



KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

INVITATION OF QUOTATION FROM R1 - R1 MILLION

THIS FORM MUST BE COMPLETED IN DETAIL AND MUST BE ACCOMPANY **A VALID BBBEE CERTIFICATE/SWORN AFFIDAVIT / FULL CSD REPORT**

QUOTATION NUMBER: R/S/2526/2402	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: 10 November 2025	CLOSING TIME: 11H00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: Appointment of service provider to supply, deliver and offload lime, gypsum and fertilizer SEE SPEC ATTACHED	COMPANY NAME: TEL NO: FAX NO: CONTACT PERSON: CSD REG NUMBER MAAA.....
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 (COMPULSORY)	 SIGNATURE OF BIDDER DATE
QUOTATION TO BE RETURNED TO: Head office 1 cedara road Pietermaritzburg tender box at scm cedara head office Department of agriculture and rural development TELL:033 343 8110	
NB: ALL DOCUMENTS MUST PERTAINING TO THIS QUOTATION MUST BE COMPLETED IN FULL , SIGNED AND RETURNED WITH ALL YOUR SUPPORTING DOCUMENTS.	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER: R/SI/2526/2402		CLOSING DATE: 10/11/2025		CLOSING TIME: 11:00AM	
DESCRIPTION Appointment of service provider to supply, deliver and offload lime, gypsum and fertilizer					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Head office 1 cedara road Pietermaritzburg tender box at scm cedara head office Department of agriculture and rural development					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	L. Zondi		CONTACT PERSON		
TELEPHONE NUMBER	033 343 8110		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Lungani.Zondi@kzndard.gov.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA

SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN

MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

² 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.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- ☐ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- ☐ the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the **80/20** preference point system.

b)80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in

any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points)
100% Black owned entities	10	
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points)
Enterprises located in a specific District (Proof of residence to be attached)	10	
51% Black people who are women	10	
51% Black people who are youth	8	
51% Black people with disabilities (Proof to be attached)	7	
51% Black people living in rural or underdeveloped areas or townships	6	
51% Black people who are military veterans (Proof to be attached)	6	
A cooperative owned by 51% black people	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
 One-person business/sole propriety
 Close corporation
 Public Company
 Personal Liability Company
 (Pty) Limited

Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

The following preferential goals will contribute to the advancement of designated groups.

Procurement above R1 to R1M (80/20) the Department will allocate the Specific goal points as follows:

An EME or QSE entity which is 100% Black owned will be awarded 10 points and

An EME or QSE entity which is:

51% black people who are youth.

51% black people who are women.

51% black people with disabilities.

51% black people living in rural or underdeveloped areas or townships.

51% black people who are military veterans.

A cooperative owned by 51% black people

Procurement from R1 – R29 999 the Department will allocate points on entities that are owned by black people which will be 10 of 20 (80/20) and the promotion of enterprises located in a specific district for work to be done or services to be rendered in that district will be 10 of 20 (80/20).

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points)
100% Black owned entities	10	
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points)
Enterprises located in a specific District (Proof of residence to be attached)	10	

If the entity is 100% owned by black people, this must be supported by a BBBEE certificate or affidavit or share register or CSD report.

Procurement from R30 000 – R1M the Department will allocate the points on entities that are owned by black people which will be 10 of 20(80/20) and 5 of 10 (90/10).

If the entity is 100% owned by black people, this must be supported by a BBBEE Certificate or Affidavit or Share Register or CSD report

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points)
100% Black owned entities	10	
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Tenderer to indicate number of points to be claimed (Number of points claimed to a maximum of 10 points)
51% Black people who are women	10	
51% Black people who are youth	8	
51% Black people with disabilities (Proof to be attached)	7	
51% Black people living in rural or underdeveloped areas or townships	6	
51% Black people who are military veterans (Proof to be attached)	6	
A cooperative owned by 51% black people	5	

Should the service provider qualify for more than one (1) HDP points, the Department will award the highest score. HDP points indicated herein above are not fixed therefore subject to change as and when necessary

SECTION G

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I...**BR DUBE**..... in my capacity as.....**SCM DIRECTOR**..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1

2

DATE:

CONTRACT FORM - SALE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution)..... in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (iv) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Special Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I undertake to make payment for the goods/works as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"
--	--

3. I hereby declare under Oath that:

- The Enterprise is _____ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas % = _____ %
- Black Military Veterans % = _____ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date : _____

Commissioner of Oaths Signature & stamp

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – a) Who are citizens of the Republic of South Africa by birth or descent; or b) Who became citizens of the Republic of South Africa by naturalization- I. Before 27 April 1994; or II. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

Definition of "Black Designated Groups"	"Black Designated Groups means: a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; b) Black people who are youth as defined in the National Youth Commission Act of 1996; c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; d) Black people living in rural and under developed areas; e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"
--	--

3. I hereby declare under Oath that:

- The Enterprise is _____ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____ %
 - Black Disabled % = _____ %
 - Black Unemployed % = _____ %
 - Black People living in Rural areas % = _____ %
 - Black Military Veterans % = _____ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date : _____

Commissioner of Oaths Signature & stamp

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDERS TO SUPPLY, DELIVER AND OFFLOAD LIME, GYPSUM AND FERTILIZER (INCLUDING MICRONUTRIENTS AND SPECIALITY PRODUCTS)

1. BACKGROUND

- 1.1. The department intends to appoint suitable qualified service provider to supply and deliver lime, gypsum and fertilizer including speciality products as specified below:

1.1.1 AGRICULTURAL LIME AND GYPSUM

- 1.1.1.1 Dolomitic agricultural limestone
- 1.1.1.2 Calcitic agricultural limestone
- 1.1.1.3 Gypsum

1.1.2 FERTILIZERS

- 1.1.2.1 Limestone ammonium nitrate - LAN(28)
- 1.1.2.2 Ammonium sulphate nitrate - ASN(27)
- 1.1.2.3 Ammonium sulphate ((NH₄)₂SO₄)
- 1.1.2.4 Urea(46) granular
- 1.1.2.5 Potassium nitrate (KNO₃)
- 1.1.2.6 Potassium chloride (KCl)
- 1.1.2.7 Potassium sulphate (K₂SO₄)
- 1.1.2.8 Monoammonium phosphate (MAP) +0.5% Zn
- 1.1.2.9 Diammonium phosphate (DAP) + 0.5% Zn
- 1.1.2.10 Single superphosphate (10.5%)
- 1.1.2.11 NPK fertilizer blends:-
 - 2:3:4(30) + 0.5% Zn
 - 2:3:4(38) + 0.5% Zn
 - 2:3:2(22) + 0.5% Zn
 - 5:1:5(46)

1.1.3 MICRONUTRIENTS

- 1.1.3.1 Sodium molybdate
- 1.1.3.2 Iron sulphate
- 1.1.3.3 Manganese sulphate
- 1.1.3.4 Zinc sulphate
- 1.1.3.5 Solubor
- 1.1.3.6 Copper sulphate

1.1.4 SPECIALITY PRODUCTS (INCLUDING FOLIAR FEEDS AND LIQUID FORMULATIONS)

- 1.1.4.1 Carbology Induce / or an equivalent nutrient formulation
- 1.1.4.2 Carbology CalMag / or an equivalent nutrient formulation
- 1.1.4.3 Carbology AnB / or an equivalent nutrient formulation
- 1.1.4.4 Fitamin 24 / or an equivalent nutrient formulation

2. OBJECTIVES

- 2.1. To appoint suitably qualified Service Provider to supply agricultural fertilizer and fertilizer supplements in all KZN Districts.
- 2.2. To ensure effective, efficient and timely supply of fertilizer and fertilizer supplements to resource-poor and emerging farmers.
- 2.3. To create sustainable food (crop and livestock) production in poverty-stricken rural communities.
- 2.4. To support the establishment of sustainable fertilizer suppliers as part of Agrarian Socio-Economic Transformation

3. SCOPE OF SERVICES

- 3.1. The Department requires Service Provider to supply, deliver and offload fertilizer and fertilizer supplements to its local offices and/or beneficiary farmsteads.

SPECIAL TERMS AND CONDITIONS
APPOINTMENT OF SERVICE PROVIDERS TO SUPPLY, DELIVER AND OFFLOAD
FERTILIZER AND FERTILIZER SUPPLEMENTS

- (a) Service providers must ensure that they are fully aware of all the Conditions contained in this quotation documents.
- (b) Only Service provider that fully meet the prequalification shall be considered.

1. ACCEPTANCE OF QUOTATION

- 1.1. The Department of Agriculture and Rural Development Bid Adjudication Committee is under no obligation to accept any quotation.

2. AMENDMENT OF CONTRACT

- 2.1. 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 the Department of Agriculture and Rural Development Bid Adjudication Committee approval.

3. AWARD

- 3.1. This quotation will be awarded to one (1) service provider.
- 3.2. The grand total quotation price on **Annexure A-1 to Annexure A-28** must be transferred to *Overall Price Schedule* of this document.
- 3.3. It is a condition of this quotation that service providers must quote for all items in **Annexure A-1 to Annexure A-28**. Failure to comply will result in disqualification.

4. BASIS AND QUANTITIES

- 3.4. Quantities are reflected in this quotation document. Service providers must therefore quote per unit price as required in the **Annexure A-1 to Annexure A-28**

5. CERTIFICATE OF COMPLIANCE

- 5.1. Where applicable fertilizers and fertilizer supplements offered, must be registered
- 5.2. in terms of Section 3(1) of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No 36 of 1947) (As Amended) and all further regulations issued in terms of the said Act.
- 5.3. Servicer providers must submit a valid certificate/s of registration issued by the Department of

- 5.4. Agriculture, Land Reform and Rural Development for each product offered with the quotation. The registration number of each product offered must be stated against the relevant item number in the pricing schedule where applicable.

6. CHANGE OF ADDRESS

- 6.1. Service providers must advise the Department of Agriculture and Rural Development 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.

7. COUNTER OFFERS

- 7.1. Counter offers will not be considered.

8. DELIVERY AND PACKAGING

- 8.1. Basis of delivery: Delivery of goods shall be made as directed by the Department as per the price page.
- 8.2. All deliveries must take place from Monday to Friday between 08h00 and 15h00.
- 8.3. In emergency cases, the Department of Agriculture and Rural Development reserves the right to request the successful servicer provider/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.
- 8.4. The delivery performance of a contractor will be closely monitored, and any subsequent orders will only be issued to the contractor that has proved to be competent with their delivery performance.
- 8.5. The Department reserves the right to undertake random inspection and sampling of items upon delivery to verify quantity and compare the item against the contract sample and any other quality accreditation that is prescribed.
- 8.6. It is the contractor's responsibility to offload the delivery vehicle.
- 8.7. Every order shall be accompanied by a delivery note.
- 8.8. The following information must appear on the outer packaging:
- (a) Name of the manufacturer/supplier
 - (b) Description of item
 - (c) Lot Number and Expiry date
 - (d) Unit of measure

8.9. All packaging and labelling must comply with the requirements of the Act (Act 36 of 1947).

9. DELIVERY CONDITIONS

9.1. Delivery of products must be made in accordance with the instructions appearing on the official purchase order.

9.2. All deliveries or dispatches must be accompanied by a delivery note stating the official

9.3. purchase order number against the delivery that has been affected.

9.4. In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their quotation document.

9.5. The instructions appearing on the official purchase order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.

9.6. All invoices submitted must be original.

9.7. Deliveries not complying with the order form will be returned to the contractor at the

9.8. contractor's expense.

9.9. No locally manufactured product may be substituted during the contract period with an imported product, and vice versa, without prior approval of the Bid Adjudication Committee, Department of Agriculture and Rural Development.

10. ENTERING OF DEPARTMENTAL OFFICES

10.1. No representative from a company shall be permitted to enter Departmental premises, buildings or containers where stores are kept unless he/ she is accompanied by the responsible official in charge of stores.

11. EQUAL QUOTATIONS

10.2. If functionality is part of the evaluation process and two or more service providers score equal total points and equal points for specific goals, the contract must be awarded to the service provider that scored the highest points for functionality.

10.3. If two or more service providers score equal total points in all respects, the award shall be decided by the drawing of lots.

12. INVOICES

12.1. All invoices submitted by the Contractor must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.

12.2. 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) An individual serialized number and the date upon which the tax invoice is issued;
- (d) A description of the goods or services supplied;
- (e) The quantity or volume of the goods or services supplied
- (f) The value of the supply, the amount of tax charged and the consideration for the supply;
or
- (g) Where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

13. IRREGULARITIES

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

14. JOINT VENTURES

14.1. 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 quotation.

14.2. Should this quotation be submitted by a joint venture, the joint venture agreement must accompany

14.3. the quotation document before the closing date and time of quotation. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.

14.4. 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.

14.5. Each party to a Joint Venture/ Consortium must submit an original valid Tax Clearance Certificate together with the quotation before the closing date and time of quotation.

14.6. 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 quotation and the details of the bank account for payments to be effected.

14.7. The joint venture or consortium must comply with Central Suppliers Database (CSD)

14.8. registration requirements as per National Treasury directive.

15. LATE QUOTATIONS

15.1. Quotations are late if they are received at the address indicated in the quotation documents after the closing date and time.

15.2. A late quotation shall not be considered and, where practical, shall be returned unopened to the Servicer provider, accompanied by an explanation.

16. NOTIFICATION OF AWARD OF QUOTATION

16.1. Notification of the award of quotation shall be in writing by a duly authorized official of the

16.2. Department of Agriculture and Rural Development, Supply Chain Management. The written acceptance of an offer constitutes a legal and binding contract.

16.3. The intention to award will be advertised in the same media as the invitation of the quotation and will be subject to confirmation of no appeals or finalization of the appeals process.

17. PAYMENT FOR SUPPLIES AND SERVICES

17.1. A contractor shall be paid by the Department in accordance with supplies delivered and services rendered.

17.2. Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, the Department shall make every effort to take advantage of such discount.

17.3. 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 officer-in-charge of the District Office;
- (ii) If there is no response from the District Office, the Director: Finance must be contacted;

17.4. Information as contained on the Central Suppliers Database must be valid/ correct. Non-compliance with Tax Requirements will affect payment.

18. PERIOD OF CONTRACT

18.1. The contract is a once off delivery as per annexure A-1 to Annexure A-28.

19. QUALITY CONTROL/ TESTING OF PRODUCTS

19.1. The department reserves the right to have fertilizer and fertilizer supplements offered by the tenderer in this quotation tested as part of the evaluation process. If any of the products is found unsuitable, the entire quotation will be disqualified.

19.2. For the duration of the contract, if it is discovered that the product supplied is not in accordance with the specification, the following will occur:

- (i) Testing charges will be for the account of the contractor;
- (ii) Possible cancellation of the contract with the contractor;
- (iii) Reporting such negligence by the contractor to the provincial and national treasury for listing on the restricted suppliers' database.

20. SITE INSPECTION

20.1. As part of the evaluation process of this quotation, the Department will conduct site inspections of premises of all suppliers who have submitted quotations and/or those suppliers who have issued letters of undertaking to bidders.

20.2. The purpose of the site inspections is to confirm validity and accuracy of the information submitted in the service provider's quotation document. Where the validity and accuracy of the information submitted in the service provider's quotation document cannot be confirmed during the site visit, the service provider will be disqualified.

21. SPECIAL CONDITIONS OF CONTRACT

21.1. The quotation 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.

22. SUPPLIERS DATABASE REGISTRATION

- 22.1. A service provider submitting an offer must be registered on the Central Suppliers Database at National Treasury. A 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.
- 22.2. Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the quotation.
- 22.3. Database at the time of submitting the quotation.

NB: IF A SERVICE PROVIDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIERS DATABASE, THE SERVICE PROVIDER WILL BE DISQUALIFIED.

23. TAX AND DUTIES

- 23.1. 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).

24. TAX COMPLIANCE

- 24.1. Department will use the Central Supplier Database to verify the tax matters of the service provider. It is a condition of this quotation that the tax matters of a successful service provider be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the service provider's tax obligations.
- 24.2. The Tax Compliance status requirements are also applicable to service providers / individuals who wish to submit quotations.
- 24.3. It is a requirement that service providers grant a written confirmation when submitting this quotation that SARS may on an ongoing basis during the tenure of the contract disclose the service provider's tax compliance status and by submitting this quotation such confirmation is deemed to have been granted;
- 24.4. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database
- 24.5. The state will not award a quotation to any service provider whose tax matters are not in order

25. UNSATISFACTORY PERFORMANCE

25.1. Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

- (i) The departmental official 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 and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning, the official will:
 - (a) Take action in terms of its delegated powers; and
 - (b) Make a recommendation to the Accounting Officer for cancellation of the contract concerned.
- (ii) When correspondence is addressed to the contractor, reference will be made to the contract number/item number/s and an explanation of the complaint.
- (iii) Signing of the SLA with DARD which details the ramifications in cases of unsatisfactory performance

26. VALIDITY PERIOD OF QUOTATION AND EXTENSION THEREOF

26.1. The validity (binding) period for the quotation will be 90 days from close of quotation. 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.

27. VAT

27.1. All quotation prices must be inclusive of 15% VAT. Failure to comply with this condition will invalidate the quotation.

QUOTATION DISQUALIFYING FACTORS

1. All quotations received shall be evaluated on the following phases of evaluation:

- a. Stage one : Administrative Compliance
- b. Stage two : Functionality Criteria
- c. Stage three: Price and Specific Goals

2. Compulsory administrative compliance:

- a. Quotations must meet the Special Terms and Conditions in all aspects as stipulated in the quotation document.
- b. **Annexure B** (Service providers past experience) must be completed and signed by the service provider.
- c. All information required in the quotation document must be accurate and duly completed including all the appropriate signatures.
- d. Use of correction fluid is prohibited.
- e. Any alterations must be initialed.
- f. Under no circumstances may quotation forms be retyped or redrafted.
- g. Central Suppliers Database registration number.
- h. Compulsory site briefing certificate.

3. Compulsory Documents must be submitted with a quotation:

- a. An original or certified copy of the Resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, where applicable, as per SBD 11. (The date of the resolution must correspond on the Resolution letter and on the Authority to sign the bid (SBD 11)).
- b. Financial capacity: A pending approval letter from financial institution (i.e. Bank Letter) will not be considered.

- c. A certified copy of a valid BBBEE certificate or valid sworn affidavit (to prove ownership goal).
- d. The service provider must provide proof of Registration Certificates in their name for the three major raw materials used for fertilizer blends (Nitrogen, Phosphorus and Potassium) in accordance with the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947 as amended. Only valid certificates issued by a competent authority in the name of the company that tenders will be accepted, and such will be verified with the Registrar from National Department of Agriculture.
- e. The service provider must produce for all raw material (Nitrogen, Phosphorus and Potassium) a valid certificate of analysis (CA) issued in the name of the company. The certificate must be from a reputable laboratory as defined by the regulations of fertilizer issued in accordance with Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947 as amended. All certificate presented will be verified with the Registrar from the National Department of Agriculture.
- f. The service provider to provide proof of membership for a minimum of one year in their company name with a recognized fertilizer association or council such as **FERTASA** (Fertilizer Association of Southern Africa).
- g. Service provider to provide proof that the logistics or transporting of the fertilizer will be subcontracted to a minimum of three BBBEE level 1 companies located within the KZN province.

4. **Functionality Evaluation Criteria**

- a. The quotation documents will be evaluated individually on score sheets, by a Representative evaluation panel, according to the below mentioned evaluation criteria (Relevant Experience, Financial Capacity, Equipment and Locality).

- b. All service providers who score less than minimum functionality score of 75% points will not be considered into the next stage.
- c. The evaluation criteria are as n Table 1 below:

TABLE 1: FUNCTIONALITY CRITERIA

NO.	EVALUATION MATRIX	DESCRIPTION	POINTS	MEANS OF VERIFICATION
	Relevant Experience	Previous experience of a servicer provider to supply, delivery of Fertilizer to the value above R2 million. Each project completed will be allocated 5 points.	30	Proof of Purchase order / Appointment letter. & Reference letter / proof of payment for those projects submitted For each project attached as experience must all appear on Annexure B (NB: To obtain the maximum of 5 points per project, the servicer provider should submit the combination of the above documents)
2.	Resources	Financial Capacity - Evidence of credit facility of a minimum of R15 Million or more with manufactures to support that the entity is credit worth and can service its creditors. - Proof of Financial capacity with registered Financial Services Board (FSB) of at least R 15 Million or more.	20	Evidence of credit facility with manufacturer/supplier or Bank balance of at least R15 Million with a Registered Financial Institution (company name) Or Evidence of access to any legal funding instrument (e.g. Letter of intent)
		Transportation / Fleet Proof of ownership/lease agreement for vehicle(s)	20	For Company owned vehicle/s: Certified copy of Disc/ logbooks Or For leased vehicle/s: Lease agreement and Certified copy of Disc/ logbooks from a lessee's name

Appointment of service providers to supply, deliver and offload lime, gypsum and fertilizer following to score the

				maximum point): <i>Proof of access to transportation which can deliver a minimum of 100 tons (At least three (3) 34 ton truck) of fertilizer per day</i>
	Locality	Proof of Physical address • Office of Servicer provider outside borders of KZN = 05 pts • Office of Servicer provider within borders of KZN = 30 pts	30	Lease agreement/ Municipal Utility Bill/Copy of Bank Statement (first page only) with address
* NB : Compulsory – if service provider meets the Minimum Functionality Threshold, but fails to score a minimum of 20 points in Experience and maximum points on Resources, the servicer provider will be disqualified.		TOTAL	100%	
		Minimum Points	75	

5. Price and Specific Goals

- a. Procurement above R1M to R50M (80/20) the Department will allocate the Specific goal points as follows:
 - i. An EME or QSE entity which is at least 100 % **Black owned** will be awarded 20/20 points (as per the provisions of KZNDARD SCM Policy).
- b. This must be supported by a CIPC or BBBEE certificate or affidavit or Shares certificate register or CSD report.
- c. Ownership verification will be conducted through CIPC, CSD and BBBEE Certificate/affidavit.

- **NB. The Department reserves the right to verify all information submitted.**
- **Non-compliance with the above shall result in elimination from further evaluation.**
- **Where copies of original documentation are submitted, those copies must be certified and must not be copies of certified copies.**
- **Original certification should not be older than six (6) months.**
- **Failure to comply with this requirement shall invalidate the quotation submitted.**

ANNEXURE B

Previous/Current Supplies Delivered *(Documents and/or an extended list may be attached for further details)*

	Client Name	Nature of Inputs Supplied	Contract Value	Period of Contract	Contact (Work / Cell Number)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL VALUE					

Signed on behalf of servicer provider:

Date:

Overall Price Schedule

Supply deliver and offload Fertilizer in various departmental offices

NO	DESCRIPTION OR SPECIFICATION OF ITEM	TOTAL PRICE	
		R	C
01	Supply, deliver and offload Fertilizer required as per Annexures A attached		
02	Price from Annexure A – 1 – Cedara Farm		
03	Price from Annexure A – 2 – Harry Gwala		
04	Price from Annexure A – 3 – Juncao Mushroom Building		
*DELIVERY (IF APPLICABLE) <i>(Must be inclusive of Annexure A-1 to Annexure A-28)</i>			
TOTAL			
*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT			
TOTAL PRICE			
CIDB Grading (if applicable)			

COMPANY NAME : _____

CSD NUMBER : _____

ADDRESS : _____

CONTACT PERSON : _____

CONTACT NUMBER : _____

*VAT Registration No. (Supplier) _____

PRICES ARE VALID FOR **Mark one Box (X)**

30

60

90

120

SIGNATURE.....

DATE.....

FOR ENQUIRY ONLY

END-USER NAME : A.J.Kent.
CELLPHONE NUMBER : 033 355 9192
E-MAIL ADDRESS : Alistair.Kent@kzndard.gov.za
PROPOSED DELIVERY DATE : 15th December 2025
DELIVERY ADDRESS : Cedara Farm Services
LOCAL MUNICIPALITY : Umngeni
DISTRICT : Umgungundlovu

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM (Please be very specific and clear)	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
	Supply, deliver and off load fertilizer.					
	Fertilizer to be neatly stacked in rows of 5 or 10. Criss-cross stacking					
	Granular fertilizer only					
1	2:3:4 (30) +0.5% Zn Supplied in 50 kg bags	150				
2	Limestone Ammonium Nitrate (LAN) 28 Supplied in 50kg bags	600				
3	Potassium Chloride Granular (KCl) 50 Supplied in 50kg bags	150				
4	Single super phosphate 10.5 Supplied in 50kg bags	40				
5	MAP 33 + Zn Supplied in 50kg bags	40				
6	Dolomitic Lime Supplied in 50kg bags	200				
It is the condition of this quotation request that the service provider must provide proof of registration certificates in their name for the three major raw						

END-USER NAME : D D S Zulu
CELLPHONE NUMBER : 076 954 1482
E-MAIL ADDRESS : simangele.zulu@kzndard.gov.za
PROPOSED DELIVERY DATE : 28 November 2025
DELIVERY ADDRESS : Ubuhlebezwe Local Office (Ixopo)
LOCAL MUNICIPALITY : Ubuhlebezwe Local Office
DISTRICT : Harry Gwala District

CIDB Grading (IF APPLICABLE):

DATE.....

FOR ENQUIRY ONLY

END-USER NAME : LUNGELO DLAMINI/ NANDIPHA GANYILE
 CELLPHONE NUMBER : 082 9590402/ 0823503741
 E-MAIL ADDRESS : Lungelo.thandolwethu@kzndard.gov.za / Nandipha.ganyile@kzndard.gov.za
 PROPOSED DELIVERY DATE : 30 NOVEMBER 2025
 DELIVERY ADDRESS : 1 CEDARA ROAD, PIETERMARITZBURG, 3200
 KZN DEPARTMENT OF AGRICULTURE AND RURAL
 DEVELOPMENT
 JUNCAO MUSHROOM BUILDING
 LOCAL MUNICIPALITY : uMngeni
 DISTRICT : uMgungundlovu

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM (Please be very specific and clear) Supply, deliver and offload fertilizer.	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
1.	Specification: LAN 50 Kg bag	5				
* LABOUR (IF APPLICABLE)						
*DELIVERY (IF APPLICABLE)						
TOTAL						
*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT						
TOTAL PRICE						
CIDB Grading (IF APPLICABLE):						

COMPANY NAME : _____

CSD NUMBER : _____

ADDRESS : _____

CONTACT PERSON : _____

CONTACT NUMBER : _____

*VAT Registration No. (Supplier) -----

PRICES ARE VALID FOR

DAYS

Mark one Box (X)

30

60

90

120