

**Free State  
Province**



**Vrystaat  
Provinsie**

**TENDER BULLETIN  
TENDERBULLETIN  
SPECIAL**

**NO. 52**

**07 SEPTEMBER 2018 / 07 SEPTEMBER 2018**

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TENDERS / DITHENDARA  
SUPPLIERS / LEWERANSIERS / PHAHLO (THEPA)

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THE FREE STATE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS  
HEREBY INVITES TENDERS/BIDS FOR THE FOLLOWING:

**TENDER FOR SUPPLY AND DELIVERY OF ANIMAL FEED AND OTHER SUPPLEMENTS FOR THE PERIOD OF 3 YEARS.**

All tenders must be submitted with fully completed bid documents in original ink and must be submitted in a sealed envelope marked **TEE 02/2018/19 "TENDER FOR SUPPLY & DELIVERY OF ANIMAL FEED AND OTHER SUPPLEMENTS"** and placed in the **TENDER BOX C** or sent by registered mail for Attention: Director Supply Chain Management at the following address:

Physical Address: Department of Economic, Small Business Development, Tourism & Environmental Affairs  
113 ST ANDREW STREET BUILDING  
Ground Floor  
Bloemfontein 9300

Postal Address: Private Bag X20801  
Bloemfontein  
9300

The bids will be evaluated in terms of 80/20 PPPFA points system according to PPPFA Act and functionality as indicated in the Bid Documents, Specification and Terms of Reference.

**FUNCTIONALITY CRITERIA**

**BID EVALUATION STAGE – Mandatory Requirements**

All Tenderers who submit responsive submissions and:

**1) Mandatory Requirements:**

- a) A valid Tax Clearance / Compliance Certificate, or a unique security Personal Identification number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-contractors / Sub-consultants are involved, each party to the association must submit a separate Valid Tax Clearance / Compliance Certificate or a unique security personal Identification number);
- b) Bidding entity must submit a valid proof of registration of the National Treasury's Central Supplier's Database;
- c) Bidding entity who do not have any of their directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- d) Bidding entity who have not abused the Employer's Supply Chain Management System or have failed to perform on any previous contract and have been given a written notice to this effect;
- e) All standard bidding documents must be completed and attached to the proposal.
- f) **OFFICIALS PROHIBITED FROM SUBMITTING BIDS** - In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

**2) All the following returnable schedules to be completed and signed by the bidding entity only:**

- SBD 1
  - SBD 2
  - SBD 4
  - SBD 6.1
  - SBD 8
  - SBD 9
-

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**KINDLY NOTE THAT FAILURE TO SUBMIT AND OR COMPLETE THE REQUIRED DOCUMENTATION (AS PER PAR.1, 2 ABOVE including completion of SBD 1, 2, 4, 6.1, 8 and 9) WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.**

**NB:**

**Supporting documentation to substantiate the above claims, e.g. recommendation letters from previous clients on similar projects completed must be attached to be considered for points claimed.**

**APPLICATION OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (NO. 5 OF 2000)**

The bids will be evaluated in terms of 80/20 PPPFA points system according to PPPFA Act and functionality as indicated in the bid documents, Specification and terms of reference.

**THE BID SHALL CLOSE AT 11h00 ON THE 01<sup>st</sup> October 2018.**

Contact Persons:

Technical Enquiries may be directed to Mme N. Nkoe at 051-400 4917.

Bid Enquiries related to the bid may be directed to Mr. T. Kolobe at 051-400-4743.

The bid documents are available free of charge from e-tender website at [www.etenders.gov.za](http://www.etenders.gov.za).

Please note that the Department reserves the right not to accept any proposal in part or as a whole.

<b>CRITERIA FOR FUNCTIONALITY)</b>			
<b>QUALITY AND FUNCTIONALITY OF BIDS</b>			
Capacity	<ul style="list-style-type: none"> <li>• Must have good knowledge of animal feed and products and show good competence with of the legislation of Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No. 36 of 1947), as amended, and all further regulations issued in terms of the said act.</li> <li>• Must be registered with the act above and with South African Bureau of Standard (SABS) or a third party that can provide proof of registration.</li> </ul>	20	
Locality	<ul style="list-style-type: none"> <li>• Free State Companies proven by submission of utility bill for company registered in the Free State – 20 points</li> <li>• Companies from other provinces - 0 points</li> </ul>	20	
Proven ability to deliver	<ul style="list-style-type: none"> <li>• Reference letters of work done in the last ten year with               <ul style="list-style-type: none"> <li>➢ One letter is equal to 2 points – 10 points</li> </ul> </li> <li>• Access to product and delivery vehicles – 10 points               <ul style="list-style-type: none"> <li>➢ Must have a standing agreement or contract with product producers or supplier</li> <li>➢ Have access to delivery vehicles or contract with third party service provider for the delivery of products</li> </ul> </li> </ul>	20	
<b>Technical capability and experience</b>	<ul style="list-style-type: none"> <li>• Technically competent in the delivery and procurement of animal feed and related products, should be supported by reference letter of work done in the last ten years               <ul style="list-style-type: none"> <li>➢ Professional and technical competence – 5 points</li> <li>➢ 0 -1 Years experience – 5 Points</li> <li>➢ 1 -2 Years Experience – 10 Point</li> <li>➢ 3 – 5 Years Experience – 15 Points</li> </ul> </li> </ul>	35	
<b>Technical support and after sales services</b>	<ul style="list-style-type: none"> <li>• Guarantee and aftermarket services offered on work completed – 5 points</li> <li>• Provide an on call and all the time contact person</li> </ul>	5	
<b>A MINIMUM SCORE OF 70/100 MUST BE OBTAINED BEFORE BIDDERS WILL QUALIFY FOR STAGE 2 OF EVALUATION</b>		<b>100</b>	

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THE FREE STATE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS  
HEREBY INVITES TENDERS/BIDS FOR THE FOLLOWING:

**TENDER FOR SUPPLY & DELIVERY OF LINEN FOR THE PERIOD OF 3 YEARS.**

All tenders must be submitted with fully completed bid documents in original ink and must be submitted in a sealed envelope marked "TENDER FOR SUPPLY & DELIVERY OF LINEN TEE: 04/2018/19" and placed in the **TENDER BOX C** or sent by registered mail for Attention: Director Supply Chain Management at the following address:

Physical Address: Department of Economic, Small Business Development, Tourism & Environmental Affairs  
113 ST ANDREW STREET BUILDING  
Ground Floor  
Bloemfontein 9300

Postal Address: Private Bag X20801  
Bloemfontein  
9300

The bids will be evaluated in terms of 80/20 PPPFA points system according to PPPFA Act and functionality as indicated in the Bid Documents, Specification and Terms of Reference.

**EVALUATION PROCESS**

Phase I	Phase II	Phase III	Phase IV
<b>Administration and Mandatory bid requirements</b>	<b>Local Content &amp; Production</b>	<b>Functionality</b>	<b>Price and B-BBEE</b>
Compliance with administration and mandatory bid requirements	Only locally produced products	Bids will be evaluated in terms of functionality	Bids evaluated in terms of the 80/20 preference system

**Phase I – Mandatory Requirements**

All Tenderers who submit responsive submissions and:

**1) Mandatory Requirements:**

- a) A valid Tax Clearance / Compliance Certificate, or a unique security Personal Identification number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-contractors / Sub-consultants are involved, each party to the association must submit a separate Valid Tax Clearance / Compliance Certificate or a unique security personal Identification number);
- b) Bidding entity must submit a valid proof of registration of the National Treasury's Central Supplier's Database;
- c) Bidding entity who do not have any of their directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- d) Bidding entity who have not abused the Employer's Supply Chain Management System or have failed to perform on any previous contract and have been given a written notice to this effect;
- e) All standard bidding documents must be completed and attached to the proposal.
- f) **OFFICIALS PROHIBITED FROM SUBMITTING BIDS** - In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

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2) All the following returnable schedules to be completed and signed by the bidding entity only:

- SBD 1
- SBD 2
- SBD 4
- SBD 6.1
- SBD 8
- SBD 9

**KINDLY NOTE THAT FAILURE TO SUBMIT AND OR COMPLETE THE REQUIRED DOCUMENTATION (AS PER PAR.1, 2 ABOVE including completion of SBD 2, 4, 6.1, 8 and 9) WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.**

#### Phase II – Local Content & Production

Only locally produced goods or services with 100% threshold for local production and content will be considered.

The exchange rate to be used for the calculation of local content (local content and local production are used interchangeably) must be the exchange rate published by the SARB on the date of the advertisement of the tender.

Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x must be used to calculate local content

#### Phase III – Evaluation Criteria

##### ELEMENTS OF FUNCTIONALITY CRITERIA & SCORES

CRITERIA	EVALUATION CRITERIA	POINTS
	<b>Capability and experience in supplying and delivery of goods and services to a minimum of R50 000.00</b>	<b>30</b>
<b>Capacity</b>	<b>The following must be submitted:</b>	
	▪ 01 Purchase order	<b>5</b>
	▪ 02 Purchase order	<b>10</b>
	▪ 03 Purchase order	<b>15</b>
	▪ 04 Purchase order	<b>20</b>
	▪ 05 Purchase order and more	<b>30</b>
	Bidders must submit purchase orders within the last 5 years	
	<b>Capability and experience in supplying and delivery of goods and services</b>	<b>30</b>
	<b>The following must be submitted:</b>	
	▪ 01 Reference letter	
	▪ 02 Reference letter	
	▪ 03 Reference letter	<b>5</b>
	▪ 04 Reference letter	<b>10</b>
	▪ 05 Purchase order and more	<b>15</b>
	Reference letters within the 5 years be submitted and must be signed on the letterhead of the company/institution providing the reference.	<b>20</b>
		<b>30</b>
	<b>FINANCIAL CAPABILITY OF PROSPECTIVE SERVICE PROVIDER</b>	<b>30</b>
<b>Financial capability</b>	<b>The letter from the financial institution confirming the credit rating</b>	
	Excellent: (767 – 999)	<b>30</b>

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	Good (681 – 766)	20
	Average: 583 - 613	10
	Below Average: 527 – 582	0
	<b>Locality of the Business</b>	<b>10</b>
<b>Locality</b>	Lease agreement, Municipal Utility Bill, or Copy of Bank Statement (first page only)	
	<b>Office of Bidder outside borders of FS = 5 points</b>	<b>5</b>
	<b>Office of Bidder within borders of FS = 10</b>	<b>10</b>
	<b>FUNCTIONALITY</b>	<b>100</b>

**A bid which scores a minimum of 75 points out a total of 100 points on functionality will qualify for further evaluation.**

**Phase IV – BBBEE & Price**

**APPLICATION OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (NO. 5 OF 2000)**

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**THE BID SHALL CLOSE AT 11h00 ON THE 01<sup>st</sup> October 2018.**

Contact Persons:

Technical Enquiries may be directed to Ms. N. Mahase at 051-400-4818.

Bid Enquiries related to the bid may be directed to Mr. T. Kolobe at 051-400-4743.

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## FUNCTIONALITY CRITERIA

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#### **NB:**

**Supporting documentation to substantiate the above claims, e.g. recommendation letters from previous clients on similar projects completed must be attached to be considered for points claimed.**

#### **APPLICATION OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (NO. 5 OF 2000)**

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#### **THE BID SHALL CLOSE AT 11h00 ON THE 01<sup>st</sup> October 2018.**

Contact Persons:

Technical Enquiries may be directed to Mr Sibeko at 051-400 9497.

Bid Enquiries related to the bid may be directed to Mr. T. Kolobe at 051-400-4743.

The bid documents are available free of charge from e-tender website at [www.etenders.gov.za](http://www.etenders.gov.za).

Please note that the Department reserves the right not to accept any proposal in part or as a whole.

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CRITERIA FOR FUNCTIONALITY)																		
QUALITY AND FUNCTIONALITY OF BIDS																		
Capacity	<p><b>Capacity</b> and experience in supplying and delivery of goods and services minimum of R 50 000.00.</p> <ul style="list-style-type: none"> <li>• The following must be submitted:               <table style="margin-left: 20px; border: none;"> <tr><td>01 Purchase order</td><td>=</td><td>5</td></tr> <tr><td>02 Purchase order</td><td>=</td><td>10</td></tr> <tr><td>03 Purchase order</td><td>=</td><td>15</td></tr> <tr><td>04 Purchase order</td><td>=</td><td>20</td></tr> <tr><td>05 Purchase order</td><td>=</td><td>30</td></tr> </table> </li> </ul> <p>Bidder must submit purchase order within the last years</p>	01 Purchase order	=	5	02 Purchase order	=	10	03 Purchase order	=	15	04 Purchase order	=	20	05 Purchase order	=	30	30	
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Financial capability	<p>Financial capacity of prospective service provider</p> <ul style="list-style-type: none"> <li>• The letter from the financial institution confirming the credit rating               <table style="margin-left: 20px; border: none;"> <tr><td>➤ Excellent: (767 – 999)</td><td>=</td><td>30</td></tr> <tr><td>➤ Good : ( 681 – 766)</td><td>=</td><td>20</td></tr> <tr><td>➤ Average: ( 583 – 613)</td><td>=</td><td>10</td></tr> <tr><td>➤ Below Average: (527 – 582)</td><td>=</td><td>0</td></tr> </table> </li> </ul>	➤ Excellent: (767 – 999)	=	30	➤ Good : ( 681 – 766)	=	20	➤ Average: ( 583 – 613)	=	10	➤ Below Average: (527 – 582)	=	0	30				
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➤ Below Average: (527 – 582)	=	0																
Locality	<p>Locality of business</p> <p>Lease agreement, Municipal Utility Bill, or Copy of Bank</p> <p>Office of bidder outside borders Free State = 5 points Office of bidders within borders of Free State = 10 points</p>	10																
<b>FUNCTIONALITY</b>			<b>100</b>															



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<p style="text-align: center;"><b>FREE STATE TENDER BULLETIN</b></p> <p style="text-align: center;"><i>(Published every Friday)</i></p> <p>All correspondence, advertisements, etc. must be addressed to the Officer in charge of the Free State Tender Bulletin, P.O. Box 517, Bloemfontein Tel.: No. 051 403 3139. Free Voucher copies of the Free State Tender Bulletin or cuttings of advertisements are NOT supplied.</p> <p style="text-align: center;"><b>Subscription Rates (payable in advance)</b></p> <p>The subscription fee for the Free State Tender Bulletin (including all Extraordinary Free State Tender Bulletins) are as follows: <b>Subscription: (Over the Counter / E-Mail)</b></p> <p>Price per copy <span style="float: right;">R 5.50</span></p> <p>All Tender Bulletins are available (<b>Free of Charge</b>) on the eTender Portal.</p> <p style="text-align: center;"><a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p> <p>Queries: Email: <a href="mailto:eTenders@treasury.gov.za">eTenders@treasury.gov.za</a> Telephone: 012 406 9012</p> <p style="text-align: center;"><b>Closing time for acceptance of adverts</b></p> <p>All advertisements must reach the Officer in Charge of the Provincial Gazette <b>not later than 08:00 (Tuesday), three workings days</b> prior to the publication of the Gazette. Advertisements received <b>after 08:00 on the Tuesday of the publication week</b>, will be held over for publication in the issue of the following week, or if specifically requested by the advertiser, will be published as a "Special Publication". In such cases, the advertisement must be delivered to the Officer in Charge <b>not later than 12:00 on the Thursday</b> preceding the publication of the Gazette and double rate will be charged for that advertisement. No advertisements will be received and published on the same day, unless accompanied by a direct instruction from the top levels of the management of that department / institution.</p> <p>A "Late Advertisement" will not be inserted as such without definite instructions from the advertiser.</p>	<p style="text-align: center;"><b>VRYSTAAT TENDERBULLETIN</b></p> <p style="text-align: center;"><i>(Verskyn elke Vrydag)</i></p> <p>Alle korrespondensie, advertensies, ens. Moet aan die Beampte Belas met die Vrystaat Tender Bulletin, Posbus 517, Bloemfontein, geadresseer word. Gratis eksemplare van die Vrystaat Tender Bulletin óf uitknipsels van advertensies word NIE verskaf nie.</p> <p style="text-align: center;"><b>Intekengeld (vooruitbetaalbaar)</b></p> <p>Die intekengeld vir die Vrystaat Tenderbulletin (insluitend alle Buitengewone Vrystaat Tender Bulletins) is soos volg: <b>Intekengeld: (Oor die Toonbank / E-Pos)</b></p> <p>Prys per eksemplaar <span style="float: right;">R 5.50</span></p> <p>Alle Tenderbulletins is verkrybaar (<b>Gratis</b>) op die eTender Portaal.</p> <p style="text-align: center;"><a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p> <p>Navrae: Epos: <a href="mailto:eTenders@treasury.gov.za">eTenders@treasury.gov.za</a> Telefoon: 012 406 9012</p> <p style="text-align: center;"><b>Sluitingstyd vir die Aanname van Advertensies</b></p> <p>Alle advertensies moet die Beampte belas met die Provinsiale Koerant bereik <b>nie later nie as 08:00 (Dinsdag), drie werksdae</b> voordat die Koerant uitgegee word. Advertensies wat na <b>08:00 op die Dinsdag van die publikasie week</b> ontvang word, word oorgehou vir publikasie in die uitgawe van die volgende week, of as die adverteerder dit verlang, sal dit geplaas word in 'n "Buitengewone Koerant". In sulke gevalle moet die advertensie aan die Beampte oorhandig word <b>nie later nie as 12:00 op die Donderdag</b> voordat die Koerant gepubliseer word en dubbeltarief sal vir dié advertensie gevra word. Geen advertensies sal gepubliseer word op die selfde dag as ontvangs, indien daar nie 'n skriftelike versoek van die topbestuur van daardie departement / instansie ontvang is nie.</p> <p>'n "Laat Advertensie" sal nie sonder definitiewe instruksies van die Adverteerder as sodanige geplaas word nie.</p>
<p style="text-align: center;"><b>Advertisement Rates</b></p> <p>Notices required by Law to be inserted in the Tender-bulletin: <b>R 36.00</b> per centimetre or portion thereof, single column.</p>	<p style="text-align: center;"><b>Advertensietariewe</b></p> <p>Kennisgewings wat volgens Wet in die Tenderbulletin geplaas moet word: <b>R 36.00</b> per sentimeter of deel daarvan, enkelkolom.</p>
<p style="text-align: center;"><b>NUMBERING OF TENDER BULLETIN</b></p> <p>You are hereby informed that the numbering of the Provincial Gazette /Tender Bulletin and notice numbers will from 2010 coincide with the relevant financial year. In other words, the chronological numbering starting from one will commence on or after 1 April of every year.</p>	<p style="text-align: center;"><b>NOMMERING VAN TENDER BULLETIN</b></p> <p>U word hiermee in kennis gestel dat die nommering van die Provinsiale Koerant / Tender Bulletin en kennisgewingnummers vanaf 2010 met die betrokke boekjaar sal ooreenstem. Met ander woorde, die kronologiese nommering beginnende met een, sal op of na 1 April van elke jaar begin.</p>