



Invitation to Tender for the Provision of

Manufacture Supply and Delivery of fertilizer to Empangeni/Richards Bay

To be supplied to The South African Farmers Development Association

South African Farmers Development Association

Registration number 163-564 NPO

KwaShukela, 170 Flanders Drive
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DOCUMENT HISTORY

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	13 August 2021		

Approval

Name	Interest	Signatures
Mr Mduduzi Dube		



Distribution

Name	Interest
All	

TIMETABLE FOR TENDER

Confirmation of receipt of this document
Questions and Enquiries from bidders
Deadline for submissions
Technical Committee Pre-screening
Bid Evaluation Committee Recommendations to Bid Adjudication Committee
Bid Adjudication Committee Decision for appointment of tenderer
Appointment of Tenderer
Contract implementation date



ITT LETTER

01 July 2022

SADFA

**South African Development Association
170 Flanders Drive, Mount Edgecombe
KwaZulu Natal Durban
1769**

Dear

Invitation to Tender for Manufacture Supply and Delivery of Fertilizer to Empangeni/Richards Bay

You are invited to submit a tender to provide Manufacture Supply and Delivery of fertilizer to Empangeni/Richards Bay KwaZulu Natal to the South African Farmers Development Association.

BACKGROUND

The South African Farmers Development Association is currently reviewing the provision of Manufacturing, Supply and Delivery of fertilizer to farmers at Empangeni/Richards Bay KwaZulu Natal, there maybe changes to the strategic and/or operational process as to how the South African farmers development association meets the Manufacturing ,Supply and delivery of fertilizer to North Coast growers requirements for the organisation.



SPECIFICATION

- Manufacture Supply and Delivery
- **Product** NPK-:5.1.5(45)
- **Unit of Measure:**50kg
- **Quantity:**240 tons (4800 bags)
- **Delivery:** Empangeni/Richards Bay

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this letter and attachments. We provide below the key details of the South African Farmers Development Association requirements, which you should consider in your response. Please acknowledge via email safe receipt of this letter within two working days together with your confirmation of your intention to tender.

To simplify exchange of information regarding this Invitation to Tender (ITT) please nominate a Bid Manager (together with their deputy) and relevant contact telephone, facsimile numbers, and email addresses.

Please direct any questions regarding the ITT content or process to the South African Farmers Development Association representatives named below. You should not contact other South African Farmers Development Association personnel unless directed to do so by the South African Farmers Development Association representative. South African Farmers Development Association reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing either by post or to the email address below.



Only communications made by your Bid Manager (or their deputy) to our named representatives, Mr Gordon Spalding, Agricultural Consultant will be considered during the pre-contract tender period.

Mr Gordon Spalding

Cell no: 064 547 6290

Email: gordon.c.spalding@gmail.com

Physical address: 170 Flanders Drive
Mount Edgecombe KwaZulu Natal
PO Box 1769
4301
Durban

Queries relating to the issuing of this document and procurement may be addressed to:

Ayanda Khulu

Tel no: 031 508 7283

Cell number: 060 547 4240

Email: akhulu@sa-fda.org.za

As part of this tender process South African Farmers Development Association makes no obligations in any way to:



- (i) pay any vendor for any ITT response; or
- (ii) award the contract with the lowest or any bidder; or
- (iii) accept any ITT information received from vendors; or
- (iv) include vendors responding to this ITT, in any future invitation; or
- (v) any other commitment to vendors whatsoever.

I look forward to receiving your response.

Yours sincerely,

RESPONDENT INSTRUCTIONS

This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and The South African Farmers Development Association Contact Information.



a. Response Guidelines

You will be required to submit a written proposal as part of the response in the form set out.

Structure of proposal document

The project proposal submissions must be structured in the following manners:

- **FIRST PAGE OF PROPOSAL** – Annexure 1
- **Introduction** to the company / professional services consortium. The introduction must also indicate the location of the company.
- **understanding of the project.** Service providers are to demonstrate their understanding of the project. This should not be a repetition of the “content in ITT letter.
- **Proposed methodology.** The service provider must explain their approach to the project.
- **Detailed project / implementation plan.** The implementation plan must be aligned to the methodology. However, the plan must contain key activities, deliverable, timeframes, the team person/s performing the key activity. Should include proposed meeting dates with project steering committee.



- **Detailed budget.** The proposed budget must reflect total costs. Budget quoted in South African currency (ZAR) should include Description, UOM, quantity Unit price Grand Total Inclusive of Vat.
 - The quotation must represent the total cost on the project to be carried out, must be inclusive of VAT in South African Rands (ZAR) and valid for 90 days from date of submission of the quotation.
 - The quotation must be signed by the authorized financial personal in your consortium.
- A list of and brief description of **relevant projects** undertaken by your Company

You should submit two hard copy sets of written responses, one of which should be unbound and an electronic copy of the document, which should be labelled clearly. Responses should be on A4 paper, with sequential page numbering. Your Bid Manager should sign all responses. The sections should use the same paragraph numbering system as this ITT and should specifically address all sections onwards.

Please deliver the one written responses and one electronic copy to:

Procurement representative: Ayanda Khulu -akhulu@sa-fda.org.za

The South African Farmers Development Association reserves the right to disregard any response submitted after the deadline for submissions.

You are expected to supply all required information, or clearly state the reason for being unable to do so.



Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g., maps, brochures, organisation charts, etc. should be included.

Questions relating to clarification of the ITT will only be accepted in writing to the South African Farmers Development Association representative. Likewise, all responses from The South African Farmers Development Association will be written and may also be made available to other vendors (subject to confidentiality). If any answer materially affects the ITT specifications, an amendment to the original requirement will be escalated to all vendors. The South African Farmers Development Association will attempt to answer any question within 3 working days of receipt of that request; otherwise, it will respond within that timescale notifying you of the estimated time to obtain the information.

The South African Farmers Development Association reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all vendors.

Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.



By submitting a response, you are committing to an understanding that you understand the requirement and have sufficiently addressed all aspects of the tender and information contained within the data room and that you have checked all stated details, such as prices, to be correct and as intended.

All information supplied by The South African Farmers Development Association in this tender to date, and any further information supplied during the tender process is subject to the confidentiality agreement you have signed.



TENDER ASSESSMENTS

Evaluation Criteria

A set of detailed evaluation criteria has been prepared by The South African Farmers Development Association for the evaluation of every Submission. Within each stage an initial evaluation will consider whether or not every instruction and requirement contained within the ITT has been fulfilled.

The evaluation criteria will be based upon some or all of the following aspects of the Bidders' proposals in (not in order of significance):

a. Technical Competence / Service Capability

- i. Work Experience
- ii. References

b. Project proposal

- i. Understanding of the project
- ii. Methodology
- iii. Detailed project/implementation plan

c. Price(Quotation)

d. Financial Standing

- i. Financial strength demonstrated across the Bidder's group structure. Please include your company's revenue and net results for the last two years with your response.
- ii. An established financial track record demonstrated for the legal entity that SAFDA would be contracting with (please include your company's registration number and registered address in your response).

e. BBBEE

f. Level of Compliance with ITT

- i. Understanding of all parts of the ITT
- ii. Proposals / bids provided are in accordance with the Instructions
- iii. Adherence to the timescales to send back responses
- iv. Compliance certificates



You are reminded that throughout the process The South African Farmers Development Association will continually assess all contact with the bidder's organisations including compliance to the process, presentations and on-site representatives. The South African Farmers Development Association reserves the right at its sole discretion to disqualify without further consideration any submission that does not satisfy this basic requirement

BRIEFINGS FOR UNSUCCESSFUL PARTICIPANTS

The South African Farmers Development Association intends to offer a feedback session to every Bidder submitting an unsuccessful proposal. The South African Farmers Development Association reserves the right to control the format and content of any such briefing, and to limit it in any way believed by The South African Farmers Development Association to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reason for doing so).



SERVICE LEVEL

AGREEMENT METRICS

1. Introduction

This appendix “Service Level Agreements” or SLA is intended to form the basis of the service level negotiations.

Service provider may not cede or assign any part of its agreement with SAFDA nor subcontract any part of the work assigned to them without the prior written authorization of SAFDA.

This appendix defines the service levels that need to be agreed with the Bidder and will be the foundation of the core SLA’s during the term of agreement. This appendix also highlights some of the roles and responsibilities of the participant, The South African Farmers Development Association and other third parties contracted to South African Farmers Development Association

2. Service Level Details

Key components of the SLA will include

- A set of key requirements around timeliness and accuracy of the major service elements;
- A number and frequency of management reports;
- Key performance indicators (KPIs) which accurately measure adherence to the SLA;
- A service credit process which serves to encourage performance in line with the service standards
- The service level requirement should be specific i.e. 99% of orders to be delivered within 2 working days from order of receipt



- The service level requirements are not targets; they are minimum requirements that should always be achieved.
- You should state in the SLA that you have the right to audit the service level statistics at any time.
- The supplier should provide all SLA statistics
- Consider the consequences of non-performance to the SLA – are service credits appropriate?
- Consider how the SLA will be managed.



ANNEXURE 1

FIRST PAGE OF PROPOSAL

Name:

Title:

[

Insert Company Name]

Email address

Tel:

This document is proprietary to South African Farmers Development Association and the Information contained herein is confidential.

Without South African Farmers Development Association prior written permission, this document, either in whole or part, must not be reproduced in any form or by any means or disclosed to others or used for the purposes other than its evaluation by

[

Insert Vendors Name]

It may not be disclosed to any third party outside of the agreed Confidentiality Agreement with regard to 'Permitted Recipients'

Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.



These limitations are not intended to restrict continuing business discussions between South African Farmers Development Association and [Insert Vendors Name].

Any proposal received by South African Farmers Development Association is subject to contract with South African Farmers Development Association