LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT

TENDER NO: ACDP 26/10

PROVISION OF MECHANISATION SERVICES FOR LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR 36 MONTHS.

NAME OF TENDERER	
TOTAL TENDERED AMOUNT	
VAT NUMBER (if registered for VAT)	
SUPPLIER CSD REGISTRATION NUMBER	
TAX COMPLIANCE STATUS PIN **(to verify bidder's tax compliance status)**	

PREPARED BY:

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT

HEAD OF DEPARTMENT
LIMPOPO DEPT OF AGRICULTURE AND RURAL DEVELOPMENT
PRIVATE BAG X 9487
POLOKWANE
0700

CLOSING DATE : 01/12/2026
Time : 11h00

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	ACDP 26/10	CLOSING DATE: 01 December 2026		CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF MECHANISATION SERVICES FOR LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR 36 MONTHS.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

67/69 BICCARD STREET

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

LIMPOPO

0699

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**HADEBE ZB**	CONTACT PERSON	**MOABELO KE**
TELEPHONE NUMBER	**015 294 3259**	TELEPHONE NUMBER	**066 586 9727**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Hadebezb@agric.limpopo.gov.za	E-MAIL ADDRESS	Moabeloke@agric.limpopo.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?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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: ……

PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder……Bid number ACDP 26/10

Closing Time 11:00 ……. Closing date 01 December 2026

OFFER TO BE VALID FOR 240 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
		As per specification	R

- Required by: ……
- At: ……..……
- Brand and model ……..……
- Country of origin ……..……
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ……
- Period required for delivery ……
- Delivery: *Firm/not firm

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1-V)Pt\left(D1\frac{R1t}{R1o} + D2\frac{R2t}{R2o} + D3\frac{R3t}{R3o} + D4\frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2…etc. must add up to 100%.
R1t, R2t……	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index……. Dated……. Index……. Dated……. Index……. Dated…….

Index……. Dated……. Index……. Dated……. Index……. Dated…….

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

……
Signature of Bidder

……
Date

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	**Identity Number**	**Name of State institution**

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

2.2.1 If so, furnish particulars:

……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……
……

3 DECLARATION

I, the undersigned, (name)…… in

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.

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name of bidder

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

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1. GENERAL CONDITIONS

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

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

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

(*delete whichever is not applicable for this tender*).

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

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

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

preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Means of verification**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Black People ownership > 51%	8	CSD Report and copy of company registration document	
Women Ownership > 51%	4	Identity Document	
Persons with Disability Ownership >51%	2	Latest three (3) months valid medical report from the registered medical practitioner and CSD Report	
Youth Ownership >51%	6	ID Document	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT

TERMS OF REFERENCE

FOR

PROVISION OF MECHANISATION SERVICES FOR LIMPOPO DEPARTMENT OF

AGRICULTURE AND RURAL DEVELOPMENT FOR 36 MONTHS

1. PURPOSE

The purpose of this is to invite potential Service providers owning and having access to tractors and implements to provide mechanisation services in Limpopo Province. Therefore, the purpose of the document is to extend an invitation to reputable and suitably qualified Service Providers with experience in providing mechanization services as and when needed within a period of 36 months.

2. BACKGROUND

The use of machinery is crucial for increasing agricultural productivity, enhancing efficiency, and reducing labour costs. Mechanisation service allows for faster, more precise farming operations (tillage, planting and harvesting), leading to higher yields, reduced crop losses, and improved profitability for producers to produce for household consumption and income generation.

Key Aspects of the Importance of Agricultural Mechanization:

- **Increased Productivity and Efficiency:** Mechanization allows farmers to manage larger areas, speeding up tasks like land preparation and harvesting, which improves overall farm efficiency and yield.
- **Reduced Labor Costs and Drudgery:** Machines minimize reliance on manual labour, reducing the need for hard, physical work and making farming more attractive to youth.
- **Timeliness of Operations:** Machines enable farmers to act quickly during critical times (e.g., planting or harvesting before rain), optimizing the crop cycle.
- **Precision and Resource Management:** Precision technologies (e.g., in planters and sprayers) ensure even distribution of seeds and inputs like fertilizer and water, optimizing resource use and reducing environmental impact.
- **Improved Quality of Produce:** Efficient harvesting and processing machinery reduce post-harvest losses and improve the overall quality of agricultural products.
- **Resource Management and Sustainability:** Mechanization enhances input efficiency, reducing costs and promoting sustainable practices.

3. PROBLEM STATEMENT

The demand for mechanization support services is seasonal and requires that the provision should be timeous in relation to soil moisture status. The Limpopo Department of Agriculture and Rural Development (LDARD) does not have sufficient capacity to provide mechanisation services in all fields at various villages in the five districts of Limpopo Province

4. OBJECTIVES.

- Broadening access to mechanized traction power to Previously Disadvantaged Individuals (PDIs) including household producers and entrepreneurs.
- Reducing the labour of farm work.
- Increasing the timeliness and quality of work undertaken.
- Ensuring sustainable use of resources and increased production of food.

5. EXPECTED DELIVERABLES

5.1 Service providers are requested to complete rates on the following table:

ITEM NO	DESCRIPTION	RATE PER HA YEAR 1 [3]
1	Ploughing	**R**
2	Ripping	**R**
3	Ridging	**R**
4	Disc harrowing	**R**
5	Planting (seeds)	**R**
6	Spraying (pesticide, herbicides etc.)	**R**
7	Fertilizing	**R**
8	Harvesting	**R**
9	De-bushing of crop fields[4]	**R**
	TOTAL BEFORE VAT	**R**
	VAT @ 15%	**R**
	TOTAL INCLUDING VAT	**R**

NB: ALL RATES SHOULD BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES

5.2 Bidders should indicate the preferred District and Municipality as indicated below:

3 Prices for subsequent years will be based on prevailing Consumer Price Index
4 Must be approved by the Accounting Officer

CAPRICORN DISTRICT MUNICIPALITY	
POLOKWANE MUNICIPALITY	
MOLEMOLE MUNICIPALITY	
BLOUBERG MUNICIPALITY	
LEPELLE-NKUMPI MUNICIPALITY	

MOPANI DISTRICT MUNICIPALITY	
BA-PHALABORWA MUNICIPALITY	
GREATER GIYANI MUNICIPALITY	
GREATER LETABA MUNICIPALITY	
GREATER TZANEEN MUNICIPALITY	
MARULENG MUNICIPALITY	

SEKHUKHUNE DISTRICT MUNICIPALITY	
ELIAS MOTSWALEDI MUNICIPALITY	
EPHRAIM MOGALE MUNICIPALITY	
FETAKGOMO TUBATSE MUNICIPALITY	
MAKHUDUTHAMAGA MUNICIPALITY	

VHEMBE DISTRICT MUNICIPALITY	
COLLINS CHABANE MUNICIPALITY	
MAKHADO MUNICIPALITY	
MUSINA MUNICIPALITY	
THULAMELA MUNICIPALITY	

WATERBERG DISTRICT MUNICIPALITY	
BELABELA MUNICIPALITY	
LEPHALALE MUNICIPALITY	
MODIMOLLE/MOOKGOPHONG MUNICIPALITY	
MOGALAKWENA MUNICIPALITY	
THABAZIMPI MUNICIPALITY	

NB. THE MAXIMUM NUMBER OF SERVICE PROVIDER UNDER EACH MUNICIPALITY WILL BE 10

6. CONDITIONS OF SERVICE

6.1 The client (Limpopo Department of Agriculture and Rural Development) reserves the right to appoint several bidders to render the services at the rural areas close to their physical addresses

6.2 Should the bidder be appointed for any mechanisation service, the Department will periodically evaluate and assess the performance as when it deemed fit.

6.3 Should the Service Provider found not to be performing in line with the specification / Terms of reference or provisions of the contract, the SP shall be notified of the breach *(PAJA principle of audi alteram partem rule)* and failure to remedy the breach will result in the contract being terminated. The Department may further restrict such a bidder from doing business with government.

6.4 The Department reserves the right to terminate the contract should the appointed bidder fail to perform to the satisfactory standards, and the client will have the right to appoint another service provider.

6.5 Payment shall be done after services has been rendered satisfactory.

6.6 The client (Limpopo Department of Agriculture and Rural Development) reserves the right not to appoint the bidder for more than one municipality

6.7 The preferred bidders will be appointed for specific Municipality according to the proof of residence submitted within the Local Municipality where the services should be rendered

6.8 All Bidders will be expected to comply to the Department of Transport Regulations.

7. TENDER EVALUATION CRITERIA

7.1 PRE-COMPLIANCE EVALUATION

Criteria	Requirements
Pre-compliance criteria	The Service Provider must submit all documents as outlined below.
Preferential points for specific goals	Bidders will be allocated preferential points for specific goals as per table 7.3 (d)

7.1.1 The evaluation process entails the following:

a. Phase 1: Pre-Compliance evaluation
   i. During this phase, bid responses are registered to ascertain the number of bid responses received before the closing date and time.
   ii. The following key information of bidders will be verified on the CSD in line with Public Finance Management Act and regulatory requirements to qualify for further evaluation processes:

a) Business registration including details of directorship and membership
b) In the service of the state status
c) Tax compliance status
d) Identity number (s)
e) Tender defaulting and restriction status, and
f) Any additional and supplementary verification information communicated by National Treasury

7.1.2 SUBMISSION OF REQUIRED DOCUMENTS:
Misrepresentation of facts will render your bid non-responsive.

Documents that must be submitted	**Non-submission will result in disqualification**	**Requirements**
Invitation to Bid – SBD 1	**YES**	Must fully complete and sign the supplied pro forma document. In case of JV, both partners must submit/ be represented on the submission.
Pricing Schedule – SBD 3.2	**YES**	Must fully complete and sign the supplied pro forma document. In case of JV, both partners must submit/ be represented on the submission.
Bidders Disclosure – SBD 4	**YES**	Must fully complete and sign the supplied pro forma document. (**Must declare if they have interests in other Companies. Refer to Paragraph 2.3). In case of J/V's bidders should complete separate SBD 4's.** In case of JV, both partners must submit/ be represented on the submission.
Preference Point Claim Form – SBD 6.1	**YES**	Must fully complete and sign the supplied pro forma document. Non-claiming of

		points on this form will lead to zero (0) even if supporting documentation is attached. In case of JV, both partners must submit/ be represented on the submission.
Joint Ventures (J/V)	**YES**	Attach a valid JV agreement. Non-submission will lead to disqualification. In the case of an award, the company need to register on CSD as a JV. The process is that the service providers must register the JV at SARS and then open a JV bank account. With those documents they can then register the JV on the CSD. **The department will only make payment to a JV account.**
Completeness of the tender document.	**YES**	Bidders are required to complete the entire bid document without omission of pages and in the provided sequence. Supporting documents must be attached with list of indexes/ Annexures and in order of the indicated index sequence. The tender document to be fully completed in **Black ink (not typed).**

7.1.3 The Service Provider must ensure that they meet the following requirements before the bid can be awarded:

CRITERIA	REQUIREMENT
Tax compliance status	"Bidder must be tax compliant before the bid is awarded. Wherein the recommended bidder is not tax compliant, the bidder will be notified of their non-compliant status and the bidder will be requested to submit written proof from SARS of their tax compliance status within 7 days. Non-compliance will results in non-consideration.
Business registration	The bidder must be registered on CSD and CSD must indicate that the bidder is active
Company registration with central supplier database (CSD)	Must be registered as a service provider on the Central Supplier Database (CSD). If not registered must proceed to complete the registration prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number.
In the service of the state status	The bid will not be considered if Shareholders or directors are employed by state/ government departments, municipalities, municipal entities, or public entities unless **the approval from executive authority to do business with the state is submitted with the proposal**
Tender defaulting and restriction status	Entity and directors must not be restricted

7.2 Phase 2: Functionality Evaluation Criteria = 100 points

The minimum score required for functionality is **50 points** in order to qualify for further evaluation. A bidder who scores less than **50 points** on functionality will be disqualified.

	FUNCTIONALITY	CRITERIA	SCORE	WEIGHT
a)	Capability, track record and experience in the mechanisation services. Please support your track record with tangible evidence e.g. purchase order or invoices with contract values (**failure to submit will forfeit points).** LDARD reserves the right to contact this reference indicated without prior	6 and more projects executed	**5**	20
		4-5 projects executed	**4**	
		2-3projects executed	**3**	
		1- project executed	**1**	
		No information provided/ 0 projects executed	**0**	

	notice to the bidder - refer to **Annexure A & B**			
b)	**Proof of physical address** Bidders must submit proof of residence from Local municipality or Traditional Authority (Utility bill) and Title Deed or Lease agreement or PTO- and any other proof of address)	Physical address within the Local municipality of Limpopo Province. (where you are bidding)	5	**40**
		Physical address within the District **Municipality** of Limpopo Province. (where you are bidding)	4	
		Physical address within Limpopo Province**.**	1	
		Physical address outside Limpopo Province	0	
	PROOF OF OWNERSHIP/ LEASED OF EQUIPMENT BY THE SERVICE PROVIDER Detailed list of tractors & their engine capacity as well as implements). Written form of proof must be attached to substantiate whether owned or leased equipment.	List of owned equipment **for all** operations on table 5.1 under expected deliverables	5	**40**
		List of leased equipment **for all** operations on table 5.1 under expected deliverables	3	
		No list indicated	0	
			TOTAL	**100**

For purpose of evaluating functionality, the following values will be applicable:

Non-existent or very poor	0
Some evidence of meeting requirement	1
Demonstrates capability not strong	2
Meets requirement well	3
Very well suited and responsive to requirement	4
Perfectly suited, meets complete requirement	5

7.3 Phase 3: Evaluation in terms of the 80/20 preference point systems

a) The preferential points will be allocated for specific goals as prescribed in Section 2 of the Preferential Procurement Policy Framework Act (5 of 2000), Paragraph 3.2.1 and 7.7 of the Reconstruction and Development Programme White Paper of 1994 and the Broad-Based Economic Empowerment Act, 2003.

b) The following formula must be used to calculate the points for price of tenders/procurement (quotations) including "tenders for income generating contracts" with Rand Value above R50 Million to be calculated as per the below table inclusive of all applicable taxes:

c)

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

Where:

Ps = Points scored for price of bid under consideration
Pt = Rand value of tender consideration
Pmin = Rand value of lowest acceptable tender

d) A maximum of 20 points will be awarded in accordance with the table below:

NO	PREFERANTIAL GOALS	20 POINTS	MEANS OF VERIFICATION
1	Black People ownership > 51%	**8**	CSD Report and copy of company registration document
2	Women Ownership > 51%	**4**	Identity Document
3	Persons with Disability Ownership >51%	**2**	Latest three (3) months valid medical report from the registered medical practitioner and CSD Report
4	Youth Ownership >51%	**6**	ID Document
TOTAL POINTS		**20**	

e) The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
f) Only the tender with the highest number of points scored may be selected for an award.

8. SPECIAL CONDITIONS

a) All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the bidder. Supporting documentation submitted with the proposal will become the property of the Limpopo Provincial Government unless otherwise requested by the bidder at the time of submission.
b) General Conditions of Contract 2010 2nd edition (GCC2010) shall be used to manage the contract. Service provider must acquire their own copy.
c) All works under this contract are re-measurable.
d) Bidders who intend to cede their rights to payment to an institution as prescribed in 12. (a) should attach cession agreement with their bid proposal.

e) Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.
f) It is compulsory for a person to register for VAT if the value of taxable supplies made or to be made, is in excess of R2,3 million. subsequent to registration with SARS, bidders are not allowed to increase their bid amounts.
g) The Department will not make any upfront payment to a successful service provider
h) The department reserves the right to conduct a risk assessment for the recommended service provider to verify the provided information and authenticate the supporting documentation and may disqualify the service provider if the risk analysis feedback is negative.
i) The Department reserve the rights not to allocate or award a Task Order to a none performing Contractor.
j) The Department reserve the rights to price negotiation and balancing of unit prices to fair market prices.
k) If it is found, after negotiation and price balancing of rates, that a Bidder's price is still not responsive, recommendation for disqualification will be made.
l) If the Department is not satisfied with the service provided by the service provider, the Department reserves the right to terminate their contract for the breach of contract and if there is any remuneration provided to the service provider for the unsatisfactory works, the Department can claim it from the service provider.
m) It is the responsibility of the Service Provider to abide by the Department of Transport Regulation.
n) The service provider is responsible for ensuring compliance with all Occupational Health and Safety (OHS) requirements. The Department will not accept any responsibility or liability for non-compliance, incidents, or related matters arising from the service providers activities.
o) The Service provider shall be an independent Contractor and not an employee, agent, or partner of the Department.

9. INSPECTION OF BIDDERS

Bidders should note that inspection will only be limited to the shortlisted potential Service Providers. Bidders will be inspected at their premises for verification.

The inspection will be done on the following:

a) Physical structure or business where business activities take place.
b) Main business activities.
c) Track record will be verified.
d) Relatedness of the main business activities to the tender under review.
e) Registration documents and accredited certificates.
f) Verification of Equipment, including 3rd party premises if required.

10. Acceptance of Submissions

Submission will only be accepted on condition that:

a) the Submission is signed by a person authorized to sign on behalf of the Tenderer;
b) a Tenderer who submitted as a Joint Venture has included an acceptable Joint Venture Agreement with his Submission;
c) the Tenderer or a competent authorized representative of the Company who submitted the Submission has attended the compulsory clarification meeting;
d) the Tenderer or any of its principals 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;
e) the Tenderer has not abused the Department's Supply Chain Management System or has failed to perform on any previous Contract and has been given a written notice to this effect;
f) the Tenderer or any of its Principals, Directors or Managers is not employed in the service of the State or any Municipality. In the event that such Principals are involved, official approval from the Executing Authority regarding carrying out remunerative work outside of the Public Service must be included in the Submission.
g) the Department is satisfied that the Tenderer or any of his Principals have not influenced the Call for Expression of Interest Submission and acceptance by the following criteria:
    a. having Offered, promised or given a bribe or other gift or remuneration to any person in connection with the obtaining or execution of this Contract;
    b. having acted in a fraudulent or corrupt manner in obtaining or executing this Contract;
    c. having approached an Officer or employee of the Department or the Department's Agent with the objective of influencing the award of a Contract in the Tenderer's favour;
    d. having entered into any agreement or arrangement, whether legally binding or not, with any other Person, Firm or Company to refrain from Tendering for this Contract or as to the amount of the Tender to be submitted by either party;
    e. having disclosed to any other Person, Firm or Company other than the Department, the exact or approximate amount of his proposed Tender;
    f. the Department may, in addition to using any other legal remedies, repudiate the Tender Offer and acceptance and declare the Contract invalid should it have been concluded already.

Copies of Contract

The number of paper copies of the signed Contract to be provided by the Department is ONE.

11. JOINT VENTURES

a) Should this bid be submitted by a joint venture, the joint venture agreement must accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
b) Each party to a Joint Venture/ Consortium must submit an original valid Tax Clearance Certificate together with the bid before the closing date and time of bid.
c) The joint venture or consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the joint venture or consortium, nomination of an authorized person to represent the joint venture or consortium in all matters relating to this bid and the details of the bank account for payments to be effected.
d) The joint venture or consortium must comply with Central Suppliers Database (CSD) registration requirements as per National Treasury directive.

12. CESSION

a) Cession of payments will only be permissible to a registered financial institution in terms of the Financial Advisory and Intermediary Services Act 37 of 2002 or an approved credit provider in terms of the National Credit Act of 2005
b) Bidders who intend to cede their rights to payment to an institution as prescribed in 12(a) attach cession agreement with their bid proposal.

13. UNSATISFACTORY PERFORMANCE

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

(i) The departmental official shall warn the contractor in writing that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning, the official will:

- Take action in terms of its delegated powers; and
- Make a recommendation to the Accounting Officer for cancellation of the contract concerned.

(ii) When correspondence is addressed to the contractor, reference will be made to the contract number/item number/s and an explanation of the complaint.

iii) If the Department is not satisfied with the service provided by the service provider, the Department reserves the right to terminate the contract for the breach of contract and if there is any remuneration provided to the service provider for the unsatisfactory works, the Department can claim it from the service provider. If the payment is outstanding or not yet paid then payment will be withheld until breach is remedied.

14. VALIDITY PERIOD OF BID AND EXTENSION THEREOF

The validity (binding) period for the bid will be **240 days** from close of bid. However, circumstances may arise whereby the department may request bidders to extend the validity (binding) period. Should this occur, the department will request bidders to extend the validity (binding) period under the same terms and conditions as originally offered for by bidders. This request will be done before the expiry of the original validity (binding) period.

15. NEGOTIATIONS

Bidders should note that the department might subject the successful bidders to negotiations for fair market related prices.

16. COMPLETION OF BID DOCUMENT

The following are minimum requirements for completion of the bid document: -

a) Bidders are required to complete the entire bid document in terms of the requirements contained herein.
b) Where the space provided in the bid document is insufficient, separate schedules may be drawn up in accordance with the given formats. These schedules shall then be bound together with suitable contents page and submitted with the bid documents.
c) All bid documents, certificates, schedules (including additional schedules as mentioned above) and all forms required by this bid must be **completed in black ink** and **signed by the authorized signatory.**
d) Bid document should be returned in the provided sequence. Attachments must be in line with the index sequence of the bidder.
e) Bidders must ensure that there are no missing or duplicated pages. LDARD shall not accept liability regarding claims by bidders that pages are missing or duplicated.
f) Correction fluid is not allowed; the use of correction fluid will lead to disqualification. Any cancellation, alteration or amendment on the bid document must be signed for by the authorized signatory.
g) Completed bid document with supporting documents shall be packaged, bound, sealed, marked, and submitted strictly as stipulated in this bid document.

17. LANGUAGE GOVERNANCE

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.

18. ENQUIRIES, CLOSING DATE AND BRIEFING SESSION: -

18.1 Enquiries in connection with this bid should be directed Ms Hadebe ZB 015 294 3259 or hadebezb@agric.limpopo.gov.za and for all technical queries should be directed Mr Moabelo KE who can be contacted at 066 586 9727 or Moabeloke@agric.limpopo.gov.za
Bidders are encouraged to send all enquiries should be done in writing using the email provided.

18.2 Completed Bid documents should be delivered in sealed envelopes **marked "PROVISION OF MECHANISATION SERVICES IN LIMPOPO PROVINCE FOR A PERIOD OF 36 MONTHS"** and deposited in the Tender Box at the parking bay of Temo Towers Building in 67 Biccard Street Polokwane, on or before ……. At 11:00

18.3 Bidders should ensure that their proposals are delivered timeously indicating the area of interest **NO LATE SUBMISSIONS WILL BE ACCEPTED.**

ANNEXURE A

PAST EXPERIENCE 1

Bidder's must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past and which they want to specifically bring under the attention of the Department in support of their application. The information shall include a description of the Works, the Contract value and name of Department.

DEPARTMENT	NATURE OF WORK	VALUE OF WORK	DURATION AND COMPLETION DATE	DEPARTMENT CONTACT NO.

……..... .....…….....

SIGNATURE OF SERVICE PROVIDER(S) DATE

ANNEXURE B

PAST EXPERIENCE 2

Bidder's must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past for the Department and which they want to specifically bring under the attention of the Department in support of their application. The information shall include a description of the Works, the Contract value and name of Department.

PREVIOUS PROJECTS UNDERTAKEN FOR THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT			
PROJECT NAME	**AWARDED AMOUNT**	**CONTRACT START & END DATE**	**CONTACT NO.**

…… ……

SIGNATURE OF SERVICE PROVIDER(S) **DATE**