

**MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE**

**REQUEST FOR PROPOSAL**

**FOR**

**TERMS OF REFERENCE FOR INCLUSION ON A PANEL OF SUPPLIERS FOR  
MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE**



**SPECIAL ECONOMIC ZONE**  
Maluti-A-Phofung  
Free State, South Africa  
*Growing the Economy*

**CLOSING DATE: 13 MARCH 2017**

<b>NAME OF COMPANY.....</b>
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## **PANEL OF SUPPLIERS FOR THE MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE**

### **1. Introduction**

The Maluti-A-Phofung Special Economic Zone (MAP-SEZ) is a subsidiary of the Free State Development Corporation (FDC) which is a public entity established in terms of the Free State Development Act 6 of 1995 (FDC Act), as amended. In terms of the Public Finance Management Act it is classified as a schedule 3D provincial public entity.

### **2. Background information**

The MAP-SEZ through the FDC is required in terms of section 3 of FDC Act to initiate economic empowerment projects that would benefit the Free State and in doing so comply with the Broad Based Black Economic Empowerment Act. In addition to achieving compliance with above legislation, addressing skills transfer, Free State local employment, black economic participation and beneficiation is ensuring that Black people benefit in economic development opportunities.

MAP-SEZ empowerment initiatives in terms of section 3 of the FDC Act and BBBEE are driven by but not limited to the following pillars:

1. Local black economic empowerment;
2. Free State local employment;
3. Skills transfer to Free State local business; and
4. Corporate Social Investment to Free State communities.
5. Procurement from Free State based companies

The MAP-SEZ, through FDC is required by section 51(1) of the **PFMA** to maintain effective, efficient and transparent systems of financial, risk management as well as internal control systems. In order to achieve the above, the MAP-SEZ has identified the need to have a panel of suppliers.

### 3. Scope of work

Supply of goods is required for a period of three years as when required.

The supplier is required to indicate which goods they will supply from the table below.

The supplier may only **indicate a maximum of two goods to be supplied**, based on its business profile and goods offerings. Should a supply wish to supply more than two goods and related services, the supplier must submit a separate proposal for other goods in addition to the two indicated in the list below.

<b>Goods and Supply</b>	<b>Mark with X</b>
Suppliers or manufactures to supply and or install perimeter fencing services for a period of 3 years	
Suppliers or manufacturers to supply and or install high voltage electrical services , fittings, products and or materials for a period of 3 years	
Suppliers to render building and common area maintenance services such as electrical, plumbing, garden maintenance and general construction for a period of 3 years	
suppliers or manufacturers to supply and or install large scale building construction, fittings, products and or materials for a period of 3 years	
Suppliers to render corporate services such as corporate, strategic and performance plans; investment promotion; marketing and communication as well as legal services for a period of 3 years	
Suppliers to render website design and support services for a period of 3 years	

#### 4.1 COMPULSORY REQUIREMENTS

- 4.2.1 Clear extent of black ownership of entities bidding, 51% control or more is encouraged;
- 4.2.2 A Business Profile must be attached. Please include CVs of each director. Annual Turnover for the past financial year or projected turn over for this 2016/2017 financial year;

- 4.2.3 Industry which the bidder operates, intends to enter or has experience in;
- 4.2.4 Clear demonstration of previous experience in the scope of work listed in 3 above (list references with valid contacts, **attach testimonials from references**) and clearly indicate the extent of involvement
- 4.2.5 Total number of employees the bidder employs, with clear indication of the number of black employees;
- 4.2.6 Physical address in the Free State from which the bidder operates;
- 4.2.7 Valid Original Tax Clearance Certificate;
- 4.2.8 Clearance from the Chief Financial Officer of the FDC that bidder, its director(s) or partner(s) is not in arrears with FDC for 90 days or suitable arrangement has been made;
- 4.2.9 Registration documents; and
- 4.2.10 BBBEE Certificate.

## **4.2 Proposal**

- 4.2.11 MAP-SEZ reserves the right to or not accept proposals including to directly approach certain persons, entities or consortia should proposals received not be satisfactory, conditions not met by successful bidder(s) or for any reason prior to or after submission of bids and such will be done entirely at the MAP-SEZ's discretion
- 4.2.12 The decision to accept proposals will be based on but not limited to
- 4.2.13 B-BBEE, local employment, skills transfer and capacity proposition. Free State based black persons, empowered, owned entities or consortia are encouraged to submit proposals.
- 4.2.14 Bids from persons whose tax affairs are not in order or those owing the FDC for more than 90 days without acceptable official arrangements will not be considered for enlisting in the panel. The MAP- SEZ reserves the right to vet bidders. The MAP-SEZ reserves the right to update its panel at any time should it so deem necessary.

## 5. Functionality and Evaluation Criteria

5.1 New entrants will be evaluated separately based on capacity to deliver.

5.2 The proposals will be evaluated in terms of the following criteria:

Criteria	Weight	Score
<ul style="list-style-type: none"> <li>Capacity to deliver</li> <li>Reference</li> </ul>	<b>[50]</b>	
Experience in projects of a similar nature (at least 3yrs)	<b>[30]</b>	
<ul style="list-style-type: none"> <li>Free State Based Company</li> </ul>	<b>[20]</b>	
<b><u>TOTAL SCORE</u></b>	<b>100</b>	

The request for quotation will be evaluation by means of a **two stage process**. The first stage will focus on functionality and suppliers that qualify for more than **60** points out of the 100 will be eligible to participate in stage two of the evaluation process.

Appointment into the panel does not guarantee work request or requisition. The MAP-SEZ will prior to requisitioning work, issue requests for quotation as and when required subject to its internal supply chain management processes.

CONTACT PERSON	CLOSING DATE
For Supply Chain Management enquiries: <b>Ms. N Mtimkulu</b>  For technical and other enquiries: <b>Mr. K Nakeli</b> Phone:051 4000 800	Proposals must be delivered in a sealed clearly marked envelope addressed as follows: RFP-, <b>FDC HOUSE, Cnr. Amanda and De Lange, Tshiame, Industriqwa, Harrismith</b>  <b>On or not later than 13 March 2017 at 12H00</b>

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES  
(Compulsory)**

1. This Document must form part of all bids invited or Vendor application to be registered in FDC supplier database.
2. It serves as a declaration by the supplier/service provider and is to be used by FDC in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the Supply Chain Management System.
3. The service of any service provider or supplier/vendor may be disregarded if that supplier/vendor or service provider, or any of its directors have-
  - a. abused the company or institution's purchasing / supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. Failed to perform on any previous contract.

1. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid or vendor application.**

Item	Question	Yes	No
4.1	<p><b><i>Is the supplier or any of its directors listed on the National Treasury as companies or persons prohibited from doing business with the government?</i></b></p> <p><b>Companies or persons who are listed on this database were informed in writing of this restriction by the Supply Chain Management Department.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the supplier/vendor or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the supplier/vendor or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the supplier/vendor related to any FDC employee or part of FDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company:

\_\_\_\_\_

Company Registration Number:

\_\_\_\_\_

Company VAT Registration Number:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date