

FREE STATE DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL

FOR

**TERMS OF REFERENCE FOR INCLUSION ON A PANEL OF SUPPLIERS FOR
FREE STATE DEVELOPMENT CORPORATION**



FREE STATE DEVELOPMENT CORPORATION
YOUR PARTNER IN DEVELOPMENT

CLOSING DATE: 05 JUNE 2015

<p>NAME OF COMPANY:.....</p>

PANEL OF SUPPLIERS FOR THE FREE STATE DEVELOPMENT CORPORATION

1. Introduction

The Free State Development Corporation (FDC) 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.

FDC Mission

To provide financial and business development services to SMME's and Cooperatives, to undertake development and management of properties; and to facilitate and promote investment in and exports from Free State Province.

FDC Vision

To be the development and investment agency of choice in contributing to the economic growth of the Free State Province.

2. Background information

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.

FDC 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

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 FDC 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.

Goods and Supply	Mark with X
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 office furniture for a period of 3 years	
suppliers or manufacturers to supply and or install building construction, fittings, products and or materials for a period of 3 years	
Suppliers or manufacturers to supply or install ICT products, software, hardware, infrastructure, equipment or consumables for a period of 3 years	
Suppliers or manufacturers to supply printing products and consumables for a period of 3 years	
Service Providers for printing services for a period of 3 years	
Suppliers or manufacturers to supply farming equipment and implements for a period of 3 years	

Suppliers to supply sundry products for a period of 3 years	
Suppliers to supply uniforms and protective ware for a period of 3 years	
Suppliers to supply cleaning material for a period of 3 years	
Suppliers or manufacturer of manufacturing machinery, steel or engineering related products	
Service providers for catering services for a period of 3 years	
Service providers for emergency services in the following fields, electricity, water and reticulation for a period of 3 years	

4. COMPULSORY REQUIREMENTS

4.1 Technical and Financial Proposition

We require the services of Service Providers to provide the above mentioned services. Your proposal should include the following:

- 4.1.1 Fees per hour and/or day, VAT inclusive including break down of fee structure, any disbursements and annual escalation. FDC reserves the right to determine standard fee(s) for successful bidders.
- 4.1.2 Service providers working on commission must indicate their commission structure.
- 4.1.3 Service providers working on a fee or remuneration based on time must otherwise indicate how their fee or remuneration is structured.
- 4.1.4 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.
- 4.1.5 CV of each professional from director, partner to professional assistants including short indication of relevant experience.

4.2 BEE Proposition

- 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 2015/2016 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 Company Registration documents original or certified and ;
- 4.2.10 BEE Certificate

4.3 Proposal

- 4.3.1 FDC 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 FDC's discretion.
- 4.3.2 The decision to accept proposals will be based on but not limited to B-BBEE, local employment, skills transfer and capacity proposition. Free State based black persons, empowered; owned entities or consortia are encouraged to submit proposals.
- 4.3.3 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. FDC reserves the right to vet bidders. FDC 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">Capacity to deliver (40)Reference (10)	[50]	
Experience in projects of a similar nature (at least 3yrs)	[30]	
<ul style="list-style-type: none">Free State Based Company	[20]	
TOTAL SCORE	100	

The request for quotation will be adjudicated 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. FDC 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
<p>For Supply Chain Management enquiries: Mr E Ntsane</p> <p>For technical and other Inquiries: Mr D. Nkaiseng</p> <p>Phone:051 4000 800</p>	<p>Proposals must be delivered in a sealed clearly marked envelope addressed as follows: RFP- Panel of Service Providers, FDC HOUSE, 33 Kellner Street, Westdene.</p> <p>Bloemfontein, on or not later than 5 June 2015 at 12H00</p>