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Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE

OFFICE OF SUPPLY CHAIN MANAGEMENT: TSOLO AGRICULTURE AND RURAL DEVELOPMENT INSTITUTE

Tsolo Agriculture and Rural Development Institute, College Drive · Private Bag X1008 · Tsolo · 5170 ·
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REQUEST FOR QUOTE

BID DESCRIPTION	QUOTE NO	CLOSING DATE & TIME	
PROVISION OF SECURITY SERVICES FOR A PERIOD OF FOUR (4) MONTHS AT TARDI (Tsolo Agriculture and Rural Development Institute)	TA- 24/25/TAR-0002	Closing Date: 22 April 2024	Closing Time: 11h00 am

The Department of Rural Development and Agrarian Reform invites prospective service providers to quote for the above bids.

Soft Copies of Quotation documents will be available during working hours from Wednesday, **17 April 2024** from the office Acquisition Management, **Prefab Office Tsolo Agriculture and Rural Development office Tsolo (TARDI) OR Download the Quotation document at www.tardi.ac.za**

Please note that no hard copies are available, Service providers must bring a memory stick. Email requests for quotation DOCUMENT must be in writing (SMS or email).

The completed document and any supporting documentation shall be placed in a sealed envelope clearly marked the relevant "QUOTE NO:" and must be deposited in the bid box/tender box, situated at the **Administration Foyer Office Tsolo Agriculture and Rural Development office Tsolo (TARDI) Tsolo** before the Closing date.

Evaluation Criteria for this procurement will be as follows:

- **Evaluation will have 3 stages**
 - Stage 1: Compliance with compulsory documents
 - Stage 2: Functionality
 - Stage 3: Specific Goals
- **Bidders who fail to submit valid compulsory documents on stage 1 will not proceed to stage 2 and those who fail to score 75% on stage 2 will not proceed to stage 3 of evaluation.**


Comprehensive information on evaluation criteria is contained in the quotation documentation.

Prospective Service Providers must take particular note of the following:

- Prospective Service Providers are required to submit **certified ID Copies and CICP certificate.**

- Service providers to submit, **medical certificate, SASSA registration or confirmation of disability** from relevant authority (**ONLY SERVICE PROVIDERS LIVING WITH DISABILITY**).
- Service providers to submit **Municipal Statement of account** or **lease agreement** if renting premises or **Council letter** confirming the proof of address.
- In the case of JV Agreement must attached, a valid authentic JV agreement, and letter of signatories together with their quote for the quotation to be considered further.
- All prospective service not registered on the **CENTRALIZED DATABASE** of National Treasury and **LOGIS-Systems** must do so before the closing date of the bid. Clients are also urged to update and confirm that their banking details on LOGIS are correct.
- Service providers must submit proof of registration on the **Centralized Supplier database**.
- Tax compliant Status and Directors/Shareholders will be verified on **Centralized Supplier Database (CSD)**.
- **If a service provider is not VAT registered, it is not expected to charge VAT.**
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Bids must valid for a period of **60 days** after closing date.

Administration enquiries should be directed to: **Ms. Kwetana N.A at 083 408 5834**
 Technical enquiries should be directed to: **Mr. Dila M. 066 125 8939**



DR M.J. GUMA
 Acting-Principal: TARDI
DATE: 16/04/2024