



POST-HARVEST
INNOVATION PROGRAMME

a public-private partnership between



science
& technology
Department
Science and Technology
REPUBLIC OF SOUTH AFRICA

fpéf
SOUTH AFRICA
Fresh Produce Exporters' Forum

TERMS OF REFERENCE FOR AN AGRICULTURAL DEVELOPMENT PLAN FOR THE THULAMELA LOCAL MUNICIPALITY

BID NUMBER: T03 /10/16

Optional Briefing Session

Date: Between 24 – 27 October 2016
Time: To be confirmed
Venue: To be confirmed

NB: Applicants interested in attending the optional briefing session are required to inform Ms J Davids at junette@fpéf.co.za by latest 19 October 2016.

Bid Closing Date:

14 November 2016 @ 12h00. All proposals must contain 2 clearly marked envelopes (1 x financial proposal) and (1 x technical proposal). An original and 5 copies of each, i.e. six (6) sets of documents in total should be addressed and couriered or hand-delivered to:

Ms J Davids
Fresh Produce Exporters' Forum
Colosseum Building
Foyer 3, First Floor
Regus Desk
Century Way
Century City, 7441

No electronic submissions will be accepted.

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1. Definitions

- 1.1 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.2 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section (9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.3 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 1.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 1.5 **“consortium or joint venture”** 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;
- 1.6 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 1.7 **“horticulture”** refers to fresh and/or processed fruit, flower and/or vegetable products, and excludes grains and other plant based products like cotton, etc.
- 1.8 **“person”** includes a juristic person;
- 1.9 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.

2. Introduction

The Post-Harvest Innovation Programme (PHI) is a public-private partnership between the Department of Science and Technology (DST) and the Fresh Produce Exporters' Forum (FPEF), with the FPEF as the implementing partner.

The DST's premise for initiating and supporting the PHI Programme, launched in 2007, was based on the need to address the innovation challenges for building an internationally competitive and sustainable fresh horticultural industry for South Africa. The South African fresh horticultural industry, which derives more than 50% of its income from exports, provides direct employment to an estimated 460 000 people and plays a vital role in sustaining rural livelihoods. Since the horticultural industry is considered an important employer in the South African economy, it is extremely important to ensure that it remains profitable, sustainable as well as locally viable and internationally competitive.

As part of its endeavours to provide improved postharvest technology to rural communities the Management Committee of PHI agreed to ring-fence funding to address postharvest challenges experienced by two emerging farmer communities in Mpumalanga and Limpopo.

This Terms of Reference deals specifically with a study on the rural community in the Thulamela Local Municipality, which is part of the District Municipality of Vhembe – in the Limpopo province.

In the light of the magnitude of challenges that farmers and agricultural service providers in Thulamela face - this project will focus on a study to:

- Assess and interpret the general nature of farming enterprises in Thulamela and the role of agriculture in general and horticulture specifically in the socio-economic status of the Thulamela Local Municipality (TLM) and the context thereof in the Vhembe district.
- Evaluate the environmental factors and natural resources impacting on agriculture in the TLM.
- Analyse the demographics, agricultural organisational structures and cooperative support structures relevant to the TLM.
- Determine and analyse the volumes of the various fresh produce commodities produced and the quality aspects and market dynamics involved in the trade and consumption of these commodities for TLM produce and the context thereof in the region.
- Assess access to human resources, materials, machinery and other resources required for efficient primary agricultural inputs for the farmers in TLM.
- Analyse in detail all the elements of the postharvest value chain applicable to horticulture in TLM and the context thereof in the region.

The study enjoys the support of the Provincial Departments of Agriculture and Rural Development of Limpopo as well as the Thulamela Local Municipality.

3. Description of the Project Site

Thulamela Local Municipality (TLM) – 5834km² – is a category B Local Municipality situated within the Vhembe District Municipality (VDM) in the northern part of the Limpopo province.

The district shares borders with Zimbabwe in the north and the Kruger National park in the east. Vhembe is comprised of four local municipalities: Musina; Thulamela; Makhado and Collins Chabane (previously known as LIM345). The offices of TLM are located in Thohoyandou, which in turn is situated in the Thulamela Local Municipality.

Although the TLM is the local municipality with the densest population structure in the area, it offers substantial agricultural potential for the development of the sub-tropical and other horticultural crops value chain and BEE enterprises. Relevant information on the socio-economics and demography of the TLM can be obtained at <http://www.thulamela.gov.za/> and further information on the functioning of TLM within the greater Vhembe district at www.municipalities.co.za as well as www.vhembe.gov.za.



Figure 1: Locality Map of the Thulamela Local Municipality in the Limpopo province.

Relevant information on the socio-economics and demography of the TLM can be obtained at www.municipalities.co.za

A diagnostic overview of farming activities in the TLM resulted in the following preliminary conclusions:

- A large number of small scale farming enterprises are mostly individually operated.
- The principal horticultural products produced are Citrus; Subtropical crops, Tea and vegetables.
- The farmers experience vast challenges due to the uncoordinated approach to agricultural development in the region.
- Only a few of the farmers produce for export or formal, municipal markets and it is unlikely that many will be in a position to do so in the near future.
- Given the lack of infrastructure, other resources and knowledge of food safety issues, the local market currently being served is under threat of incorrect application of chemicals, and resulting health/safety concerns for consumers.

- Farmers cited their major challenges as being the lack of local markets, lack of cold stores, lack of pack houses and lack of assistance with primary agricultural-, logistics- and business skills.

4. The Purpose of the Project

The purpose of this project is to compile an Agricultural Development Plan (focusing on the Horticultural (Fruit, Flower and Vegetable component) for the Thulamela Local Municipality so as to provide a scientific foundation for determining the qualitative and quantitative development needs of the range of farmers/farming communities and agricultural pre- and postharvest service providers. The development plan should be supported by well-founded analysis of current and future environmental, human and natural resource factors and should include recommendations regarding prioritised action plans and development/investment opportunities.

5. Key Focus Areas for the Project (Scope of Work)

The following key focus areas should be data-based, analysed and integrated into a recommended Agricultural Development Plan for the Thulamela Local Municipality. The Development Plan should be comprehensive enough to enable key government and other stakeholders, at various levels, to prioritise and quantify potential resource allocation from relevant sources to implement the plan. Details should be captured in Addenda to prevent the body of the plan from becoming too detailed.

5.1. Environmental Analysis

Environmental parameters important for successful agricultural enterprises should be compiled and interpreted in terms of suitability, challenges, opportunities and risks for the range of fresh produce crops suitable for cultivation in the area. Emphasis should be placed on the following:

- Climate (Temperature regimes, Wind, Rainfall, Hail, Frost).
- Soils and surface and sub-surface drainage.
- Pests and diseases (with special emphasis on sustainability and bio-security and phytosanitary risks and -challenges).
- Water supply and distribution.
- Water quality for irrigation.
- Geomorphological and topographical features.
- High-level analysis of pollution and erosion trends and risks.

Supplementary maps indicating spatial distribution patterns of the environmental parameters are to form part of the integrated development plan (minimum 1:100 000 scale).

5.2. Status Report on Current Agricultural Developments and Services

An analysis and status report will be required regarding current agricultural land utilisation and services infrastructure in particular pertaining to:

- A current production database
 - Survey-based estimates of current hectares per fresh produce type.

- Supplementary data necessary to interpret the status of current crops cultivated should be integrated in this status report. (The supplementary data typically to include age distribution of crops/orchards and crop quality parameters).
- The production data should also be contextualised in terms of:
 - Previously cultivated land currently abandoned.
 - Irrigation water utilisation in terms of control measures/procedures; % of allocated water utilised; allocable water held in reserve/not allocated.
 - Quality of land preparation.
 - Quality of primary (production) infrastructure (irrigation, implements, vehicles, fixed improvements).
 - Applied technology levels.
- A detailed analysis of the postharvest value chain in the district including capacity and quality of and access to postharvest control materials, pack houses, processing facilities, general warehousing, cold storage, transport, communications.
- An analysis of the status of other supporting infrastructure including but not limited to: Roads; Electricity supply and -distribution networks; Water supply – reservoirs and distribution networks; Communication services.
- An analysis of access to human resources, materials, machinery and other resources required for efficient agricultural inputs for the farmers in the region.
- An evaluation of farmers’ support systems and structures with special emphasis on:
 - Current extension and mentorship support structures as well as training facilities and structures.
 - Farmers/Farming communities’ cooperation levels and structures.
 - Funding availability and utilisation.
 - Best future practise
- A SWOT analysis of the horticultural and infrastructural components of agriculture in the region.
- Supplementary maps indicating spatial distribution patterns of land utilisation and services/infrastructure are to form part of the integrated development plan (minimum 1:100 000 scale).

5.3. Market Analysis

The marketing section of the development plan for TLM should in principle focus on:

- An assessment of the volumes of the various fresh produce commodities produced and the quality aspects and market dynamics involved in the trade and consumption of these commodities.
- Identification of future market opportunities and –mechanisms as well as infrastructural development needs for an idealised horticultural portfolio for the municipality and to support the realisation of market potential.

5.4. Value Chain Analysis

A comprehensive economic analysis of the horticultural value chain needs to be executed in order to arrive at integrated conclusions regarding:

- Individual value chains for cropping options identified
- Comparative economic viability of the various horticultural enterprises available for consideration for the TLM area.
- The identification of horticultural enterprises with a competitive advantage or disadvantage for the TLM in comparison with the rest of the RSA.
- Value-adding opportunities based on a 20:80 approach for improving the value chain for the highest potential horticultural enterprises for TLM.

5.5. Overview of the Demography and Socio-economic Status of the Project Area

Conduct a high-level assessment of:

- The current land ownership status – land tenure issues.
- Natural, human and material resource allocation.
- The socio-economic situation of the region with special reference to Employment status and –trends. Community health trends; Food security trends; Social and Economic trends; and Urbanisation.

5.6. Overview of Stakeholders Involved in the Agriculture of TLM

The following aspects should be highlighted in this overview:

- Which potential stakeholders are the most appropriately placed to provide support and the various services? The information provided to this question should include:
 - A list of relevant stakeholders in the private and public sectors (at all levels of government, including the traditional leaders).
 - The type and appropriateness of services/support which can be provided by the stakeholders to the various farmer categories.
- Infrastructure and organisational structures which should be put in place to ensure comprehensive service delivery to farmers of all categories? The information provided by this question should include:
 - A determination of the region's infrastructure needs with respect to agriculture.
 - An indication of which formal or informal structures of cooperation and or support should be developed.
- How should the Departments of Agriculture and Rural Development change their systems or structures to deliver key services? The information provided by this question should include:
 - Specific reference to the organisational structure of the Department and changes that may be needed.
 - How the internal and external Human Capital Development Plan of the Department should be adapted.
 - An indication of where new or adaptive service delivery mechanisms should be developed.

5.7 Integrated Reporting

Synthesise the findings of the assessments carried out in Sections 5.1 to 5.6 to develop a proposed Agricultural Development Plan (focusing on the Horticultural component) for the Thulamela Local Municipality as a foundation for determining the qualitative and quantitative development needs of the range of farmers/farming communities and agricultural service providers. The Development Plan should be clear and factual and supported by:

- A comprehensive database of the data and information collected and collated in sections 5.1 to 5.6, including a comprehensive list of persons consulted, with their contact details.
- Spatial maps illustrating features and trends described in sections 5.1 to 5.6.
- A Scientific and Economic analysis of the data.
- Strategic recommendations on proposed and prioritised action plans for a fast tracked large scale improvement of the Horticultural value chain of TLM.
- An Executive Summary – contained in a distinct subsection of the report – summarising the findings of the study as well as proposed prioritised action plans to implement the development plan to the earliest and best advantage of the citizens of the Thulamela Local Municipality.

6. Expectations Regarding the Output Required

It is expected that the diagnostic analysis during the course of this project will lead to executable recommendations regarding prioritised development and financing challenges and opportunities and a targeted set of action plans. This will be based on a sound understanding of the critical success factors for a horticulturally induced improvement of the socio-economic status of the citizens and communities of TLM. It is intended that the findings and recommendations in the development plan produced in this study should be relevant to:

- All current and prospective horticultural entrepreneurs/farmers in the TLM.
- Current and prospective service providers to the Horticultural industry in TLM and further downstream as required by the logistical and marketing elements of the value chain.
- All other stakeholders as identified in section 5.6.

It is also intended that the strategic recommendations and Executive Summary contained in the report should provide clear guidelines regarding short and long term action plans to fast track the development of the horticultural activities in the TLM for the optimal beneficiation of its constituents.

It is expected that the prospective service provider would, as a starting point for the project, conduct a comprehensive literature study of all available information pertaining to the study area. In this regard it is expected that prospective service providers will evaluate the contents of the available literature in order to:

- Submit a project proposal that avoids duplication of project work to compile information already available.
- Integrate all applicable published information in the final project report.

It is expected that during the course of the project the service provider team would consult widely with:

- Local and provincial offices and officers of Department of Agriculture, Forestry and Fisheries, the Department of Rural Development and Land Reform and the Department of Water Affairs as well as traditional leaders in the TLM region.
- Local Agricultural cooperatives and -community structures.
- TLM officials, researchers and extension experts.
- The Scientific and Transformation desks of applicable industry bodies such as Subtropical Growers' Association, Citrus Research International, Citrus Growers' Association and FPEF.
- The Citrus Growers Association's – Grower Development Company.
- Current and prospective local and regional pack houses and processing plants.
- Current and prospective local and regional logistics service providers.

All documentation required for this project will have to be sourced and collected and collated by the project team at its own discretion and own cost. It is suggested that the project team avail itself thoroughly of at least the following documentation and coordinate its final recommendations with guidelines contained in these documents:

- The National Development Plan (NDP).
- Spatial development plans for Limpopo as developed by the Department of Agriculture, Department of Rural Development and Land Reform and Department of Water Affairs.
- Governmental and NGO Development Plans for TLM.

It is recognised that in the TLM there is a significant range and -extent of other agricultural activities probably mainly related to the forestry, cattle and game industries. Although the context and impact of these industries regarding the general state of Agriculture in TLM should be assessed and evaluated, a detailed analysis of the value chain of these industries is not required as part of this project.

7. Competencies and Skills-set

The service provider to be appointed should be appropriately qualified with technical; business analysis; and strategic thinking skills. Given the science and technology inputs required to successfully deliver a sound and comprehensive Horticultural Development plan it is envisaged that the team conducting the study and report would ideally consist of at least, but not necessarily restricted to, the following members:

- An experienced Agricultural-Economist
- Horticultural experts covering the range of relevant crop types for the TLM region.
- A Soil Scientist.
- A Plant Pathologist with experience in the postharvest dynamics of the value chain.
- An Agricultural Engineer.
- A fresh produce marketing expert with experience in both local and export marketing and the processing of fresh produce.
- An expert in demographic and community structure analysis.

8. Guidelines for Project Proposals

It is envisaged that prospective teams proposing to conduct this study and reporting (hereinafter referred to as the Project Service Providers - PSP) submit the following content in their proposals for the project:

- The PSP team's understanding of farming and the support needs of farmers as well as appropriate methodologies to facilitate knowledge sharing.
- The PSP's proposed project approach, -design and –methodology including at least an activity based plan (including resources mobilised and time frames per activity) as well as:
 - An outline of the approach to the project
 - Description of the envisaged project process.
 - Information collecting and collation process.
 - Spatial mapping and map production process.
- Composition and roles of the team and the competencies of the team members, including comprehensive CVs.
- The relevance to this project of past experience and training should be indicated. This must be demonstrated by examples of a minimum of 5 studies undertaken in the relevant fields. It is expected that the team should, in addition to the expertise described in Section 6, individually or collectively, have a sound knowledge and understanding of the following:
 - Farming and the Agricultural Sector in Limpopo.
 - Knowledge chains in the Agricultural sector.
 - Value chains in the Agricultural sector.
 - Farmer support services and their impact at both export and local level.
 - Cultural competencies – the ability to deal effectively with the different stakeholders groups.
 - Ability to write user-friendly and to-the-point reports and executive summaries.
 - Strong project management skills, including field coordination.

All prices must be inclusive of VAT. Price escalations and the conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted. Price proposals should be fully inclusive to deliver the outputs indicated in these terms for reference.

9. Deliverables, Milestones and Payment Schedule

The project is expected to run for a maximum of 6 months from commencement until completion based on the following estimated time-schedule and schedule of payments.

DELIVERABLE	MILESTONE	DATE	PAYMENT
Advertisement – Call for proposals		16 October 2016	
Optional Briefing Session		24-27 October 2016	
Submission of project proposals by prospective project Service Providers		14 November 2016	
Appointment of successful Project Service Provider	Signing of Service Delivery Agreement	21 November	
Submission of Inception Report	Detailed description of the evaluation plan, design, methodology and the structure of the report.	23 January 2017	30%
	Payment will be effected within 14 working days after: <ul style="list-style-type: none"> • Approval of Inception Report. • Receipt of a valid Invoice. 		
Submission of 1 st progress report	Progress report summarising progress to date and planning forward	20 March 2017	
Submission of 1 st Draft Project Report	1 st Draft report completed	08 May 2017	
Discussion of 1 st Draft Report with Service Provider by Project Steering Committee (PSC)	<ul style="list-style-type: none"> • Presentation of 1st Draft Project to PSC. • Evaluation of project progress and compliance to Terms of Reference. 	16 May 2017	30%
	Payment will be effected within 14 working days after: <ul style="list-style-type: none"> • Approval of progress report. • Receipt of a valid Invoice. 		
Submission of 2 nd Draft Project Report	2 nd Draft report completed	08 June 2017	
Inputs by PSC on 2 nd Draft report		22 June 2017	
Submission of Final Report	Final report and maps completed and available in hard copy and pdf format.	3 July 2017	
Discussion of Final Report with Service Provider: Project Steering Committee.	Presentation of strategic recommendations and key findings of study as well as proposed prioritised action plans to implement the development plan.	11 July 2017	40%
	Final payment will be effected within 14 working days after: <ul style="list-style-type: none"> • Acceptance of Final Report. • Presentation of strategic recommendations. • Receipt of a valid final Invoice. 		

In addition to the abovementioned deliverables, the Service Provider must avail itself to attend a Project Steering Committee: Government/stakeholder meeting to present the outcome of the study and address any queries emanating from the final report. The date of the meeting depends on the availability of the Thulamela Local and Provincial Government officials.

10. Evaluation of Proposals

10.1 Administrative Compliance

Only proposals/bids that comply with all administrative requirements will be considered acceptable for further evaluation. Incomplete and late proposals/bids will not be considered. The following documentation must be submitted for each bid:

- Completed and signed SBD 6.1
- Any other documentation required, as specified in this Terms of Reference.

10.2 Functional Evaluation

Only proposals/bids that comply with all administrative requirements will be considered during the functional evaluation phase. All proposals/bids will be scored as follows against the function criteria indicated in Table 2 below:

Table 2: Functional Evaluation Criteria

Evaluation Criteria	Weighting	Score
Relevant experience and competency of staff	20	
The quality of the methodology and detailed project plan linked to time frames with clear milestones	50	
Demonstrate an understanding of the Terms of Reference (TOR)	20	
Track record and capacity of delivery	10	
Total for Functionality	(100)	Maximum Possible Score = 100

10.3 Price Evaluation

Only proposals/bids that meet the minimum required indicated under functional evaluation above will be evaluated in terms of the Preferential Procurement Framework Act (PPPFA) (Act No.5 of 2000): Preferential Procurement Regulations, 2011. The value of this project is below R1 million and therefore the 80/20 preference point system will be used as prescribed by the PPPFA. Potential applicants should familiarise themselves with the content of the PPPFA.

Points will be awarded to an applicant/bidder for attaining the B-BBEE status level of contribution in accordance with the table contained in SBD 6.1 (see attached document).

11. Budget

Applicants are requested to provide an all-inclusive budget. All costs should include Value Added Tax (VAT).

12. Additional Requirements for the Proposal/Bid

Bidders who fail to comply with the following requirements and submission of compulsory documents, will be eliminated during the preliminary proposal/bid screening process:

- 12.1 Compliance with specification and conditions of the proposal/bid.
- 12.2 Completion, signed and submission of the prescribed bidder information form (SBD 6.1).
- 12.3 Original and valid Tax Clearance Certificate dated not older than 6 months prior to the closing date of this bid, must be submitted by all South African bidders submitting bids.
- 12.4 Submission of certified copies of ID documents of all members / shareholders / directors of the business.
- 12.5 Submission of company registration documents, e.g. CM 29, CK, etc.
- 12.6 Joint Venture Agreement where applicable, each partner to submit own company registration and separate Tax Clearance Certificates.
- 12.7 Submission of company profile.
- 12.8 Submission of original or certified copy of valid B-BBEE certificate (not compulsory, but necessary for claiming points for B-BBEE status level of contribution).
- 12.9 Joint ventures and consortia should submit consolidated B-BBEE certificates.
- 12.10 Submission of CVs of proposed personnel confirming suitability for the position. (Note: The Project Steering Committee needs to be notified within 15 days of any changes to the composition of the team during the course of the project).
- 12.11 Submission of details of contracts (including contract details) for similar work done within the last five years.

13. Intellectual Property Rights and Confidentiality

The FPEF will own copyright of the products of this assignment, except prior material brought in to the assignment or that owned by a third party. The service provider will not use the material (whether in part or whole) without written permission of the FPEF. The FPEF retains the right to make the report or portions thereof publicly available unless there are major concerns about making them public.

The Project Steering Committee will regard all information presented in, or in support of the application, as confidential and may not use or share any information for personal or 3rd party gain.

14. Conflict of Interest

The appointed project Service Provider may not act in any way that is inconsistent with his/her duties or expose him/herself to any situation involving the risk of a conflict of interest between the official responsibilities required for the project and with that of private and public interest.

15. Representation

Although the successful Service Provider will be appointed by the FPEF to conduct this study, the Service Provider may not act on behalf of or claim to represent the FPEF or commit the FPEF to any future action or liability.

16. Additional Information

- 16.1 The FPEF will enter into a single contract with a single company for the delivery of the work set out in this Terms of Reference.
- 16.2 No material or information derived from the bid submission or the provision of the services under the contract may be used for any purposes other than those of the FPEF, except where authorised by the FPEF in writing.
- 16.3 The cost of preparing proposals and of negotiating the contract will be for the account of the bidder and will not be reimbursed.
- 16.4 The FPEF reserves the right to call for interviews with short-listed bidders before final selection.
- 16.5 The FPEF reserves the right to negotiate price with the preferred bidder.
- 16.6 The FPEF is not bound to accept any of the proposals submitted and reserves the right to call for 'Best and Final Offers' from short-listed bidders before final selection.
- 16.7 The FPEF shall not be obliged to accept the lowest of any quotation, offer or proposal.
- 16.8 Submissions received after the closing date will not be considered.
- 16.9 Bidders may not contact the FPEF on any matter pertaining to the bid from the time the bids are submitted on 31 March 2016 to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 16.10 Notwithstanding shortcomings and/or inconsistencies, if any, in this document, which is only a minimum specification, the Service Provider shall make provision for a complete and full proposal that delivers the required service cost-effectively and efficiently.
- 16.11 Any clarification required by the bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing to Ms J Davids at junette@fpef.co.za
- 16.12 During the evaluation of the bids, additional information may be requested in writing from bidders, for clarity.
- 16.13 The successful bidder will be informed. A contract will only be deemed to be concluded when reduced to writing in a contract signed by the designated responsible person of both parties. The designated responsible person of the FPEF is the Chief Executive Officer.
- 16.14 Payment shall be made into the bidder's bank account normally 14 days after receipt of an acceptable valid invoice. (Banking details must be submitted as soon as the bid is awarded. Proof of banking details must be submitted in the form of a cancelled cheque or an approved bank-stamped letter).
- 16.15 The successful bidder must be able to meet the terms and conditions contained in the service level agreement to be concluded, and in particular the implementation deadlines.
- 16.16 The FPEF shall not pay for any unproductive or duplicated time spent by the Service Provider on any assignment as a result of staff changes or redrafting of reports.

17. Disclaimer

The FPEF reserves the right not to appoint a Service Provider and is also not obliged to provide reasons for the rejection of any proposal. The FPEF reserves the right to:

- 17.1 Reject all proposals submitted.
- 17.2 Decline to consider any proposals that do not conform to any aspect of the requirements set out herein.
- 17.3 Request further information from any applicant after the closing date, for clarity purposes.

17.4 Cancel this tender or any part thereof at any time.

18. Contractual Requirements

- 18.1 The contract shall be effective upon signing of a Service Level Agreement by both the FPEF and the successful Service Provider.
- 18.2 The project must be completed within five months of awarding the contract.
- 18.3 Method and periods of payment will be linked to milestones and agreed to by the FPEF and the Service Provider.
- 18.4 Payment will be approved by the Project Steering Committee based on the quality of the report per milestone.

19. Project Monitoring

The FPEF through the appointed Project Steering Committee comprising of the DST, FPEF and other stakeholders will be responsible for overseeing the study including approving the Inception Report and other deliverables. The day to day management of the Service Provider's working team will remain the responsibility of the head of the Service Provider.

The study project manager to whom the Service Provider will report on process and commissioning, is Ms Junette Davids, PHI Programme Manager.

20. Project Proposal Submission Information

Closing Date: 14 November 2016
Closing Time: 12h00

All proposals must contain 2 clearly marked envelopes (1 x financial proposal) and (1 x technical proposal). An original and 5 copies of each, i.e. six (6) sets of documents in total should be addressed and couriered or hand-delivered to:

Ms J Davids
The Fresh Produce Exporters' Forum
Colosseum Building
Foyer 3, First Floor
Regus Desk
Century Way
Century City, 7441

No electronic submissions will be accepted.

Validity Period: The validity period for the tender will be 30 days from the closing date.

For enquiries, contact Ms Junette Davids at junette@fpef.co.za