 years' (7 points) 	10
	<p>• ≤4 years' (3 points)</p> <p>The bidder must provide a comprehensive CV of the team leader.</p>	
4	<p>Reference Letters</p> <p>The bidder must provide relevant reference letters from clients where the bidder has implemented the proposed integrated IET solution. Letters must be on the client's letterhead, signed and include a contactable telephone number. Reference letters should not be older than 3 years.</p> <ul style="list-style-type: none"> • 3 or more reference letters (20 points) • 2 reference letters (15 points) • 1 reference letter (10 points) 	20
	Total	100

Phase 3 – Solution Demo: The bidders will be given notification of 5 days in advance to prepare for demo.

Item	Criteria	Points
1.	Adherence to requirements The service provider must clearly demonstrate the proposed solution and the compliance to the deliverables and scope of the RFP as described in the detailed requirements. Scoring will be allocated as follows: <ul style="list-style-type: none"> • 91-100% (80 points) • 81-90% (66 points) • 70-80% (56 points) • Below 70% (30 points) 	80
2.	Explain the approach to the project.	10
3.	Reference checks which will include client visits, telephonic / video/ or questionnaire verifications.	10
	Total	100

Note: Bidders that achieved a minimum score of 70 points in Phase 2 of the technical evaluation criteria, will be considered for the next level (Level 3) of the evaluation process i.e. Price and BEE.

Level 3 – Preference Point System

Bidders that achieved a minimum score of 70 points in last phase of technical evaluation will progress to this level (Level 3) and will be evaluated in accordance with the preference point system.

The following preference points system will be used for this tender:

CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	100 points



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

EVALUATION CRITERIA

PREFERENCE POINT SYSTEM AND EVALUATION OF QOUTATION

Compliance:

1. **DISQUALIFYING FACTORS:**
- 1.2. The Quotation/Proposal requires that all prices quoted are firm. If a non-firm price is quoted, the offer will be disqualified.
- 1.3. The following requirements have to be met, failing which will lead to immediate **Disqualification**.
- 1.4. The Quotation document must be properly received on the quotation **closing date** and **time** specified on the invitation, fully completed, dated and signed in ink.
- 1.5. All applicants must be registered on the **Central Supplier Database (CSD)**
- 1.6. All applicant must comply with Terms of Reference.
- 1.7. Technical Enquiry : Ms J Joshua (033) 355 9134

RETURN YOUR ORIGINAL QUOTATION/PROPOSAL TO THIS ADDRESS:

Bid must be deposited in the bid box situated at Department of Agriculture and Rural Development, Supply Chain Management, 1 Cedara Road, Cedara, 3200 or send by post to The Director: Supply Chain Management, Private Bag X9059, Pietermaritzburg, 3200. Tel: **(033) 355 9169** before **11:00** am on the closing date: **28th February 2020**

Issued by:

The Department of Agriculture and Rural Development

1 Cedara Road

Cedara

3200