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DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

**Invitation to service providers to register on African
Renaissance and international cooperation Fund's (ARF)
supplier database**



TERMS OF REFERENCE

Invitation to service providers to register on African Renaissance and international cooperation Fund's (ARF) supplier database

1. PURPOSE

The African Renaissance and International Co-operation Fund Act (Act No 51 of 2000) were promulgated on 22 January 2001. The Act provides for the establishment of the African Renaissance and International Co-operation Fund for the purpose of enhancing international co-operation with and on the African Continent and to confirm the Republic of South Africa's commitment to Africa

2. BACKGROUND

The Department of International Relations and Cooperation (DIRCO) remains committed to the promotion of the African Agenda, particularly regional peace, security and stability, as the key determinants for socio-economic development on the Continent.

Through the African Renaissance and International Co-operation Fund, the Department has in the last financial year, supported various initiatives across the Continent aimed at realizing the objectives as set out above.

The funded projects are being monitored and evaluated on a continuous basis to ensure that the objectives of the Fund are achieved and that the finances are applied in the manner for which they were intended.

3. SPECIFICATIONS

The Department of International Relations and Cooperation (DIRCO) is establishing a supplier database for (ARF) projects for the following commodities and services:

- Supply of goods and services for Emergency relief and Humanitarian assistance (e.g. food, medical supplies and other goods that may be required)
- Transportation of goods

NB: For prospective service providers to be registered on the supplier database the following criteria must be met:

- Positive security clearance must be obtained (DIRCO to facilitate the process)
- Detailed experience with regard to supply of goods for emergency relief, humanitarian assistance and transportation of goods on the African continent.
- Demonstrate capacity to provide above mentioned services within 7 days anywhere in Africa.

Pre-qualified companies will be registered on the ARF database. Quotations will be requested from registered suppliers as and when the need arises.

4. EVALUATION METHODOLOGY

4.1 Responsive Criteria

- 4.1.1 Compliance certificates (e.g. SABS, HACCP, MCR, HSCP)
- 4.1.2 Valid tax certificate

4.1.3 Positive security clearance must be obtained

4.1.4 Transportation Insurance

4.2 Functionality Criteria

A panel will evaluate all profiles received for purposes of comparison and in order to ensure a meaningful evaluation are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

- Detailed experience with regard to supply of goods for emergency relief, humanitarian assistance and transportation of goods.
- Demonstrate capacity to provide above mentioned services within 7 days anywhere in Africa
- Methodology to render the services required

5. CONTACT PERSONS AND SUBMISSIONS

5.1 All enquiries can be directed to Supply Chain Management Bid Office, Ms M Lekalakala on 012 301 1179, Ms S Makhafola 012 301 8573 or Mr M Khanyi 012 351 8789 Prospective service providers should submit their bonded profile in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand

Tender Box, OR Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria
0001

OR

Post

Department of International Relations and Cooperation
Private Bag X 152
Pretoria
0001

E-Mailed or faxed submissions shall not be accepted.

A compulsory briefing session will be held 1 July 2013 interested bidders are invited to attend.

Non compliance with any of the above conditions will result in your bid being disqualified.

