

5/2/2/1- DALRRD 0013 (2023/2024)

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE: 02 OCTOBER 2023 @ 11:00

NB: THERE WILL BE NO BRIEFING SESSION.

TECHNICAL ENQUIRIES : Mr. Ashley Hay
TEL : 012 312 8027
EMAIL : ashleyh@dalrrd.gov.za

BID RELATED ENQUIRIES : Ms SS Nkuna / N Zwane
TEL : (012) 312 8367/8386
EMAIL: Sheron.Nkuna@dalrrd.gov.za ; NokuthulaZW@Dalrrd.gov.za

NB: BID CLOSING ADDRESS:
AGRICULTURE PLACE BUILDING, 20 STEVE BIKO STREET, ARCADIA
PRETORIA

LA 1.1



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Chief Directorate: Supply Chain and Facilities Management Services: **Sub-Directorate:** Demand and Acquisition Management Services: **Enquiries:** Mr Abie Olyn: **Tel:** (012) 312 8383

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT

BID NUMBER: 5/2/2/1- DALRRD 0013(2023/2024)

CLOSING TIME: 11H00

CLOSING DATE: 02 OCTOBER 2023

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE WILL NOT BE ACCEPTED FOR CONSIDERATION

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the General Contract Conditions (GCC), SBD1, SBD4, Credit Instruction forms, terms of reference.
3. Bidders must ensure that they register with the National Treasury Central Supplier Database (CSD) and attach/provide the reference numbers on the SBD 1 form of the bid document.
4. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
5. The attached forms must be completed in detail and returned with your bid. Bid document must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. **failure to comply will disqualify your proposal**

Yours faithfully

SIGNED
BIDS MANAGEMENT
DATE: 08 SEPTEMBER 2023

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

- provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	5/2/21- DALRRD 0013(2023/2024)	CLOSING DATE:	02 OCTOBER 2023	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT					
AGRICULTURE PLACE					
20 STEVE BIKO ROAD, ACARDIA					
PRETORIA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Sheron Nkuna/ Nokuthula Zwane		CONTACT PERSON	Mr. Ashley Hay	
TELEPHONE NUMBER	012 312 8367/8386		TELEPHONE NUMBER	012 312 8027	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Sheron.Nkuna@dalrrd.gov.za , NokuthulaZW@Dalrrd.gov.za		E-MAIL ADDRESS	ashleyh@dalrrd.gov.za	
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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, 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

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.

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:

.....
.....

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

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.

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

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

BID PROCESS (EQUAL OR BELOW R 50 MILLION)

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. 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 tender 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;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) "Historically Disadvantaged individuals" means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
- Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 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

2.2 To be completed by the organ of state

- 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.

2.3 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.

2.4 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

2.5 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.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 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.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		
V. Specific goal: Promotion of SA owned enterprises	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 8 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** x 8 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 2 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (V) A maximum of 3 points may be allocated to tenderers for locality, on the following basis:
 - **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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 the table in paragraph 2.12 above 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.

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?
(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted:%
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm:

6.2. Company registration number:

6.3. 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]

6.4. 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:



APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. INTRODUCTION

1.1 The Department of Agriculture, Land Reform and Rural Development (DALRRD) seeks to appoint a service provider or a consortium to develop a comprehensive training and development through a hybrid system (eLearning tool) for spatial planning and land use management for a period of thirty-six (36) months.

2. BACKGROUND

2.1 The Spatial Planning and Land Use Management Act, (16 of 2013) (SPLUMA) regulates Spatial Planning and Land Use Management in South Africa.

2.2 The National Development Plan (NDP) vision 2030 and the Spatial Planning and Land Use Management Act of 2013 (SPLUMA) stresses the need for spatial transformation to address spatial inefficiencies and inequalities in the South African landscape.

2.3 To ensure that this is realised and that continues and accurate implementation of SPLUMA that is efficient, it is necessary to continue providing support to provinces and municipalities in creating, empowering, and sustaining the entities that are responsible for dealing with land development application decisions and appeals.



2.4 This approach is legislated in the SPLUMA by making provision for:

2.4.1 Spatial Development Frameworks (SDFs) to be developed by national, provincial, and municipal spheres of government,

2.4.2 Land use management occurring primarily through Land Use Schemes (LUSs), and

2.4.3 Specified structures and procedures to provide effect to these provisions.

2.5 The objects of the SPLUMA are to:

- a) provide for a uniform, effective and comprehensive system of spatial planning and land use management for the Republic.
- b) Ensure that the system of spatial planning and land use management promotes social and economic inclusion.
- c) Provide for development principles and norms and standards.
- d) Provide for the sustainable and efficient use of land.
- e) Provide for cooperative government and intergovernmental relations.
- f) Redress the imbalances of the past and to ensure that there is equity in the application of spatial development planning and land use management systems.

2.6 To achieve the objective of the act and constitutional support imperatives to local governs is compounded by the following challenges:

- a) Limited capacity at the local sphere of government as well as the need to continue building an understanding of what is required to fully implement



SPLUMA.

b) Limited financial resources across government to ensure the effective implementation of the SPLUMA.

3. PROJECT OBJECTIVES

- 3.1 The objective of the project is to appoint a Service Provider(s) to assist the department to develop a comprehensive hybrid and eLearning Management System for spatial planning and land use management.
- 3.2 The main objective of the project is to **create a platform** for ongoing Spatial Planning and Land Use Management and related fields can be undertaken and accessed from anywhere in the country.
- 3.3 The project duration is 36 months (3 years) in which the service provider will assist the department in developing a training material and development hybrid programme that will be delivered through contact session (physical at a venue) and on eLearning Management System and through an application on a user's mobile phone. The material for all these platforms should be comprehensive and detailed with clear learning outcomes and practical's where necessary.

4. SCOPE OF WORK

- 4.1 This project will support various actors and land use regulators within the sector to move towards realising the object of SPLUMA. The service provider will be expected to in the end deliver soft and hard comprehensive learning and training materials, and eLearning Management System with concise user manuals.
- 4.2 The services provider will be expected to develop but not limited to the following broad learning areas for the hybrid training and capacity building



system:

- a) **Module 1:** Legal Framework (spatial planning and land use management),
- b) **Module 2:** Environmental Management and Climate Change,
- c) **Module 3:** Capital Expenditure Frameworks,
- d) **Module 4:** Integrated Development Planning,
- e) **Module 5:** Introduction to GIS,
- f) **Module 6:** Land Use Management,
- g) **Module 7:** MPT/AO/AA (Practical hearing),
- h) **Module 8:** Planning Law and Land Development Related Legislation,
- i) **Module 9:** Spatial Development Framework (all SDFs), and
- j) **Module 10:** Planning and Traditional Areas.

5. PROJECT DELIVERABLES

5.1 The following are the project deliverables in relation to course content and booklets:

5.1.1 Individual and interrelated modules/course covering the themes covered in section 4 above to be used in physical or face to face session.

5.1.2 An eLearning Management System that is comprehensive that covers all the various modules/course/themes as listed in section 4 above.

5.1.3 An application (APP) with comprehensive material covering all the various modules/course/themes as listed in section 4 above.

5.1.4 A concise user guide each for the module/ course, application and the website.

5.1.5 The modules/course material will be in form of an A5 size booklet with an A5



pamphlet for each module to be developed.

5.1.6 The **final print product** of the course content will be delivered as follows and in accordance with the **department's cooperate identity**:

- 5.1.6.1 1000 X A5 size booklets (per course/module).
- 5.1.6.2 200 X A5 combined user guide.
- 5.1.6.3 200 X A5 Pamphlets

5.2 **The following are the project deliverables in relation to eLearning and application tools:**

5.2.1 An interactive eLearning Management System with all the various learning areas identified above.

6. SYSTEMS TECHNICAL ENVIRONMENT

6.1 The following are the project deliverables in relation to eLearning Management System with various modules identified above designed to the following standards. The **eLearning Management System** should be able to perform the following:

- 6.1.1 **Module/ Course Set-Up:** The proposed solution should allow content creators to set up a module or course. It should also allow a coordinator to add content on the module either through text, videos, or audio.
- 6.1.2 **Enrolment:** The proposed solution should enable users to self-register for any modules that are open.
- 6.1.3 **Track Progress:** The proposed solution should allow for administrators or module coordinators to track student's progress.
- 6.1.4 **Assessment:** The proposed solution should provide for adding of assignments, quizzes, discussion forums to enable to assess of student progress
- 6.1.5 **UI/UX:** The proposed solution should follow latest user interface (UI) / user experience (UX) design practices and must align to the department's branding



manual. The Manual will be provided to potential bidders.

6.2 Deployment Environment: The proposed solution should be deployable in the infrastructure of the Department. The environment and conditions are described below.

- 1) The current DALRRD infrastructure
 - o Runs on HyperV
 - o Uses MS SQL 2012-2016 database.
 - o Operating System Windows Server 2012-2019
 - o Run .NET/Java/HTML
- 2) The proposed system must be compatible with this environment.
- 3) The system must be able to interface with data portals and/or
- 4) environments.
- 5) The System must be a web-based system and accessible from anywhere.
- 6) The System must be able to authenticate using LDAP for system administrators, all other stakeholders must register first on the system to enable them to use the system.
- 7) The Service Provider must work with Departmental Developers to enable skill transfer and training.
- 8) The service provider must provide all hardware and software requirements needed to host the system/application and align to the existing environment. The intellectual property must belong to the DALRRD.
- 9) The source code provided to DALRRD must continue to work even after the expiry of the contract.
- 10) The Service provider must provide stabilisation support after deployment for three months before the maintenance and support can start.
- 11) The service provider must provide maintenance and support for three years which will run after the stabilisation support period on a time and material basis.
- 12) The service provider must be able to provide localised and onsite support.

6.3 Should the proposal not align or not be compatible to the departmental environment, the service provider must include the cost for procuring the necessary infrastructure, and technology proposed. Service provider is expected to include the proposed technology stack on the proposal and demonstrate (on methodology) how such can be implemented in the department environment as described in 6.2 above.



7. SKILLS REQUIREMENTS

7.1 Company or consortium with individuals with qualifications and extensive experience will be required (refer to paragraph 14: **Evaluation of Functionality**) as detailed in **table 1 below**:

Table 1: Skillset requirement

ITEM	SKILL SET	MINIMUM QUALIFICATION	EXPERIENCE
1.	Academic Researchers	Masters in Town/ Urban/ City and Regional Planning (Registered with SACPLAN as a Professional Planner into)	Minimum 15 years' research experience in the following field: Spatial development policy; Urban, Rural development and Land Reform; Spatial development framework; Research experience in Spatial Planning and land Use Management.
2.	Researcher/Facilitators X 2	Masters in Town/ Urban/ City and Regional Planning (Registered with SACPLAN as a Professional Planner)	Minimum 15 years' research and facilitator experience in the following field: Spatial development policy; Urban, Rural development and Land Reform; Spatial development framework; Research experience in Spatial Planning and land Use Management.
3.	Academic Researchers	Masters in environmental science/ Management.	Minimum of 10 years and more post qualification experience in research related to environmental management, land use management and development of the SDFs.
4.	Academic Researchers Economist	Masters in economics or development Economics/ Urban Economics	Minimum 15 years' experience in the following field: development of Spatial development policy; development of the SDF/ Development of Capital Investment or Expenditure Framework
5.	Academic Researchers: Legal practitioner	LLB	Minimum 15 years' experience in the following field: Planning law; Property Law.



APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

6.	Full Stack Software Developer X2	<p>A qualification in Information Technology, Computer Sciences or relevant.</p> <p>Full-Stack developer experience with the proposed technology, preferably .Net environment.</p> <p>Software Development, System Support, and Team Leading experience utilising C# (MVC, WebForms), JavaScript and DevExpress with .NET on web-based, and relevant qualification.</p> <p>Experience in developing web applications</p>	The minimum qualifying criteria for Software Development, System Support, qualification with 7 years but less than 10 years' experience in the above IT competencies.
7.	Database Administrator	Proven knowledge and experience in relation to manipulation and structuring of data from a wide range a source into one database	10 years' experience in database administration and related applications

Please note that above is a minimum set of skills required, the company is expected to add more skills as deemed necessary to undertake the work.

7.2 Qualified and skilled Town and Regional Planner with project management background will also be required to manage the different specialists and coordinate the work being undertaken.

7.3 The appointed service provider must have technical experts with extensive research experience and understanding in the following:

- i. Spatial development policies and legislations,
- ii. Urban, Rural development and Land Reform,
- iii. Spatial development framework either at municipal, district or provincial levels,
- iv. Research experience in Spatial Planning and land Use Management,



APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- v. Experience in dealing with multidisciplinary projects,
- vi. Understanding of the interrelationship amongst the following: social, economic, land use, transport and environmental issues,
- vii. Stakeholder and Project Management,
- viii. Experience in academic module design and development,
- ix. Research, analytical writing and communication skills.

7.4 Companies are required to provide company profiles is required and must be submitted.

8. PROJECT DURATION AND PAYMENT MILESTONES

8.1 The project will commence after the letter of appointment has been issued and Service Level Agreement has been signed which will expire in thirty six (36) months thereafter and is subject to addition, extension or early termination, depending on the need and performance assessment of the service provider. The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done is scheduled under **Table 2.**

8.2 Due to the urgency of the project, timeframes must be strictly adhered to. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.



APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TABLE 2: PROJECT COST AND TIME FRAMES

PHASES	%	TIME FRAMES (MONTHS)	SUBMISSION/OUTPUT
Phase 1 Inception report	5%	1 MONTH	<ul style="list-style-type: none"> Inception report
Phase 2 Preliminary Research, Course Outline and Proposed Module Outline	10%	2 MONTHS	<ul style="list-style-type: none"> Preliminary Research, Proposed Modules Outline Proposed Systems Framework (compatible with the department's environment)
Phase 3 Draft Course Outline and Proposed Module Outline	30%	5 MONTHS	<ul style="list-style-type: none"> Draft Modules Outline and Proposed Module Outline
Phase 4 Course Outline and Module Consult	15%	5 MONTHS	<ul style="list-style-type: none"> ePortal System Design SPLUMAPP System Design Propose a technology stack and provide a live demonstration to showcase its implementation and compatibility with the department's environment. Draft layout of course content and user manuals. Consultation report.
Phase 5 Revised Course Outline and Module	10%	6 MONTHS	<ul style="list-style-type: none"> Revised Course Outline and Module ePortal System Design SPLUMAPP System Design Revised and further alignment of the proposed technology stack and provide a live demonstration to showcase its implementation and compatibility with the department's environment. Draft print product of the course content and user manuals.
Phase 6 6 Districts Pilot Training Physical, Portal and App	15%	7 MONTHS	<ul style="list-style-type: none"> Report on the Pilot training and issues port on items to be rectified. Physical, Portal and App addressed. Pilot Issues Report Pilot Systems Issues Report Draft print product of the course content and user manuals.
Phase 7 Revised Module Outline and Modules Revised systems	15%	10 MONTHS	<ul style="list-style-type: none"> Revised Final Module Outline and Modules Revised Module Deploy Systems Final print product of the course content and user manuals.
Total	100	36 MONTHS	



9. CONTENTS OF THE PROJECT PROPOSAL

A clear and concise project proposal covering the aspects listed below as well as responding to the terms of reference is required.

- 9.1 An executive summary of the key issues covered in the Proposal.
- 9.2 A profile of each employee/company to work on the project with clear references to similar and related work undertaken in the past with clear evidence where a person member participated in or managed certain projects in the past which bear relevance to the work at hand. A clear indication of actual roles and responsibilities must be presented with verifiable proof.
- 9.3 A general methodology for undertaking work of this nature. The methodology should also indicate the project milestones that will be used to measure the project progress.
- 9.4 Certified copies of all project relevant certificates, professional registration and related certification for all members of the proposed team must be attached.
- 9.5 Any other information relevant to the determination of the suitability of the interested bidder for this project should be listed.

10. INFORMATION GATHERING

- 10.1 The selected service provider will be expected to contact all the relevant officials and units within all spheres of government and other stakeholders of government or any entity holding information relevant to the project to obtain relevant information that will be required for the project when a need arises.



- 10.2 Existing information, which is available within the DALRRD Branch: Spatial Planning and Land Use Management will be made available to the appointed service provider during the execution of the project.
- 10.3 Notwithstanding anything written in these terms of reference, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider.

11. MANDATORY REQUIREMENTS

NB: Failure to submit the following requirements with the bid will disqualify the bidder's proposal:

- 11.1.1 Fully completed pricing Schedule (SBD 3.3). A fully completed pricing schedule on the prescribed template must be submitted. (i.e. SBD 3.3 – pricing schedule) **(NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED)**
- 11.1.2 The project leader must be registered with South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002 as a Professional Planner (a Copy of valid certificate indicating validity period must be attached) (Certificate must be valid and validity period must be valid on or before the closing date of bid).

12. TAX COMPLIANCE REQUIREMENTS

- 12.1 Bidders must ensure compliance with their tax obligations.
- 12.2 Bidders are required to submit their unique personal identification number (PIN) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.
- 12.3 Application for tax compliance status (TCS) or pin may also be made via e-



APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

filing. in order to use this provision, taxpayers will need to register with sars as e-filers through the website www.sars.gov.za.

- 12.4 Bidders may also submit a printed TCS together with the bid.
- 12.5 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate proof of TCS / PIN / CSD number.
- 12.6 Where no tcs is available but the bidder is registered on the central supplier database (CSD), a csd number must be provided.

Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

13. REPORTING AND ACCOUNTABILITY

- 13.1 All team members must be available for the duration of the project and the service provider is not allowed to change the composition without the prior consent of the department.
- 13.2 During the execution of the project, the service provider will be required to submit monthly progress reports and attend meetings at intervals as it will be determined by the project team or steering committee managing the project.
- 13.3 All information captured and or used to generate the outputs of the project remains the property of DALRRD and must be handed over in its totality when the project is closed. DALRRD will retain copyright and all associated intellectual rights thereof. This document together with all agreements to be or reached during the project become part of the contract. The information must be captured and provided in a digital format as agreed (in writing) between the service provider and DALRRD. This agreement must be reached and signed off together with the project plan before the project commences.

14. EVALUATION CRITERIA

This bid shall be evaluated on the basis of functionality and in accordance with 80/20 preference point system as prescribed in the Preferential Procurement



Regulations, 2022 as stipulated below.

14.1 First Stage - Evaluation of Functionality

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

The applicable values that will be utilized when scoring each criterion range from **1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**



TERMS OF REFERENCE FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID PROGRAMME/COURSE AND SYSTEM FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	TOTAL	
PROJECT MANAGEMENT Team leader experience, track record and competency	Team Leader must have a minimum of Masters in Town/City or Urban and Regional Planning, be a registered with SACPLAN and a minimum of 15 years' research and experience in a spatial planning environment: (Attach copy of a qualification and CV's clearly indicating a detailed profile of the previous work experience, SACPLAN Registration in good standing).	20	20	
	A registered Town Planner with a master's qualification and 10 or less years' working experience in a spatial planning environment.			score 1
	A registered Town and Regional Planner with a master's qualification and more than 10 years or less than 14 years' working experience in a spatial planning environment.			score 2
	A registered Town and Regional Planner with a master's qualification and 15 years' working experience in a spatial planning environment.			score 3
	A registered Town and Regional Planner with a master's qualification and more than 16 less than 20 years 'working experience in a spatial planning environment.			score 4
	A registered Town and Regional Planner with a master's qualification and 21 or more years 'working experience in a spatial planning environment.			score 5
CAPABILITY Composition of the technical team must include research in Academia and private practice and Sector Specialists to be utilized in the execution of the project.	Composition of technical experts' team to be utilized in the execution of the project consist of the below professions: (Attach copies of qualifications and CV's clearly indicating a detailed profile of their previous work experience, Profesional Registration (in good standing), contactable references of similar work undertaken- List names, addresses, telephone numbers, fax numbers and E-mail numbers, fax numbers and e-mail.	15	60	
	Researcher/Facilitators:			
	i. Two (2) researchers/Facilitators each with a minimum of Masters in Town/City or Urban and Regional Planning.			
	ii. Each with 15 years experience in research and training related to spatial planning and land use management.			
	iii. At least five (5) years experince as a faciliator/Trainer/Assessor and or Moderator.			
	(Attach copies of certificate and CV's clearly indicating a detailed profile of their previous project related work experience).			
	Not meeting above i. ii. and iii. criteria requirements.			score 1
	One of the above i. ii. and iii. criteria requirement is not met.			score 2
	All the above i. ii. and iii. criteria requirements are met.			score 3
	All the above i. ii. and iii. criteria requirements are met with more than 16 to 25 years' post qualification relevant experience			score 4
Both above i. ii. and iii. criteria requirements are met with 26 or more years post qualification research experience in spatial planning.	score 5			
Academic Researcher:		10		
A researchers with a minimum of Masters in Environmental science with 10 years and more post qualification experience in research related to environmetal management and land use management. Coupled with at least five (5) years experince as a faciliator/Trainer/Assessor and or Moderator. (Attach copies of certificate and CV's clearly indicating a detailed profile of their previous project related work experience).				
An Academic Researcher with a master's qualification and less than 05 years post qualification research experience in environmental management.	score 1			

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

An Academic Researcher with a master's qualification and more than 05 year or less than 09 years post qualification research experience in environmental management.	score 2		
An Academic Researcher with a master's qualification and 10 years post qualification research experience in environmental management.	score 3		
An Academic Researcher with a master's qualification and more than 11 less than 20 years post qualification research experience in environmental management.	score 4		
An Academic Researcher with a master's qualification and 15 or more years post qualification research experience in environmental management.	score 5		
Economist: Master's in Economics or Development Economics/ Urban Economics with Minimum of 15 years' experience in the following field: development of Spatial development policy; Development of the Spatial Development Framework Development of the capital Investment or expenditure framework.		10	
An Economics with a Master's degree plus 10 years or less post qualification relevant experience.	score 1		
An Economics with more than 10 but less than 15 years' post qualification relevant experience.	score 2		
An Economics with a Master's degree and 15 years' post qualification relevant experience.	score 3		
An Economics with a Master's degree plus with between 15 to 20 years' post qualification relevant experience.	score 4		
An Economics with a Master's degree with 20 years' plus post qualification relevant experience.	score 5		
Legal Practitioner: LLB qualification with a Minimum of 15 years' experience in the following field: Planning/Property Law.		5	
LLB degree plus 10 years or less post qualification relevant experience.	score 1		
LLB degree plus more than 10 but less than 15 years' post qualification relevant experience.	score 2		
LLB degree and 15 years' post qualification relevant experience.	score 3		
LLB degree plus more than 15 to 20 years' post qualification relevant experience.	score 4		
LLB degree plus more than 20 years' post qualification relevant experience.	score 5		
Database Adminstrator: Database Adminstrator, System Support, and Team Leading experience utilising C# (MVC, WebForms), JavaScript and DevExpress with .NET on web-based, and relevant qualification. The minimum qualifying criteria for Software Development, System Support, and Team Leading are qualification with 7 years but less than 10 years' experience in the above IT competencies.		5	
Qualification with 1 year and less than 4 years' experience in the above IT competencies	score 1		
Qualification with 4 years but less than 7 years' experience in the above IT competencies	score 2		
Qualification with 7 years but less than 10 years' experience in the above IT competencies	score 3		
Qualification with 10 years but less than 12 years' experience in the above IT competencies	score 4		
Qualification with 12 years and more experience in the above IT competencies	score 5		
Full Stack Software Developer: i. Two (2) full Stack software developer each with a minimum of a Degree Computer Sciences or Information Technology. ii. Each with 7 years experience as a full-stack developer experience with the proposed technology, preferably .Net		15	

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

	environment. (Attach copies of certificate and CV's clearly indicating a detailed profile of their previous project related work experience).			
	Not meeting above i. and ii. criteria requirements.	score 1		
	One of above i. and ii. criteria requirements is not met.	score 2		
	Both above i and ii criteria requirements are met.	score 3		
	Both above i. and ii. criteria requirements are met with 10 years but less than 12 years' experience in the above IT competencies.	score 4		
	Both above i. and ii. criteria requirements are met with 12 years and more experience in the above IT competencies.	score 5		
METHODOLOGY & PROJECT MANAGEMENT	Project Methodology Clear approach and methodology of how the project deliverables will be executed		10	20
	Methodology and proposed plan do not outline the requirements as specified in the ToR	score 1		
	Methodology and proposed plan inadequately and poorly address requirements in the ToR	score 2		
	Methodology and proposed plan adequately address most of the requirements in the ToR	score 3		
	Methodology and proposed plan adequately specified all requirements in the ToR and is acceptable for implementation	score 4		
	Methodology and proposed plan exceptionally specify the manner in which the project will be delivered and indicate additional value adds	score 5		
	Project Plan A project plan demonstrating a coordinated approach of how various project deliverables will be managed against timeframes.		10	
	Proposed timeframes do not outline the requirements.	score 1		
	Proposed timeframes inadequately and poorly meet requirements. Delays unlikely to have a significant impact on the outcome.	score 2		
	Proposed timeframes adequately address most meet requirements.	score 3		
Proposed time frames adequately address all meet requirements.	score 4			
The service provider proposes innovative solutions to deliver the project ahead of schedule and exceptionally meet requirements.	score 5			
TOTAL POINTS ON FUNCTIONALITY				100

The Bids that fail to achieve a minimum of **60** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated on second stage (Points awarded for specific goals).

TERMS OF REFERENCE FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID PROGRAMME/COURSE AND SYSTEM FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

14.2. Second Stage — Evaluation in terms of 80/20 preference point system as prescribed in the Preferential Procurement Regulations, 2022

(a) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes

$$Ps = 80 (1 - Pt - P \text{ min} / P \text{ min})$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price value of offer tender consideration
- Pmin = Price value of lowest acceptable tender

(b) A maximum of 20 points may be awarded to a tenderer for being an HDI and/or subcontracting with an HDI and/or achieving any of the specified goals.

(c) The points scored by tenderer in respect of the goals contemplated in sub-regulation (2) must be added to the points scored for price.

(d) Only the tender with the highest number of points scored may be selected.

14.3. Stipulation of preference point system to be used.

The department hereby stipulate the preference point system which will be applied in the adjudication of price quotations:

Historically disadvantaged individuals:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
I. A person historically disadvantages by unfair distrimination on the basis of race: provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizen by birth or descent; who become citizen of the Republic of South Africa by Naturalisation- a) Before 27 April 1994 b) On or before 27 April 1994 and who would been entitled to acquire citizenship by naturalisation prior to the date	8
II. Who is female	5
III. Who is disabled	2

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

IV.	Specific goal: Youth	2
V.	Specific goal: Locality Promotion of South African owned enterprises	3

Total point of price and HDIs must not exceed

100

15. PROJECT MANAGEMENT WITHIN DALRRD

15.1 This project will be facilitated by a team consisting of officials from the Department of Agriculture, Land Reform and Rural Development (DALRRD) and any other person/s appointed by DALRRD.

16. OPT-OUT CLAUSE

16.1 The Department Agriculture, Land Reform and Rural Development reserves the right **not** to appoint if suitable candidates are not found, at the complete discretion of the Department.

16.2 The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

17. CONTACT PERSON FOR TECHNICAL ENQUIRIES

17.1 All enquiries related to this bid call must be forwarded to:

Chief Directorate: Planning Facilitation

Department of Agriculture, Land Reform and Rural Development

Private Bag X833

Pretoria

0001



APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Attention: Mr. Ashley Hay

Telephone: 012 312 8027

Email: ashleyh@dalrrd.gov.za

17.2 Supply Chain Management Enquiries

Supply Chain Related Enquiries: Ms SS Nkuna / N Zwane

Telephone number: (012) 312 8367/8386

Email: Sheron.Nkuna@dalrrd.gov.za ; NokuthulaZW@Dalrrd.gov.za



5/2/2/1- DALRRD 0013(2023/2024)

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE: 02 OCTOBER 2023 @ 11:00

NB: THERE WILL BE NO BRIEFING SESSION.

TECHNICAL ENQUIRIES : Mr. Ashley Hay
TEL : 012 312 8027
EMAIL : ashleyh@dalrrd.gov.za

BID RELATED ENQUIRIES : Ms SS Nkuna / N Zwane
TEL : (012) 312 8367/8386
EMAIL: Sheron.Nkuna@dalrrd.gov.za ; NokuthulaZW@Dalrrd.gov.za

NB: BID CLOSING ADDRESS:
AGRICULTURE PLACE BUILDING, 20 STEVE BIKO STREET, ARCADIA
PRETORIA

Name of Bidder:

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

DALRRD 0013 2023-2024

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

(Professional Services)

NAME OF BIDDER: BID NO.: DALRRD -0013 2023-2024

CLOSING TIME

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate rates based on the total Estimated cost for all the activities and including expenses inclusive of VAT for the project.

3 TOTAL BID PRICE R.....

NB: REFER TO THE PARAGRAPH 8 OF THE TERMS OF REFERENCE

PHASES	% PAYABLE	TIME FRAMES	TOTAL COST
Phase 1 Inception report	5%	1 month	R.....
Phase 2 Preliminary Research, Course Outline and Proposed Module Outline	10%	2 months	R.....
Phase 3 Draft Course Outline and Proposed Module Outline	30%	5 months	R.....

Bid Initials
Bid's Signature.....
Date:.....

Name of Bidder:

APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT OF A COMPREHENSIVE HYBRID SYSTEMS (CAPACITY BUILDING) FOR SPATIAL PLANNING AND LAND USE MANAGEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Phase 4 Course Outline and Module Consult	15%	5 months	R.....
Phase 5 Revised Course Outline and Module	10%	6 months	R.....
Phase 6 6 Districts Pilot Training Physical, Portal and App	15%	7 months	R.....
Phase 7 Revised Module Outline and Modules Revised systems	15%	10 months	R.....
TOTAL COST EXCLUDING VAT			R.....
VAT 15%			R.....
TOTAL COST INCLUDING VAT			R.....

5. Period required for commencement with project after acceptance of bid
.....

6. Estimated man-days for completion of project
.....

7. Are the rates quoted firm for the full period of contract?
.....

8. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
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