



## Invitation to Tender Template

### Invitation to Tender for the Provision of

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**Manufacture, Supply and Delivery of fertilizer for a period of 8 months  
to small scale growers in Sezela**

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**To be supplied to The South African Farmers Development Association**

Project	Manufacture, Supply and Delivery of fertilizer for a period of 8 months to small scale growers in Sezela
Revision	Vision 2
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Issuer	Gordon Spalding
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### Revision History

Revision	Date	Author	Notes
	13 August 2021		

### Approval

Name	Interest	Signatures
Mr Mduduzi Dube		

### Distribution

Name	Interest
All	



Date: 13 August 2021

**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 for a period of 8 months to small scale growers in Sezela**

You are invited to submit a tender to provide Manufacture Supply and Delivery of Fertilizer to small scale growers in Sezela to the South African Farmers Development Association.

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 take into account 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 Specialist will be taken into account during the pre-contract tender period.

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,



**SA** FARMERS  
DEVELOPMENT  
**Association**

Name:

Title:

*[Insert Company Name]*

Email address

Tel:



**SA** FARMERS  
DEVELOPMENT  
**Association**



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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



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## 1. Introduction & Overview

### a. Company Background

Insert no more than approximately two paragraphs of information about your organisation.

### b. Background to the Project

The South African Farmers Development Association is currently reviewing the provision of Manufacturing, Supply and Delivery of Fertilizer to small scale growers for a period of 8 months in Sezela services to South African Farmers Development Association throughout Sezela. To this end, there may be changes to the strategic *and/or* operational processes regarding how South African Farmers Development Association meets of Manufacturing, Supply and Delivery of Fertilizer to small scale growers for a period of 8 months in Sezela requirements for the organisation. This has led to the release of the ITT. Following this process, South African Farmers Development Association may award a new contract in (*due course or put in a date*) regarding of Manufacturing, Supply and Delivery of Fertilizer to small scale growers for a period of 8 months in Sezela) services.

## 2. Timetable

General	
Confirmation of receipt of this document	Email confirmation : akhulu@sa-fda.org.za
Deadline for submissions	01 September 2021
Selection of providers for interview	Presentation to The South African Farmers Development Association evaluation team on the 13 September 2021
Contract implementation date	20 September 2021



Email copies of this document	If you would like a word copy of this document, please email Ayanda Khulu :akhulu@sa-fda.org.za
Questions	Questions arising from this document should be given to Gordon Spalding or in his absence, Ayanda Khulu
Full contact details	South African Farmers Development Association 170 Flanders Drive, Mount Edgecombe Kwa Zulu Natal ,PO Box 1769

### 3. 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. You should submit two hard copy sets of written responses, one of which should be unbound and also 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 two written responses and 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 timetable deadline.

You are expected to required or clearly state the being unable to do



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Association**

supply all information, reason for so.

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

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). In the event that 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.

#### **4. Tender Assessments**

##### **a. Evaluation Criteria and Process**

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) :

**b. Commercial**

- i. Competitive price
- ii. Price clarity
- iii. Management information provisions
- iv. Contractual compliance

**c. Service Capability**

- i. Service delivery experience
- ii. Service delivery models (including business continuity)
- iii. Quality
- iv. Compliance with Service Levels
- v. Culture and ability to work with *South African Farmers Development Association*
- vi. Ability to adapt to changing business requirements
- vii. Continuous improvement plans

**d. long term roadmap proposals**

- i. Innovation and added value
- ii. Strategic fit

**e. Financial**

- 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 TC would be contracting with (please include your company's registration number and registered address in your response).

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

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



**5. 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. 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 also highlights the roles and responsibilities of participant, The African Farmers Development and other third parties contracted to South African Farmers Development Association



appendix  
some of  
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South  
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.

