



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

Request for a service provider to **source Non-GMO maize meal, maize seeds, and Non-GMO cowpeas including transportation to Windhoek, Namibia.**

REQUEST FOR A SERVICE PROVIDER TO SOURCE MAIZE MEAL, MAIZE SEEDS, COWPEAS, including transportation to Windhoek, Namibia.

PURPOSE

The purpose is to provide assistance to Namibia to counter the effects of drought such as malnutrition, lack of water and death of livestock. President Zuma announced Humanitarian Assistance to the government of the Republic of Namibia. Namibia has in this regard forwarded a list of items that are needed to counter the effects of drought.

2 BACKGROUND

Namibia suffered and experienced a severe drought following almost three decades of low seasonal rainfall and a second year of failed rains in some locations. On 17 May 2013, the Government declared a drought emergency as the country faced the death of livestock, failure of crops, reduced economic activities, and declines in human health. With all 13 regions of the country affected, an Emergency Food Security Assessment (EFSA) identified 778,504 (37 per cent of population) directly affected, including 109,000 children under the age of 5 who require urgent support.

Against a backdrop of underlying fragility, including a pre-existing high level of food insecurity and maternal and child under-nutrition (29% national stunting) combined with low sanitation coverage (14% in rural areas), children and women are particularly at risk of worsening health and nutrition status given the current drought conditions. By 2014 the North Western and Western parts of Namibia remained affected by drought.

The Government of Namibia responded with interim measures providing 500 MT of (unfortified) maize meal for each region for a limited period, but the lack of community-based malnutrition screening and treatment, as well as targeted support for young children's nutritional needs is a critical gap.

3 COMPULSORY REQUIREMENTS

3.1 Companies are invited to provide quotations for the following goods:

3.1.1 Maize seed SC 403, 50 metric tonnes

3.1.2 Maize seed DKC 9089, 50 metric tonnes

3.1.3 Non-GMO Cowpeas (black eyed variety), 20 metric tonnes

3.1.4 Non-GMO Maize meal, Grade A, 7500 metric tons.

3.2 The quotation should include cost, insurance, freight and guarantee to point of delivery in Windhoek, Namibia.

3.2 The point of delivery will be Windhoek, Namibia.

3.3 Packaging must be branded with a logo which will be provided. Cost to be included in quotation.

3.4 In terms of the mode of transport: **Road** should be used.

3.5 Driver/s to have the necessary credentials to enter Namibia (Licences and permits) and Company allowed to operate in Namibia

3.6 Submission of the Passenger Liability Insurance, Valid Driver's Licence, Driver Professional Drivers Permit (PDP), and Vehicle Roadworthy Certificate.

3.7 Transportation Company must be South African.

3.8 Quotation must be in original format.

3.9 First delivery should be at least 25% of total consignment must be delivered within 30 days upon receipt of appointment letter.

3.10 Suppliers must procure or obtain at least 40% of maize from Small Scale Farmers (and the bidder must be able to provide proof.)

4. EVALUATION METHODOLOGY

All the bids received will be evaluated in the following phases:

4.1 Phase 1: Responsive Criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to proceed to the next stage of the evaluation process are:

- 4.1.1 Submission of a valid Tax Clearance Certificate;
- 4.1.2 Submission of all Standard Bid Documents (SBD1,2,3.1,4,6.1,8 and 9);
- 4.1.3 Submission of a Certificate of Analysis for foodstuff from the manufacturer of the product; will be required from both Companies if it joint venture or consortium.
- 4.1.4 A compulsory briefing will be required.

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

4.2 Phase 2: Functionality Criteria

- 4.2.1 For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria;
- 4.2.2 A supplier that scores less than sixty (60%) percent in respect of “Functionality” will be viewed as non-responsive
- 4.2.3 The following criteria will be used to evaluate the supplier:

Paper evaluation	Weight
A minimum of three (3) years’ experience in Logistics Services is required	10
A minimum of three (3) years’ experience regarding distribution is required	5
Proof of a minimum of three (3) previous comparable contracts accompanied by contactable references.	10
Detailed costed project plan on timelines for each phase	20
Proof of capacity to provide required goods Detailed costed plan and payment schedule on capacity to render the required goods (Turnaround time, stock availability) Detailed costed plan and payment schedule on capacity to distribute the required goods (Turnaround time, stock availability)	25
TOTAL	70

4.3 Phase 4: Site Inspection

Inspection of storage facility, or access to storage facility of the supplier, packaging and samples of products		30
Matrix:		
Storage facility (cleanliness, temperature control, pest control)	10	
Packaging (bags are strong, branded, clean and will not break upon being dropped)	10	
Samples (Analysis certification, visual inspection regarding dryness, no contamination)	10	
In case of subcontracting visit must be facilitated		
TOTAL WEIGHT OF FUNCTIONALITY		100

5 Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

6 SPECIAL CONDITIONS

6.1 The evaluation will take into account the number of years of experience of the bidder and proof of the number of previous similar contracts (see Functionality Criteria for number of years and number of contracts clearly specified).

6.2 The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender).

6.3 Quotation must be detailed according to the specifications above, reflecting the costing of each item;

6.4 Costing of goods and services must include transport as specified and all related costs;

7 GENERAL CONDITIONS

The General Conditions of Contract will be applicable to this bid;

7.1 The Department of International Relations and Cooperation reserves the right to accept sponsorship for various services from one or more service providers without compromising the standard and quality of service required.

7.2 The Department of International Relations and Cooperation reserves the right to sign a service level agreement with the preferred bidder to supplement the General Conditions of Contract.

7.3 The Department of International Relations and Cooperation will not be held responsible for any costs incurred by the bidders in the preparation and submission of proposal

7.4 Please take note that the Department of International Relations and Cooperation is not obliged to select any of the bidders submitting proposals.

7.5 Evaluation on functionality criteria can only be done on the basis of information, which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.

7.6 Shortlisted bidders will be taken through a process of vetting for security checking.

8 FEES AND PAYMENT SCHEDULE

8.1 Fees must be quoted in South African currency

8.2 All prices quoted must include VAT

8.3 Payment will be based on terms and conditions agreed upon in the Service Level Agreement

9 CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267

Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 351 1755/11928/11769/11045/10435

Prospective service providers should submit their binded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

By hand

The Tender Box: At the Gate.
OR Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria
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The compulsory briefing session will be held at OR Tambo Building on the 18/02/2015 at **10:00. Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00 on the 06/03 / 2015.**

Prospective service providers/suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

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