



agriculture

Department:  
Agriculture  
PROVINCE OF THE EASTERN CAPE

**FRAMEWORK AGREEMENT FOR A**  
**PANEL OF SERVICE PROVIDERS TO**  
**SUPPLY AND DELIVER**  
**AGRICULTURAL PRODUCTION**  
**INPUTS (AGRICULTURAL LIME,**  
**FERTILIZERS AND MICRO-**  
**NUTRIENTS)**

PREPARED BY:

**SUPPLY CHAIN MANAGEMENT – DEMAND MANAGEMENT**

DEPARTMENT OF AGRICULTURE

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# TERMS OF REFERENCE



## TERMS OF REFERENCE

### **APPOINTMENT OF A PANEL OF QUALIFIED SERVICE PROVIDERS TO SUPPLY AGRICULTURAL INPUTS: AGRICULTURAL LIME, FERTILIZERS AND MICRO-NUTRIENTS**

#### **1. BACKGROUND**

- 1.1. As part of revitalisation and commercialisation of agriculture in the province, the Department of Agriculture seeks to support the subsistence and smallholder producer towards productive and competitive provincial agriculture sector;
- 1.2. The Department is mandated to drive rural development, thus grow the rural economies through agriculture by ensuring that all producers and input suppliers continue to lead in local economic development of rural communities.
- 1.3. The Department is implementing Agriculture Economic Transformation Strategy to unlock agriculture potential of the province. The Department is supporting in all six (6) districts inclusive to two (2) metropolitan municipalities according to their natural resource potential.
- 1.4. The strategy of the Department is focussing at increasing household incomes, promoting commercialization of the smallholder farmers, increasing opportunities for skilled and relatively unskilled employment, and to increase food security.
- 1.5. The Department has therefore prioritized the need to assist resource-poor farmers with agricultural inputs in the form of Agricultural lime, fertilizer (Mixtures and Straight Fertilizers) and Micro nutrients;

#### **2. OBJECTIVES**

- 2.1. To establish a Panel of suitably qualified Agriculture Input Suppliers to engage in a three-year period (36 months) contract for the supply and delivery of agricultural inputs in the form of Agricultural lime, fertilizer (Mixtures and Straight Fertilizers) and Micro nutrients;
- 2.2. To ensure cost effective, timely and correct supply of agricultural inputs to resource-poor and emerging farmers.
- 2.3. To create sustainable food (crop and livestock) production in poverty-stricken rural communities.
- 2.4. To enable farmers/producers to improving their relationship with local suppliers and potential markets of their produce;

#### **3. SCOPE OF SERVICES**

- 3.1. The Department requires a panel of qualified service providers that will supply Agricultural lime, fertilizer (Mixtures and Straight Fertilizers) and Micro nutrients to directly to beneficiaries in all districts of;
- 3.2. Ensure adherence of all inputs required in terms of quality and quantities
- 3.3. Prompt delivery/availability of inputs required in order to avoid missing the timelines related to soil preparation and treatment
- 3.4. All plant material supplied to Department for beneficiaries must be compliant with Fertilizers, Farm Feeds, Seeds and Remedies Act 36 of 1947.
- 3.5. Only certified commodities (Agricultural lime, fertilizer (Mixtures and Straight Fertilizers) and Micro nutrients) shall be accepted. Proof of certification must be provided where applicable when quotations are invited and/or upon delivery.
- 3.6. The specifications of all required Agricultural lime, fertilizer (Mixtures and Straight Fertilizers) and Micro nutrients that will be purchased from suppliers on this panel are indicated in the Table 1-4 below:

**Table 1: Specifications for Granular Fertilizers (Mixtures and Straight Fertilizers)**

ITEM	ITEM SPECIFICATION
<b>Fertilizers</b>	2:3:2 (30) +0,5% Zn
	2:3:4 (30) +0,5% Zn
	4:3:4 (40) +0,5% Zn
	LAN (28%)
	Slow release, Bio-Organic Coated Urea, Percentage N 46 (Black Urea)
	3:2:1 (30) + 0,5% Zn
	Mono Ammonium Phosphate (MAP) (33)
	Ammonium sulphate nitrate - ASN(27)
	Ammonium sulphate ((NH <sub>4</sub> ) <sub>2</sub> SO <sub>4</sub> )
	Urea(46) granular
	Potassium nitrate (KNO <sub>3</sub> )
	Potassium chloride (KCl)
	Potassium sulphate (K <sub>2</sub> SO <sub>4</sub> )
	Diammonium phosphate (DAP) + 0.5% Zn
Single superphosphate (10.5%)	

**Table 2: Specifications for Hydroponic/Tunnel Production Fertilizers**

ITEM	ITEM SPECIFICATION
<b>Hydroponic/Tunnel Production Fertilizers</b>	Magnesium Sulphate
	Potassium nitrate
	Potassium sulphate
	Mono Ammonium Phosphate (MAP)
	Calcium nitrate
	Microplex

**Table 3: Specifications for Agricultural lime**

ITEM	ITEM SPECIFICATION
Agricultural lime	Dolomitic agricultural limestone
	Calcitic agricultural limestone
	Gypsum

**Table 4:** Specifications for Organic Fertilizers

ITEM	ITEM SPECIFICATION
Organic Fertilizers or soil ameliorants	Organic compost
	Humic Acid
	UAN 30%
	3-0-9+Ca+Mg
	5-0-7+Ca+Mg
	Bounce Back
	Amino Boost
	Liquid Compost
	Garden logic
	Su Amino Boost
	Growing Medium similar or equivalent to Large African Dream
	Folic acid
	Premium fulvic flake
	Amino K
	Nanocal
Sea Brix	

Please select the commodity and district (**not more than two**) of your interest in the table below:

**Table 5:** Breakdown of districts and commodities for the items listed above

#	DISTRICT	COMODITY	Select (Mark with an X)
1	Alfred Nzo District	Fertilizer	
		Hydroponic/Tunnel Production Fertilizers	
		Agricultural lime	
		Organic Fertilizers or soil ameliorants	
2	Amathole District including Buffalo City Metro	Fertilizer	
		Hydroponic/Tunnel Production Fertilizers	
		Agricultural lime	
		Organic Fertilizers or soil ameliorants	
3	Chris Hani District	Fertilizer	
		Hydroponic/Tunnel Production Fertilizers	
		Agricultural lime	
		Organic Fertilizers or soil ameliorants	
		Fertilizer	
4	Joe Gqabi District	Fertilizer	
		Hydroponic/Tunnel Production Fertilizers	

#	DISTRICT	COMODITY	Select (Mark with an X)
		Agricultural lime	
		Organic Fertilizers or soil ameliorants	
		Fertilizer	
5	OR Tambo District	Fertilizer	
		Hydroponic/Tunnel Production Fertilizers	
		Agricultural lime	
		Organic Fertilizers or soil ameliorants	
		Fertilizer	
6	Sarah Baartman District including Nelson Mandela Metro	Fertilizer	
		Hydroponic/Tunnel Production Fertilizers	
		Agricultural lime	
		Organic Fertilizers or soil ameliorants	

#### 4. COMPETENCY OF THE SERVICE PROVIDER

- 4.1. For evaluation processes the department will apply the evaluation criteria as outlined in the Bid Evaluation Criteria of this bid.
- 4.2. The service provider must have an understanding of the agricultural sector with specific reference to the agricultural production inputs and production seasons within the Province.
- 4.3. The potential service provider will have to demonstrate a financial ability, which will not compromise timeous delivery of the required inputs and quantities.
- 4.4. A service provider will be required to submit a company profile that highlights capabilities/ability/experience for the required service and company financial capacity.

#### 6. PROJECT MANAGEMENT

- a. It will be expected from the service provider to commence with the work within two weeks (fourteen (14) days) of appointment. If there is a delay, reasons should be provided and agreed upon by both parties.
- b. The service provider will submit comprehensive delivery schedule for each expected delivery within seven (7) days after receiving a Government Purchase Order
- c. The relevant Departmental Official will confirm quantities per delivery point to the Service provider three (3) days after receipt of a Government Purchase Order.
- d. Relevant official in the department within seven (7) days must approve this comprehensive delivery schedule.

## 7. TERMS AND CONDITIONS

- a. No late or incomplete responses will be accepted.
- b. Suppliers must ensure that no services are rendered or goods delivered without written confirmation from DRDAR.
- c. Only bidders who are registered on CSD as service providers or capable of being registered prior to the evaluation of submissions are eligible to submit bids. Bidders who are not registered on the CSD are not precluded from submitting bids, however bidders must complete the CSD application online, prior the closing date ([www.csd.gov.za](http://www.csd.gov.za) is the website). It is the responsibility of bidders to ensure that this requirement is complied with. Kindly note that you need to have a working email address and working cell phone.
- d. Tax compliance status and company directors of bidders will be verified on CSD for all price quotations and bids. Hard copies of Tax Clearance Certificate documents are therefore no longer needed to be attached in the bid.
- e. The awarding of bid will be subject to the Service Provider's express acceptance of the Supply Chain Management general contract conditions;

## 8. EVALUATION METHODOLOGY

The evaluation of the bids will be done in a two-stage process. Bidders who do not meet the minimum score for functionality shall not be eligible for placement on the framework.

### Stage 1 (Administrative compliance and Functionality)

#### Part A: Administrative Compliance Documents

- The standard bid documentation has been completed comprehensively and correctly and submission by due date.
- The Invitation to Bid (SBD1) must be completed and signed
- Bidder's Disclosure (SBD 4).

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

#### Part B: Technical/ Functionality Evaluation (65%) threshold

Technical evaluation, the first stage will be the evaluation of bids on functionality **and during this stage bids that do not meet the minimum threshold of 65 % on the functionality score will be disqualified, and will not be considered for the second stage of evaluation i.e. price and preference points**

Functionality will be by members of the Bid Evaluation Committee in accordance with the below functionality criteria and values in line the 2022 PPPFA Regulations.

## Technical Evaluation 100 Points

NO	EVALUATION MATRIX	DESCRIPTION	SCORE	MEANS OF VERIFICATION
1.	<b>Relevant Experience</b>	<p>Bidders to provide previous experience in supply and delivery of Agricultural Input Supplies</p> <p>(5 points per relevant project up to a maximum of 7 projects)</p>	35	<ul style="list-style-type: none"> <li>Support your track record with tangible evidence e.g. Appointment letters, Purchase Orders with contract values.</li> <li>Traceable Reference letters from authorized / delegated officials where similar work was undertaken.</li> </ul>
2.	<b>Financial Capacity</b>	<p>Total Credit Facility (with financial institution and/or supplier or manufacture of fertilizer) to tune of <b>R1 million and above annually</b></p> <p>OR</p> <p>Proof of purchase orders / Proof from the supplier/manufacturer/ department to value of <b>R1 million and above annually</b> will enable a bidder to score maximum points of 5 points per contract</p> <p>Between R1 Million - R2 Million = 5 points  R2 million – R3 Million = 15 points  R3 Million – R4 Million = 20 points  R4 Million – R5 Million = 25 points  Above R5 million = 30 points</p>	30	<p><b>In case of Credit Facility</b></p> <ul style="list-style-type: none"> <li>Evidence of credit facility with Registered Financial Institution (E.g. Letter for Intent) Or</li> <li>Evidence of access to any legal funding instrument.</li> </ul> <p><b>In case of Orders:</b>  For each project provide the following:</p> <ul style="list-style-type: none"> <li>Description of service provided.</li> <li>Project cost and duration</li> <li>Proof of orders issued for each project</li> <li>Reference letter for each project</li> </ul>
3.	<b>Logistics</b>	<p>Documentary proof of access to a supplier/manufacturer agreement and bulk transportation facility</p> <ul style="list-style-type: none"> <li>Supplier agreement and Own transport = 20 points</li> <li>Supplier agreement and Leased transport = 15 points</li> <li>Supplier agreement and no proof of transport = 5 points</li> </ul>	20	<ul style="list-style-type: none"> <li>Signed Supplier/Manufacturer Agreement</li> <li>Letter of commitment from fleet company or Confirmation from transport company or distribution agent.</li> <li>For own transport bidder must supply proof thereof.</li> </ul>
4.	<b>Locality</b>	<ul style="list-style-type: none"> <li>Operating business within District bidding to supply = 15</li> <li>Operating business within the EC =10</li> <li>Operating business within South Africa = 2</li> </ul>	15	<p>Proof of Physical address as stated in the Centralised Supplier Database (CSD)</p> <ul style="list-style-type: none"> <li>Municipality Bills,</li> <li>Business Letters,</li> <li>Lease Agreement,</li> <li>Letter from the Municipal Authority,</li> </ul> <p><b>(Not Older than 3 Months)</b></p>
<b>TOTAL</b>			<b>100</b>	



### Minimum threshold

*Note: Bidders scoring less than 65% of the paper based technical evaluation would not be considered for the next level of the technical evaluation*

## 9. PROCUREMENT FROM THE PANEL

10.1 The approach that will be adopted by the department when procuring from the panels will be as follows:

10.1.1 Requirement will be determined per District

10.1.2 Specifications and request for quotation documents will be prepared.

10.1.3 Quotations will then be invited, evaluated according to preferential points system, and awarded accordingly, however,

10.1.3.1 The Department may, for each quotation invited from the panel, identify and define an objective criterion to be applied.

10.1.3.2 The objective criteria mentioned above will allow the department to only consider and award quotations to service providers who comply with these criteria.

10.1.3.3 In exceptional circumstances, the department may award quotations without objective criteria. Exceptional circumstances must therefore be identified, documented and approved by the Accounting Officer.

10.1.4 Purchase Orders will thereafter be issued.

## 10. APPLICATION PROCESS

Applications must be delivered to any of the following office:

OFFICE	PHYSICAL ADDRESS
<b>Amatole Office Bid Box</b>	East London DoA Office, Old BKB Building, 94 Fitzpatrick Road, East London, 5200
<b>Alfred Nzo Bid Box</b>	Office 9, Ex Maluti College of Education MALUTI, 4730
<b>Chris Hani Bid Box</b>	DoA, Block H, Batandwa Ndondo Office Park, Komani, 5319
<b>Joe Gqabi Bid Box</b>	Wing 1 Ground Floor, Themba Kojana Office Park, 79 Somerset Street Aliwal North, 9750
<b>OR Tambo Bid Box</b>	Corner Leeds & Owen Street, Botha Sigcau Building, 3rd Floor, Foyer next to the Lifts at Mthatha, 5099

**Sarah Baartman Bid Box**

Ground Floor, Mutual Building

64 Govan Mbeki Avenue

Port Elizabeth, 6000

**DELIVERY DETAILS**Delivery Address: **As per table 3 above**Contact Person: **Dr MM Mbangcolo**Contact numbers: **043 683 5457 / 079 528 4347****NON-COMPULSORY BRIEFING SESSIONS WILL BE HELD AS FOLLOWS:****A non-compulsory clarification meeting will be held on the following dates in various District.****22 April 2025 Amathole District Office**

BKB Building, Corner Fitzpatrick Road and Panmure Place, East London.

**23 April 2025 Sarah Baartman District Office**

Ground Floor Mutual Building 64 Govan Mbeki Avenue

Port Elizabeth

**24 April Chris Hani District Office**

Block H Bathandwa Ndondo Office Park, Komani

**25 April Joe Gqabi District Office**

Somerset Street, Themba Kojana Building, Ground Floor, Aliwal North, 9750

**29 April Alfred Nzo District Office**

Ground Floor Maluti College, 206 Magistrate Street, Maluti

**5 May OR Tambo District Office**4<sup>th</sup> Floor, Office 17 Botha Sigcau Building, Mthatha

## BID DISQUALIFYING FACTORS

1. All EOI documents received shall be evaluated based on the evaluation criteria.
2. **Correctness of information:**
  - 3.1 All information required in the bid document must be accurate and duly completed including all the appropriate signatures.
  - 3.2 Use of correction fluid is prohibited.
  - 3.3 Any alterations must be initialled.
  - 3.4 Under no circumstances may bid forms be retyped or redrafted.
3. **Compulsory administrative compliance requirements that must be submitted with the bid:**
  - 4.1 Thoroughly completed bidding forms (SBD 1 & SBD 4)
  - 4.3 Central Suppliers Database registration number.
  - 4.3 Completed Pricing Schedule;
    - In the event of a consortia/joint ventures, a signed agreement by all parties.

**NB. The Department reserves the right to verify all information submitted. Non-compliance with the above shall result in elimination from further processes.**

5. **To enable scoring on functionality, the following must be submitted:**
  - 5.1 *Support your track record with tangible evidence e.g. Appointment letters, Purchase Orders with contract values and / or Traceable Reference letters from authorized / delegated officials where similar work was undertaken.;*
  - 5.2 Documentary proof of credit facility with manufacturer and/or Registered Financial Institution or evidence of access to any legal funding instrument; **In case of Orders:** *For each project provide the following: Description of service provided, Project cost and duration, Proof of orders issued for each project and Reference letter for each project*
  - 5.3 *Letter of commitment from fleet company or Confirmation from transport company or distribution agent. For own transport bidder must supply proof thereof **AND** Signed Supplier/Manufacturer Agreement);*
  - 5.4 *Proof of Physical address as stated in the Centralised Supplier Database (CSD) in a form of the Municipality Bills or Business Letters or Lease Agreement or Letter from the Municipal Authority, (Not Older than 3 Months)*

**NB. Non-submission of any of the above documents shall result in inability to score functionality points which will result in elimination.**

## SPECIAL TERMS AND CONDITIONS

### INTRODUCTION

- a) **Tenderers must ensure that they are fully aware of all the Terms and Conditions contained in this bid document.**
- b) **Only tenderers that fully meet the prequalification criteria shall be considered.**

### 1. ACCEPTANCE OF BID

- a. The Department of Agriculture is under no obligation to accept any bid.

### 2. AMENDMENT OF CONTRACT

- 2.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties, subject to the Department of Agriculture Bid Adjudication Committee approval.

### **3. AWARD**

- 3.1. The awarding of this bid is not dependent on the factors of prices and preference points as the bid is for an appointment of a panel. Bidders who meet the prequalification and administrative compliance will be scored on functionality and only bidders with a minimum score of 75 will be accepted.
- 3.2. To ensure equitable distribution of potential opportunities arising from the panels, qualifying service providers will be restricted to participate in **not more than two (2) of the six (6) districts**. Therefore, service providers must indicate their preferred two districts out of the six districts as outlined in Table 5. Where a service provider does not indicate their preference, they will be disqualified.
- 3.3. In the event that the department is unable to establish a panel for a particular district (for whatever reason), the department reserves the right to utilize panels from other districts prior approval from the Accounting Officer.

### **4. BASIS AND QUANTITIES**

- 4.1. Quantities are not reflected on the bid as they will only be determined and reflected during the quotation stage.

### **5. CHANGE OF ADDRESS**

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

### **6. COUNTER OFFERS**

- 6.1. Counter offers will not be considered.

### **7. DELIVERY AND PACKAGING**

- 7.1. Basis of delivery: Delivery of goods shall be made as directed by the Department.
- 7.2. All deliveries must take place from Monday to Friday between 08h00 and 15h00.
- 7.3. In emergency cases, the Department of Agriculture reserves the right to request the successful bidder/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.
- 7.4. The delivery performance of a contractor will be closely monitored and any subsequent orders will only be issued to the contractor that has proved to be competent with their delivery performance.
- 7.5. Inspection and sampling of items will be conducted upon delivery to verify quantity and compare the item against the contract sample and any other quality accreditation that is prescribed.
- 7.6. All packaging and labelling must comply with Act 36 of 1947.

### **8. DELIVERY CONDITIONS**

- 8.1. Delivery of products must be made in accordance with the instructions appearing on the official purchase order.
- 8.2. All deliveries must be accompanied by a delivery note stating the official purchase order number against the delivery that has been affected.

- 8.3. All delivery notes that will be accompanying the Invoice must be signed by the beneficiary representative and government official.
- 8.4. In respect of items awarded to them, bidder must adhere strictly to the delivery schedule submitted with the quotation.
- 8.5. The instructions appearing on the official purchase order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- 8.6. All invoices submitted must be original.
- 8.7. Deliveries not complying with the specifications and order form will be returned to the contractor at the contractor's expense.
- 8.8. No locally manufactured product may be substituted during the contract period with an imported product.

## **9. DETAILS OF RELATED CONTRACTS AWARDED TO THE BIDDER (PAST/CURRENT)**

- 20.1 The bidder must furnish the following details of all past and current contracts within the last ten (10) years.
  - (i) Date of commencement of contract/s;
  - (ii) Value per contract; and
  - (iii) Contract details. That is, with whom held, phone number and address/s of the companies.

## **10. CONFIRMATION OF SUPPLY**

- 10.1. In the event of the panellist/input supplier not being the actual manufacturer of the Agricultural inputs and will be sourcing from a manufacturer, the panellist / supplier must submit complete supplier agreement in the Bid Document or a letter from that manufacturer confirming firm supply arrangement(s) including lead times and all certificates as stipulated in these Special Terms and Conditions.
- 10.2. Failure to comply with the stated requirements will result in disqualification during the quotation process.
- 10.3. When calling for quotations from the panels, the department reserves the right to also prescribe a prequalification criterion for manufacturers from whom the panellists/suppliers will be sourcing the agricultural inputs.

## **11. IRREGULARITIES**

- 11.1. Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

## **12. PAYMENT FOR SUPPLIES AND SERVICES**

- 12.1. A service provider shall be paid by the Department in accordance with supplies delivered and services rendered.
- 12.2. Should a service provider indicate a special discount on his/her account provided payment is made within a certain time, the Department shall make every effort to take advantage of such discount.
- 12.3. Any query concerning the non-payment of accounts must be directed to the Department. The following protocol will apply if accounts are queried:

- 12.3.1. Contact must be made with the District Director;
- 12.3.2. If there is no response from the District Director, the Chief Director: Financial Management must be contacted.
- 12.4. Information as contained on the Central Suppliers Database must be valid/ correct. Non-compliance with Tax Requirements will affect payment.

### **13. PERIOD OF CONTRACT**

- 13.1. The framework will run for a period of **36 months**.
- 13.2. All qualifying suppliers will enter into a Service Level Agreement (SLA) with the Department prior to receiving an order to do specific work.
- 13.3. The Department will have the discretion to add service providers to the database through open advertising in at least a print media.
- 13.4. The Department has the discretion to remove service providers who have provided Sub-standard supplies or who have not kept to reasonable deadlines for service delivery.