



INVITATION TO BID

BID NUMBER	5/2026		
SERVICES & GOODS REQUESTED	<p>APPOINTMENT OF A LEAD IMPLEMENTING AGENT (WITH PERMITTED SUBCONTRACTORS) FOR THE IMPLEMENTATION AND FACILITATION OF THE GHANA MARKET ACCESS ACTIVATION PROGRAMME</p>		
CLARIFICATION MEETING	YES	DATE	TIME
		16 July 2026	11:00-13:00
VENUE/SITE	Online - Teams		
CLOSING DATE AND TIME OF BID	MONDAY 27 JULY 2026 STRICTLY @ 12:00		
VALIDITY PERIOD OF BID	90 DAYS		
TOTAL BID PRICE (VAT INCLUDED) <i>Must be the same as per CBD 4 – Price form.</i>			
<i>The following must be completed by the bidder.</i>			
NAME OF COMPANY			
ADDRESS			
NAME OF PERSON RESPONSIBLE FOR THE BID			

CONTACT NUMBER (code and number)				
CELLPHONE NUMBER				
E-MAIL ADDRESS				
CSD NUMBER				
VAT REGISTRATION NUMBER				
SARS TCC attached (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Originally certified B-BBEE status level certificate/Original Sworn Affidavit (A B-BBEE status level verification certificate must be delivered to Casidra SOC Ltd, 22 Louws Avenue, Paarl, in order to qualify for preference points for B-BBEE)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
SUBMISSION OF DOCUMENTS				
Sealed tenders, clearly indicated with the bid no, title and closing date, must reach Casidra SOC Ltd at their Head Office, 22 Louws Avenue, Southern Paarl and be placed in the bid box available at reception.				
PLEASE NOTE THE FOLLOWING				
TENDERS MUST BE BOUND AS CASIDRA WILL NOT TAKE RESPONSIBILITY FOR THE COMPLETENESS OF ANY UNBOUND BID DOCUMENTS.				
BID DOCUMENTS MUST BE DOWNLOADED FROM THE TENDER PORTAL. NO DOCUMENT WILL BE PROVIDED VIA E-MAIL.				
FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS MAY RENDER THE BID INVALID.				

ENQUIRIES ABOUT THE COMPLETION OF THE TENDER DOCUMENT CAN BE ADDRESSED TO:	
Name of Procurement Administrator	Marshelle Apollis
Contact e-mail	tender@casidra.co.za / mbrown@casidra.co.za
Contact number	021 863 5000

<i>The following must be completed and signed by the bidder</i>			
<p>I, _____ as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of Casidra.</p> <p>In terms of the POPI Act I further give consent that my contact and company details as will be captured on the Casidra database may be shared with the role players/funders involved in the project and be used by Casidra for the purpose of further procurement.</p>			
Signature of bidder		Date	
Capacity under which this bid is signed			

1. BID SUBMISSION		
<p>1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted.</p> <p>1.2. The tender box will be emptied at 12:00 and opened in public.</p> <p>1.3. All bids must be submitted on the official forms provided (not to be re-typed).</p> <p>1.4. Bidders must be registered on the Central Supplier Database (CSD).</p> <p>1.5. Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to bidding institution to qualify for preference points for B-BBEE.</p> <p>1.6. Bids are subject to the Casidra SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) where applicable, and if applicable other special conditions of contract.</p>		
2. TAX COMPLIANCE REQUIREMENTS		
<p>2.1. Bidders must ensure compliance with their tax obligations.</p> <p>2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by Casidra SOC Ltd.</p> <p>2.3. Foreign suppliers providing goods and services to Government Institutions is subject to a Tax Clearance Certificate obtained from SARS after verification and confirmation of liability to be registered for tax in South Africa. https://www.sars.gov.za/businesses-and-employers/government/application-for-tcc-foreign-entities/</p> <p>2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.</p>		
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
<p>3.1. Is the bidder a resident of the Republic of South Africa (RSA)</p> <p>3.2. Does the bidder have a branch in RSA?</p> <p>3.3. Does the bidder have a permanent establishment in the RSA?</p> <p>3.4. Does the bidder have any source of income in the RSA?</p>	<p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>		
4. TENDER CONDITIONS		
<p>CASIDRA reserves the right to:</p> <p>4.1. disregard any bids where the declaration has not been signed;</p> <p>4.2. accept parts of the bid items or split bids based upon item prices;</p> <p>4.3. disclose the results of the points awarded on request;</p> <p>4.4. evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;</p> <p>4.5. award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and</p> <p>CASIDRA does not bind itself to:</p>		

4.6. award the bid to a bidder which does not necessarily have the lowest price.

The bid may be cancelled if:

- 4.7. all the bid offers received are higher than R50 million;
- 4.8. circumstances change and there is no longer a requirement for this service;
- 4.9. funds are no longer available or if there are insufficient funds available in the budget for the work;
- 4.10. no acceptable bids and/or market related prices are received;
- 4.11. there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation);
- 4.12. false information was supplied by the bidder;
- 4.13. Cancellation of bid will be placed in the same media as initially advertised.

Other notes:

1. Final points scored will be rounded off to the nearest 2 decimal places.
2. In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.
3. **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.
4. Subject to the sole discretion of **Casidra**, failure to supply all supplier information documents may result in the tender being rendered non-responsive.

5. EVALUATION OF TENDERS

- 5.1. Tenders will be evaluated and adjudicated in terms of the PPPFA, 2000 (Act 5 of 2000). The PPR, 2022 and **Casidra's** Supply Chain Management policy, for which 80/20 points will be allocated in respect of price and points in respect of B-BBEE contribution.
- 5.2. Functionality criteria will be assessed and scored as prescribed by PPPFA Regulation 5 as indicated in CDB 3. A tender that fails to meet minimum functional threshold will be regarded as an unacceptable bid.
- 5.3. Additional objective criteria as per Section 2(1)(f) of the PPPFA will apply, as indicated in tender document and which may include, but is not limited to:
 - 5.3.1. Poor track record of service provider;
 - 5.3.2. Unrealistic price offering which is not market related;
 - 5.3.3. Unrealistic own conditions set by service provider;
 - 5.3.4. Rotation of suppliers;
 - 5.3.5. Unacceptable commercial risk to entity.

6. COMPLETION OF TENDER DOCUMENTS

- 6.1. The original tender document must be **completely fully in black pen ink** and signed by the authorised signatory to validate the tender. **All the pages must be initialled** by the authorised signatory returned. **Failure to do so may result in the disqualified of the tender.**
- 6.2. Tender documents may not be retyped. **Retyped documents may result in the disqualification of the tender.**
- 6.3. The complete original tender document must be returned. Missing pages could result in the disqualification of the tender.
- 6.4. No unauthorised alteration of this set of tender documents will be allowed. **Any authorised alteration will disqualify the tender automatically.** Any ambiguity must be cleared with the contact person for the tender before the tender closure.
- 6.5. Subject to the sole discretion of **Casidra**, failure to supply all supplementary information and documentation may result in the tender being rendered non-responsive.

THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE VALID FOR A PERIOD OF 90 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE BID PACKET. INITIAL ALL OTHER PAGES.

Document	Description	Compulsory	Comment
CBD 1	Invitation to bid	✓	Sign page 3
CBD 2	Conditions to submit bid	✓	
CBD 3	Terms of Reference	✓	
CBD 4	Pricing schedule	✓	Sign page 20
CBD 5 (a)	Supply Chain – Preferential Procurement Regulations 2022	✓	Sign page 32 & 33
CBD 5 (b)	Supply Chain – Codes of good practice	✓	Sign page 39

PROCUREMENT STRATEGY (Please indicate by choosing either YES or NO and click on the box.)	Yes	No
1. Advertising on e-tender	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Advertising on CIDB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Advertising on Casidra portal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. RFQ	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Open tender process	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Contract administration sheet completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Procure plan sheet completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Advertise period (3 weeks) <i>*Note if bid document and advertisement period is less than 14 days, attach CEO approval.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

COMPULSORY DOCUMENTS TO BE SUBMITTED WITH BID.	
COMPANY PROFILE – A detailed company profile, including but not limited to the organisation's background, legal status, core business activities, organisational structure, human and technical resources, areas of expertise, and a schedule of similar projects undertaken within the last five (5) years, indicating the client, project description, contract value, duration and services rendered.	
CV'S of Key Personnel - Detailed CVs of all proposed key personnel, indicating qualifications, relevant experience, professional registrations (where applicable), and their proposed role in the project.	
TECHNICAL PROPOSAL - A comprehensive technical proposal detailing the bidder's understanding of the Terms of Reference, proposed methodology, implementation plan, project management approach, proposed project governance and organisational structure (including an organogram), stakeholder engagement approach, monitoring and evaluation framework, risk management approach, quality assurance measures, reporting framework, implementation schedule, and any value-added initiatives.	
Detailed Financial Proposal - A detailed financial proposal, including a cost breakdown by activity, personnel, travel, accommodation, venue costs, management fees, disbursements, and any other applicable costs.	
Valid Partnership or Subcontracting Agreements (where applicable). - Signed partnership, consortium or subcontracting agreements clearly defining the roles and responsibilities of each party.	
Relevant References for similar assignments - At least three (3) reference letters or completion certificates for projects of a similar nature and complexity, completed within the last five (5) years, including client contact details.	
SUPPORTING DOCUMENTATION	
B-BBEE CERTIFICATE / SWORN AFFIDAVIT	
CERTIFICATES OF COMPLETION OF PREVIOUS WORK	

PROJECT:	MARKET ACCESS PROJECT - APPOINTMENT OF A LEAD IMPLEMENTING AGENT (WITH PERMITTED SUBCONTRACTORS) FOR THE IMPLEMENTATION AND FACILITATION OF THE GHANA MARKET ACCESS ACTIVATION PROGRAMME
<p>GENERAL REQUIREMENTS</p> <p>The Western Cape Department of Agriculture (WCDoA) invites suitably qualified service providers to submit proposals for the appointment of a Lead Implementing Agent (with permitted subcontractors) to implement and facilitate the Ghana Market Access Activation Programme.</p> <p>The project will be implemented in Ghana and focuses on supporting the market entry and promotion of Western Cape agricultural and agro-processed products through trade facilitation, distributor and importer engagement, regulatory support, retail and HORECA activations, experiential trade events, market intelligence, and lead tracking support.</p> <p>The appointed service provider will be responsible for the coordination and implementation of all in-market activities in Ghana, including engagement with distributors, buyers, retailers, and hospitality sector stakeholders, with the aim of generating measurable commercial outcomes and export opportunities for participating exporters.</p>	
<p>Conditions that may pose a risk: (Summary of Risk analysis)</p> <p>The Service Provider (Lead Implementing Agent) must be aware that the project will be implemented in Ghana and is subject to regulatory, operational, commercial, logistical, and security risks. Delays may occur in FDA Ghana product registration and other regulatory processes, which may affect implementation timelines. The Service Provider must proactively manage compliance requirements and engage relevant authorities where necessary. Market risks may include distributor non-performance, pricing fluctuations, currency volatility, and changes in consumer demand. Operational and logistical challenges such as transport constraints, warehousing limitations, and infrastructure variability must be anticipated and mitigated. The Service Provider is responsible for ensuring adequate in-country warehousing and secure handling of all products and materials. Security risks relating to stock, equipment, and activation materials must be addressed through appropriate safeguarding measures. All activities must comply with applicable Occupational Health and Safety (OHS) standards, particularly during retail, HORECA, and event activations. The Service Provider must ensure safe working practices for all staff, partners, and subcontractors. A comprehensive risk management and mitigation plan must be included in the bid submission, and the Service Provider remains fully responsible for managing all risks throughout the contract period.</p>	
PERIOD AND EXTENT OF PROJECT	The project is expected to commence following completion of all procurement processes and formal appointment, within the 2026/27 financial year. The appointed service provider must be ready to mobilise in-country activities in Ghana shortly after contract award. The duration of the contract is 12 months from the commencement date, unless otherwise extended in writing by Casidra. All work must be completed, including final reporting and programme evaluation, by the end of the contract period.
BRIEFING SESSIONS	Bidders are invited to attend an online briefing session via Microsoft Teams on 16 July 2026 at 11:00 AM. Interested bidders should contact tender@casidra.co.za to request the Teams meeting link.

FUNCTIONAL REQUIREMENTS

1. The following criteria will be used to calculate points for functionality of Service providers tender offers, and Service providers must ensure that they submit all information and required evidence to be evaluated in terms of functionality on the criteria mentioned in the table below:

CRITERIA		MAXIMUM POINTS
1.	Relevant Experience in International Market Access Programmes	40
2.	Methodology and Implementation Plan	40
3.	Qualifications and Experience of Key Personnel	20
TOTAL POINTS		100

2. **Important notes:**

- (i) Service providers that score less than **70** out of 100 points for the functionality criteria will be regarded as submitting a non-responsive Bid and will not be evaluated on (price and preference points).
- (ii) Service providers must ensure that all the information requested is provided in detail. Failure on the service provider part to provide the evidence required to award points will result in no points being awarded for that criterion.
- (iii) Unclear or incomplete information provided will result in no points being allocated.
- (iv) Service providers must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated
- (v) Points will be allocated in terms of the evidence provided by the service provider. If the information provided during the evaluation of the tender are known to be false, the Entity will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.

FUNCTIONAL CRITERION - EVALUATION AND ADJUDICATION

CRITERIA 1: Relevant Experience in International Market Access Programmes = Max 40 points:

1. **DESCRIPTION:** Demonstrated experience in implementing export promotion, trade facilitation, market access, or commercialisation programmes, preferably within Africa and involving agricultural or agro-processed products.
2. **HOW WILL POINTS BE ALLOCATED:** Points will be allocated for the Service provider's project experience as per Table 1 below.

Description	Assessment	Points awarded
Excellent	Four (4) or more comparable market access or trade facilitation programmes within the last 5 years, with measurable outcomes	40
Good	Two (2) to three (3) comparable programmes within the last 5 years	30
Fair	One (1) comparable programme within the last 5 years	20

Poor	No relevant experience demonstrated	0
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CRITERIA 2: Methodology and Implementation Plan = Max 40 points

- DESCRIPTION:** Quality, practicality and appropriateness of the proposed approach, including timelines, stakeholder engagement strategy, matchmaking process, market activation activities and reporting mechanisms.
- HOW WILL POINTS BE ALLOCATED:** Points will be allocated for the Service provider's methodology and implementation plan as per Table 2 below.

Description	Assessment	Points awarded
Excellent	Innovative, detailed, outcome-driven methodology with a clear pathway to market access, activation, and commercialisation.	40
Good	Comprehensive methodology with clear implementation plan and timelines	30
Fair	Adequate methodology with some gaps in detail	20
Weak	Generic methodology with limited relevance	10
Poor	Methodology absent or unsuitable.	0

CRITERIA 3: Qualifications and Experience of Key Personnel = Max 20 points

- DESCRIPTION:** Relevant expertise of the proposed team in trade promotion, export development, buyer engagement and programme implementation.
- HOW WILL POINTS BE ALLOCATED:** Points will be allocated for the Service provider's qualifications and experience of key personnel as per Table 3 below.

Description	Assessment	Points awarded
Excellent	Highly experienced multidisciplinary team with proven expertise in market access and trade facilitation	20
Good	Team has appropriate qualifications and relevant experience	15
Fair	Limited relevant experience	10
Poor	No relevant expertise demonstrated	0

The points allocated will be reflective of the following:

- **Below 30 points = Poor:** The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The activity schedule omits important tasks or the timing of the activities and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.
- **Between 30-70 points = Satisfactory:** The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The methodology is too generic. All key activities are included in the activity schedule but are not detailed. There are minor inconsistencies between timing, project deliverables and the proposed approach.
- **Above 70 points = Good:** The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The methodology is specifically tailored to the critical characteristics of the project. The work plan fits the approach paper well; all important activities are indicated in the activity schedule and their timing and sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan.

Item	Maximum points	Addressed (yes/no)	Reference in service providers proposal
To be completed by Casidra .		To be completed by service provider/bidder	
1. High-level project overview.			
1. Interpretation of project objective.			
2. Project methodology.			
3. Motivation for project approach			
4. Implementation plan, process steps, actors, timelines and proposed deliverables			
5.5. Knowledge management approach, including how market intelligence, buyer information and programme learnings will be captured, analysed and transferred to WCDoA.			
6. Project managements			
7. Key experts			
8. Backstopping arrangements, including organisational support available to the proposed project team and contingency arrangements for key personnel.			
9. Stakeholder management			
10. Monitoring and evaluation considerations			
11. Proposed team of experts including their experience and qualifications.			
TOTAL POINTS			

In addition to achieving an overall minimum functionality score of 70 points, bidders must obtain the minimum qualifying score specified for each criterion. Failure to achieve the minimum score for any criterion will result in disqualification from further evaluation.

Service providers that score less than 70 out of 100 points for the functionality criteria will be regarded as submitting a non-responsive Bid and will not be evaluated on price and preference points.

Failure to provide the information as required and in the format as indicated, will result in no points being awarded to service provider for functionality.

EVALUATION METHOD

- Proposals will be adjudicated in accordance with the relevant SCM Policies and procedures, the PPPFA and its Regulations of 2022.
- The tender will be adjudicated in the following four phases:

Bid Committee Evaluation process following a phased approach	Phase A	Acceptable tender as per PPPFA section 1 - Compliance with conditions and special conditions, legislative and legal requirements, and minimum specifications (including local content if relevant)
	If responsive move to	
	Phase B	Functionality scoring – must meet threshold requirements as per PPPFA Regulations i.e. 70 points out of 100 points
	If responsive, move to	
	Phase C	Price and Preference scoring, as per PPPFA Regulations
	Once scored and listed in order of points, move to	
	Phase D	Consideration of additional objective criteria as per PPPFA section 2(1)(f) read with PPPFA Regulations
	Highest points = successful Service Provider, unless additional objective criteria exist	

- A proposal that does not score at least 70 points during functionality scoring will not be regarded as an acceptable bid.
- In relation to responsive tenders, which progressed to Phase D, 80 points will be allocated in respect of price and 20 points in respect of BBBEE level contribution.
- The following information will be considered as additional objective criteria, once the preferred Service Providers have been identified, as per PPPFA section 2(1)(f) and as indicated in Item 8 below.
- Once the preferred service provider is identified, a notification will be sent to Service Providers of the identified preferred Service Provider and the allowance of a 14-day complaint, enquiries, dispute process as contemplated by **Casidra's** Appeals Committee
- A final award will made when no valid objections were received.

ADDITIONAL OBJECTIVE CRITERIA

Please read Explanatory note*

Applicable Objective Criteria (*To be completed by End User and confirmed by the Procurement Administrator for this RFQ*)

In line with Section 2(1)(f) of the PPPFA, the following objective criteria are deemed applicable to this specific quotation and will be considered in the evaluation process:

- Proximity to project location (within ___ km)
- Immediate availability of stock or resources
- Support for local economic development in the project area
- Risk of delivery delays (urgency of project)
- Value-added services / total cost of ownership
- Compliance with available budget
- Environmental or sustainability considerations
- Strategic alignment with Casidra's priorities
- Other (please specify): _____

Note: Only selected criteria above will be applied and must be substantiated during evaluation.

*EXPLANATORY NOTE:

ADDITIONAL EVALUATION CONSIDERATIONS: OBJECTIVE CRITERIA

In accordance with Section 2(1)(f) of the Preferential Procurement Policy Framework Act (PPPFA), objective criteria may be applied in addition to price and preference points, where bids are equally scored or where relevant for ensuring value-for-money and service delivery efficiency. The following objective criteria may be considered, provided they are disclosed upfront and applied fairly and consistently:

- Proximity: Preference may be given to service providers located within a specific radius (e.g., 50km) of the project site, where proximity enhances service delivery or reduces logistics costs.
- Availability of Stock or Resources: Bidders demonstrating immediate availability of goods or personnel may be favoured where time is critical.
- Local Economic Development (LED): Preference may be shown for suppliers that support local employment or economic participation in the project's location.
- Risk of Delivery Delays: Quotes may be assessed based on the supplier's ability to meet timelines where urgency is a factor.
- Cost-Effectiveness Beyond Price: Consideration may be given to value-added services, warranty periods, after-sales support, and total cost of ownership.
- Budget Availability: Where quotations exceed the available approved budget, preference may be given to compliant quotes that fall within budget limits.
- Environmental or Sustainability Considerations: Preference may be given to bidders offering products or services with reduced environmental impact.
- Strategic Fit: Where proposals align with the strategic or operational priorities of the organisation, this may be considered as a differentiator in final recommendation.

Note: These criteria will only be applied where relevant to the nature of the goods/services being procured and must be substantiated during evaluation. Casidra reserves the right to apply such criteria in line with its SCM policies, strategic objectives, and legislative compliance.

All quotations will be evaluated in accordance with Casidra's SCM Policy, the PFMA, and the Preferential Procurement Regulations, 2022.

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SCOPE OF WORKS

This project consists of the following elements:

1) BACKGROUND

The Western Cape Department of Agriculture (WCDoA) has established the Africa Market Access Programme to support the expansion of Western Cape agricultural and agro-processed products into high-potential African markets.

Ghana has been identified as the pilot market due to its rapidly growing urban population, increasing demand for imported food and beverage products, and its strategic position as a regional trade gateway into West Africa.

The Ghanaian market is highly distributor-driven and requires structured in-market facilitation, regulatory compliance support, and targeted activation to enable successful market entry and sustained export growth.

This programme is designed to deliver measurable trade outcomes, not only promotional activity.

2) PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to appoint a qualified and experienced implementing agent to act as WCDoA's in-market implementation partner in Ghana.

The agent will be responsible for facilitating the end-to-end market-entry process, including regulatory readiness, distributor engagement, activation execution, and lead-conversion support.

The assignment is not limited to event execution. Rather, it requires the agent to ensure that all activities are aligned to enable commercial market entry and sustainable export growth for participating Western Cape exporters.

3) ELIGIBILITY AND GEOGRAPHIC SCOPE

Bidders may be:

Based in South Africa, or

Based in Ghana, or

International firms with West Africa operations

However, all bidders must demonstrate verified capacity to execute in Ghana, either through:

A registered office or operational presence in Ghana; OR

A formal partnership with a Ghana-based entity; OR

Documented prior execution of trade facilitation, FMCG activation, or market access programmes in Ghana or West Africa.

Mandatory Requirement

All bidders must demonstrate:

At least one Ghana-based execution capability covering trade facilitation, distributor engagement, or activation delivery.

Failure to demonstrate this will result in disqualification.

4) OBJECTIVES OF THE PROGRAMME

The objectives of the programme are to:

- i. Establish a structured and credible market entry pathway for Western Cape exporters into Ghana;
- ii. Facilitate commercial relationships between exporters and Ghanaian importers/distributors;
- iii. Create market visibility and product awareness through targeted activation activities;
- iv. Support product trial and initial market penetration;
- v. Generate qualified export leads and a measurable deal pipeline;
- vi. Provide WCDoA with actionable market intelligence;
- vii. Support progression toward commercial agreements including LOIs, MOUs, trial orders, and distribution contracts.

5) *The Lead Implementing Agent may subcontract specialist functions but remains fully accountable for delivery.*

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6) *The Lead Implementing Agent will be required to deliver services as per the following;*

6.1 Regulatory Support (FDA Ghana)

The implementing agent is expected to develop a Regulatory Compliance Roadmap outlining the process for Food and Drug Authority Ghana product registration, including timelines, required documentation, indicative costs, and potential risks. Where necessary, the implementing agent must facilitate engagement with local regulatory consultants or authorities to support participating exporters in navigating the approval process.

Overall,

- Bidders must exclude the regulatory registration costs from the financial proposal. A separate quotation will be submitted after application for registration has been lodged with FDA.
- Product samples logistics costs must also be excluded
- The prospective implementing agent will be expected to provide in-country warehousing for product samples

The expected output of this deliverable will be submission and progression of FDA registration applications for participating SKUs, including approvals where feasible.

6.2 Distributor and Trade Facilitation

Recognising that the Ghanaian market operates primarily through importers and distributors, this would be the core of the assignment. The implementing agent must demonstrate an established network within the Ghanaian retail, wholesale and distribution sectors and explain how these networks will be leveraged to achieve programme objectives.

- The implementing agent will identify, map, and engage a pipeline of credible Ghanaian distributors and importers with demonstrated capability in handling food and beverage products. This process must include due diligence to assess distributor capacity, including distribution reach, product portfolio alignment, and market reputation.
- The implementing agent will facilitate structured engagements between exporters and these distributors through formal meetings, presentations, and negotiations. These engagements must be outcome-oriented, with a focus on progressing discussions toward commercial agreements.
- The implementing agent will also support exporters in navigating key commercial considerations such as pricing structures, margins, payment terms, order volumes, and exclusivity arrangements.

The expected outcome will be the establishment of formal or semi-formal partnerships, including Letters of Intent (LOIs), Memoranda of Understanding (MOUs), or other forms of commercial commitment.

6.3 Targeted Activation and Market Penetration

Activation activities must be designed with a clear understanding of Ghanaian market dynamics and must prioritise impact over volume. The implementing agent will implement a hybrid activation model comprising three key channels:

a) Distributor-Led Retail Activation

The implementing agent will work in partnership with identified distributors to facilitate limited product placements within selected retail outlets. These activations must focus on high-traffic locations and must be supported by promotional activities such as product sampling and point-of-sale branding.

b) HORECA (Hospitality Sector) Activation

The implementing agent will engage hotels, restaurants, and catering establishments to introduce Western Cape products into menus and hospitality offerings. Activities may include curated tasting sessions, chef engagements, and product demonstrations targeted at hospitality buyers.

c) Experiential Trade & Consumer Events

The implementing agent will organise a limited number (3–5) of high-quality, curated events designed to showcase Western Cape products to a targeted audience, including buyers, distributors, and middle- to high-income consumers.

All activation activities must be professionally executed and must generate measurable outputs.

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including attendance, engagement levels, and lead generation.

6.4 Market Intelligence and Reporting

The implementing agent will be responsible for collecting, analysing, and reporting on market intelligence throughout the programme.

- This includes gathering data on consumer preferences, pricing trends, and distributor performance. The implementing agent must implement appropriate tools, such as surveys, structured interviews, and observation checklists, to ensure the reliability of the collected data.
- Monthly reports must provide both quantitative and qualitative insights, highlighting key findings, emerging trends, and recommendations for exporters and the Western Cape Department of Agriculture.
- A final impact assessment report must consolidate all findings and provide strategic recommendations for scaling the programme to other markets.

6.5 Lead Tracking and Deal Pipeline Management

- The implementing agent will establish and maintain a centralised system for tracking all buyer engagements, leads, and deal progression.
- This system must capture key information, including buyer profiles, engagement history, product interest, negotiation status, and expected timelines for conversion.
- The implementing agent will actively support exporters in follow-up engagements, ensuring continuity in discussions and facilitating progression toward confirmed orders.

The focus is to ensure that all leads generated through the programme are systematically managed and converted into tangible commercial outcomes, where feasible.

7) DELIVERABLES

The implementing agent will be required to submit the following:

One-on-one coaching focused on:

- Buyer and distributor engagement strategies
- Market-entry guidance
 - FDA product registrations, where applicable
 - Market entry guidance
 - Pricing and logistics consideration
- Pricing, compliance, and logistics considerations

Post activation and follow-up and structured follow-up implementation plan:

- A detailed post-activation report (per event)
- Lead tracking and deal pipeline reports (lead classification- hot, warm, cold)
- Next-step recommendations per company

Marketing and reporting

Delivery of a detailed pre-market activation plan and a comprehensive post-market activation activity report capturing buyer responses, lead quality, conversion potential, and overall market traction.

8) KEY PERFORMANCE INDICATORS (KPIs)

Performance will be measured against realistic and market-aligned indicators:

Outputs:

- ❖ The implementing agent must facilitate and support the FDA registration process for all participating SKUs intended for market activation

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- ❖ Minimum of 8 qualified distributor engagements conducted for the duration of the activation period
 - Number and quality of buyer/distributor/retailer meetings secured and matched to exporter capacity. Supported by attendance registers, meeting minutes or signed records.
- ❖ At least 3 confirmed distribution contracts across the participating exporters
 - Signed distribution contracts with realistic delivery timelines
- ❖ At least 5–10 exporters supported
 - Signed exporter on-boarding MoUs
- ❖ At least 3–5 activation events executed
- ❖ Establish relationships with a minimum of 3 importers per exporter
 - Documented buyer interest and follow-up requests

Outcomes:

The programme is intended to be strongly outcome-oriented, with emphasis on generating qualified leads, facilitating distributor engagement, and supporting progression toward commercial transactions. However, WCDoA recognises that final commercial outcomes may be influenced by external market factors beyond the direct control of the appointed implementing agent, including buyer decisions, pricing negotiations, logistics, exchange rates, and regulatory processes.

Therefore, performance assessment will be based on;

- Measurable pipeline progression and quality of engagements;
- Evidence of commercially credible efforts toward deal conversion
- Demonstrated progression toward confirmed commercial transactions, including evidence of advanced negotiations, trial orders, LOIs, MOUs, or confirmed export orders where feasible.

9) REPORTING REQUIREMENTS

The Lead Implementing Agent shall report to WCDoA and submit:

- Monthly progress reports
- Quarterly performance reports aligned to key deliverables and performance indicators
- Ad hoc reports as required

10) REQUIRED EXPERIENCE AND CAPACITY

The implementing agent must demonstrate:

- Demonstrate operational capability, representation, partnerships, or implementation presence within Ghana
- Extensive experience in retail activations, marketing campaigns and export market development (backed by testimonials or references from previous market activations)
- Deep understanding of the Ghana market dynamics and buyer behaviour.
- Proven ability to facilitate trade B2B meetings and market access opportunities
- Strong networks within the Ghanaian retail and distribution sector (buyer and distributor networks and FMCG markets)
- Ability to deliver high-quality reporting and data analysis

Evidence of the above must be provided through:

company profile;
 project references;
 partnership agreements;
 client testimonials;
 project schedules;
 completion certificates.

11) GOVERNANCE AND OVERSIGHT

The implementing agent will work under the supervision of WCDoA and will be required to:

- Participate in regular progress meetings
- Provide access to all relevant data and documentation
- Comply with all reporting and accountability requirements

12) ROLES AND RESPONSIBILITIES

❖ **WCDoA**

Strategic oversight
Stakeholder facilitation
Programme governance

❖ **Lead Implementing Agent**

Full execution responsibility
Coordination of all partners/subcontractors
Reporting and delivery accountability

13) RISK MANAGEMENT

The implementing agent must identify and manage risks, including regulatory delays, distributor non-performance, currency volatility, and logistical challenges. Mitigation strategies must be included in the proposal.

14) CONFIDENTIALITY AND ETHICS

The Lead Implementing Agent shall:
Maintain confidentiality of all programme data
Ensure ethical conduct
Avoid conflicts of interest
Comply with applicable laws in South Africa and Ghana

15) SUBMISSION REQUIREMENTS

Bidders must submit:
Company profile
Technical proposal
Financial proposal
Ghana execution model (mandatory section)
Partnership/subcontracting agreements (if applicable)
Team CVs
Risk management plan
Relevant references

PROJECT SPECIFIC GOVERNANCE ARRANGEMENTS

1. **Steering Committee:** Quarterly steering committee meetings will be held with the service provider. Relevant senior managers from Casidra and the service provider will attend these meetings. Before each meeting, the service provider will prepare and submit a project progress report. This progress report will be discussed at the meetings, as well as other items that might need to be addressed. Payments may be subject to the signing off on these progress reports.
2. **Quality Assurance:** To ensure continuous evaluation and assessment of the quality of services rendered, Casidra may appoint independent quality assurers to provide reliance on the work performed.
3. **A structured governance process** will be put in place to ensure sound contract management and actual achievement of value for money service delivery.
 - (i) Regular project meetings will be held.
 - (ii) Regular monitoring of contract performance.
 - (iii) Quality assurance mechanisms will be agreed upfront.
 - (iv) Service levels and Key Performance Indicators will be agreed upfront.
 - (v) Reporting formats will be agreed upon.
 - (vi) Payment schedules will be determined and agreed.

PAYMENT STRATEGY

- A. Payments will be made upon presentation of an invoice, subject to the successful achievement of agreed deliverables and in accordance with the General Conditions of Contract (GCC).
- B. Within ten (10) working days of contract award, the Department, Casidra and the appointed service provider shall agree on a detailed implementation plan and invoice-payment schedule. The implementation plan shall identify all key milestones, deliverables, reporting requirements, and payment dates.
- C. Monthly invoices shall be supported by:
 - A progress report detailing activities undertaken during the reporting period;
 - Evidence that the agreed deliverables and milestones for the relevant period have been achieved;
 - A summary of expenditure where applicable; and
 - Any supporting documentation reasonably required by the Department and Casidra.
- D. Payment shall be subject to the Department's written acceptance of the deliverables and confirmation that the agreed milestones have been satisfactorily achieved.
- E. Where a deliverable is incomplete or does not meet the required standard, the Department and Casidra reserves the right to withhold payment for that specific deliverable until the deficiencies have been addressed to the Department's satisfaction.
- F. The final payment shall only be made upon:
 - Submission of the Final Programme Report;
 - Submission of all required programme deliverables and supporting documentation
 - Handover of all market intelligence, buyer databases, activation records, photographs, and other project outputs generated during the assignment; and
 - Formal acceptance by the Department.
- G. The invoice-payment schedule may be reviewed by mutual agreement should implementation timelines change due to circumstances beyond the control of either party.

PRICING SCHEDULE

CBD 4

Please read notes on next page.							
NAME OF BIDDER							
BID NUMBER							
Are you registered in terms of sections 23(1) of 23(3) of the Value-Added Tax Act 1999 (Act no 89 of 1991)? ¹			<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						
If yes to above, provide your VAT number							
Bill of quantities (if yes, it will be attached separately)			<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						
Item no	Quantity	Description	Bid price (RSA currency) (see 3a)				
1	1	Programme mobilisation					
2	1	Project Management					
3	1	Market Intelligence					
4	1	Distributor and buyer meetings					
5	10	Exporter onboarding					
6	10	Distributor engagement					
7	10	Buyer matchmaking					
8	3	Retail activation					
9	3	HORECA Activation					
10	5	Trade Events and exhibitions					
		Reporting and monitoring activities					
		SUB TOTAL					
		VAT					
		GRAND TOTAL					

Signature of bidder	
Date	

¹ https://www.gov.za/sites/default/files/gcis_document/201505/act-89-1991s.pdf

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NOTES (applicable where indicated)

For pricing purposes only, bidders must assume:

10 participating exporters

20 export-ready products/SKUs

3 retail activations

3 HORECA activations

5 experiential trade events

These assumptions are for comparative pricing only and do not constitute a commitment by WCDoA.

The bidder shall also submit a detailed cost breakdown supporting the pricing schedule, including personnel costs, travel, accommodation, venue costs, activation costs, management fees, disbursements and any other applicable costs.

A. PRICE (where applicable)

1. FIRM PRICES

- a. Only firm prices will be accepted including prices subject to rates of exchange.
- b. No non-firm prices will be considered.
- c. All delivery cost must be included in the bid price for delivery at prescribed destination.
- d. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

2. NON-FIRM PRICES

- a. In cases of period contracts, non-firm prices will be adjusted (loaded) with the assessed contract price adjustments implicit in non-firm prices when calculated the comparative prices.
- b. Price adjustments will be allowed at periods and times specified in the bidding documents.
- c. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- d. The quantities are given as a guideline for a bid and for the purposes of unit rates and in no way be used as a measured bid.

3. PROFESIONAL SERVICES

- a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

4. PRICING INSTRUCTIONS

- a. The parties will agree on a payment schedule and the contents and format of progress reports and invoicing, where after the service provider will provide **Casidra** with a detailed invoice and progress report as per the approved payment schedule.
- b. Any ad-hoc assignments **MUST** be agreed in writing between the Parties prior to commencing with any work.
- c. It is important to understand that the price offering is to enable **Casidra** to evaluate tenders on a comparative basis.
- d. The actual fee that will be paid for such service will be determined prior to the commencement of the project and **Casidra** retains the right to either accept the price in the offering or other prescribed rates in accordance with the Cost Containment requirements.
- e. The service provider must note that the contract price is subject to all travel and subsistence costs being considered for re-imbursment in accordance with **Casidra's** Policy.

B. OTHER NOTES (applicable to all bids)

1. The tender will be evaluated on the criteria for a market related price.
2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid.
3. The prices must be **valid for a period of 90 days** from date of closure of the bid to allow for evaluation and appointment.
4. **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.

C. COMPANY PROFILE (applicable when requested)

The bidder must submit a detailed and comprehensive company profile. The company profile must provide sufficient information to enable the evaluation committee to assess the bidder's organisational capacity, technical capability and experience in delivering assignments of a similar nature and complexity.

The company profile must include, at a minimum:

a. Company Overview

- Legal name of the organisation.
- Country of registration and physical address.
- Number of years in operation.
- Office locations.
- Nature of the business.

b. Core Business Activities

A description of the organisation's core business activities, products and services, and the markets and sectors in which it operates, with particular emphasis on export development, trade facilitation, market access, retail activation, business development, FMCG marketing and international trade (where applicable).

c. Company Background

A brief history of the organisation, including its growth, areas of specialisation and relevant achievements.

d. Organisational Capacity

A description of the organisations:

- organisational structure;
- human resources;
- technical resources;
- operational capacity;
- project management capability; and
- available infrastructure relevant to this assignment.

e. Relevant Experience

A schedule of similar projects undertaken within the last five (5) years, indicating:

- client;
- project title;
- project description;
- contract value (where permissible);
- duration;
- country of implementation; and
- services provided by the bidder.

f. In-country Presence and Partnerships

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Where applicable, bidders must demonstrate their operational presence in Ghana or provide details of formal partnerships or subcontracting agreements that will enable successful delivery of the assignment.

g. Areas of Expertise

- a. A summary of the organisation's key technical competencies relevant to the Terms of Reference.

D. TIMELINE

<i>ACTION</i>	<i>START DATE</i>	<i>END DATE</i>	<i>DURATION (WEEKS)</i>
<i>Administrative and tender preparation</i>	<i>2026/06/20</i>	<i>2026/07/03</i>	<i>13</i>
<i>Tender runtime/sourcing of quotes</i>	<i>2026/07/06</i>	<i>2026/07/27</i>	<i>21</i>
<i>Adjudication and award of bid</i>	<i>2026/07/27</i>	<i>2026/07/31</i>	<i>4</i>
<i>Time to activate delivery</i>	<i>2026/07/31</i>	<i>2026/08/14</i>	<i>14</i>
<i>Construction time/delivery completed</i>	<i>2026/08/14</i>	<i>2027/08/14</i>	<i>365</i>
<i>Total duration</i>			<i>417</i>

E. ADDITIONAL OBJECTIVE CRITERIA

1. The following information will be considered as additional objective criteria, once the preferred service providers have been identified as per PPPFA section 2(1)(f) and supported by the relevant case law:
 - a. Poor track record of the preferred service provider.
 - b. Unrealistic price offering which is not market related.
 - c. Unrealistic own conditions set by the service provider.
 - d. Rotation of tenders.
 - e. Environmental considerations.
 - f. Abnormally low tender.
 - g. Risk considerations specifically related to preferred service provider

F. CONTRACTING ARRANGEMENTS

1. Following the award of the tender, the Casidra reserves the right to negotiate and finalise the terms and conditions of the contract with the successful bidder, provided that such negotiations do not materially alter the scope of work or the basis on which the tender was awarded.
2. The successful bidder shall enter into a written contract with Casidra. The contract shall incorporate the General Conditions of Contract (GCC), the accepted tender, the agreed implementation plan, and any other applicable contractual documents.
3. The contract period shall be twelve (12) months from the commencement date, unless terminated earlier or extended in accordance with the terms of the contract.
4. The appointed Lead Implementing Agent shall be responsible for delivering all services and outputs in accordance with the approved Scope of Work, implementation plan, agreed milestones, and reporting requirements.
5. Casidra shall appoint a Project Manager who will be responsible for the day-to-day contract management, monitoring of performance, review and acceptance of deliverables, and liaison with the appointed service provider. The Project Manager shall act within the authority delegated by Casidra.
6. The service provider shall submit monthly progress reports outlining activities undertaken, progress against agreed milestones, challenges encountered, mitigation measures implemented, and planned activities for the following reporting period.
7. Progress review meetings shall be held at least monthly, or as otherwise agreed by the parties, to assess performance, monitor progress against the implementation plan, resolve operational issues, and review upcoming activities.

8. Payments shall be linked to the satisfactory completion and acceptance of agreed deliverables and milestones, as set out in the approved invoice-payment schedule.
9. Any amendments to the scope of work, implementation plan, key personnel, deliverables, or timelines shall be subject to the prior written approval of the Entity and managed in accordance with the contract and applicable procurement requirements.

G. PROOF OF RELEVANT EXPERIENCE AND REFERENCES

The following must be completed in detail by bidder.

1. Supply at least **three (3)** different **completion certificates** from **three (3)** different companies with contact numbers.
2. Description of work must be relevant to nature of this contract. **Do not list work if it does not fall within the scope of works.**
3. Elaborate on project under Description by being specific at to the works executed in the contract to support relevant experience.
4. Similar projects should preferably include:
 - export promotion;
 - market access;
 - retail activation;
 - FMCG marketing;
 - trade facilitation;
 - distributor development;
 - international business development

REFERENCES PROVIDED BY TENDERER

BIDDER IS NOT SUPPOSED TO SIGN THESE DOCUMENTS. THE REFERENCE FORM MUST BE SIGNED BY PERSON SUBMITTING THE REFERENCE

Organisations name					
Contact Person					
Contact Number and/or Email Address					
Description of work					
Value of work					
Year Service rendered					
Performance of the contractor according below criteria:					
	Poor/bad	Done	Average	Good quality	Excellent
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature					
Date					

REFERENCES PROVIDED BY TENDERER

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	Poor/bad	Done	Average	Good quality	Excellent
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature					
Date					

SUPPLY CHAIN MANAGEMENT	
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE	
Only for use of bids from R2 000 to maximum of R50 million	
<p>Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies with the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids is dependent on the special evaluation criteria as set out in the policies of Casidra. The evaluation criteria of this Preferential Procurement Policy are based on the “Preferential Procurement Policy Framework (Act 5 of 2000)” and related Regulations.</p> <p>Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. The completion and signature of the document is thus a pre-requisite to qualify as a service provider.</p>	
<p>This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.</p> <p>NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST MAKE SURE OF THE CONTENTS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE WHICH CAN BE FOUND ON:</p> <p>http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/ https://www.gov.za/documents/broad-based-black-economic-empowerment-act https://www.bbbeecommission.co.za/</p>	
DEFINITIONS	
1.1	“ affidavit ” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings;
1.2	“ B-BBEE ” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
1.3	“ 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 of Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
1.4	“ EME ” is an Exempted Micro Enterprise with an annual total revenue of R10 million or less;
1.5	“ Large Enterprise ” is any enterprise with an annual total revenue above R50 million;
1.6	QSE is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
1.7	“ the Act ” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
1.8	“ the Regulations ” means the Preferential Procurement Regulations, 2011 and 2022;
1.9	“ 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;
1.10	“ person ” includes a juristic person;
1.11	“ 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;
1.12	“ trust ” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
1.13	“ trustee ” means any person, including the founder of a trust, to whom property is bequeathed in order

- for such property to be administered for the benefit of another person;
- 1.14 “**original sworn affidavit**” means the initial document which was not photocopied or electronically reproduced;
- 1.15 “**original certified B-BBEE certificate**” means the certification of a copy of the B-BBEE certificate confirming the validity of the original document. The stamp of the notary must be **ORIGINAL**.

GENERAL CONDITIONS

- 1.1 The value of this bid is estimated to **not exceed R50 million** (all applicable taxes included) and therefore the 80/20 points system shall be applicable.
- 1.2 Preference points for this bid shall be awarded for:
- (a) Price; and
- (b) B-BBEE Status Level of Contribution.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE	100

- 1.4 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate form issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or by a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an affidavit confirming annual total revenue and level of black ownership together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.6 The bidder is responsible to provide **Casidra SOC Ltd** with (refer to 2.2 under POINTS AWARDED FOR PRICE:
- 1.6.1. An **original sworn affidavit**
- 1.6.2. An **originally certified B-BBEE certificate**.

ADJUDICATION USING A POINT SYSTEM

- 1.1 Subject to Regulation 7 of the **Casidra SOC Ltd** Financial Regulations and PPR 2022, the bidder obtaining the highest number of total points will be awarded the contract.
- 1.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 1.3 Points scored must be rounded off to the nearest 2 decimal places.
- 1.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 1.5 However, where functionality criterion forms part of the bid and is part of the evaluation process, and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEM

1. A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of offer tender consideration

P_{min} = Rand value of lowest acceptable tender

2. A maximum of 20 points will be awarded for B-BBEE status level of contribution:
 2.1. In terms of Regulations 5(2) of the 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 on Contributor	Number of points	Points awarded (for office use only)	BEE recognition level
1	20	EME & QSE 100% Black owned	135%
2	18	EME & QSE 51% + Black	125%
3	14		110%
4	12	EME 51% < Black owned	100%
5	8		80%
6	6		60%
7	4		50%
8	2		10%
Non-compliant contributor	0		0%

- 2.2. B-BBEE requirements:

An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3. Bids of non-compliant contributors (where no certificate was submitted) will be considered but no points will be awarded for B-BBEE status.

SUB-CONTRACTING		
1.1. Will any portion of the contract be sub-contracted: (Tick applicable box)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2. If YES, INDICATE:		
a. What percentage of contract will be subcontracted?		
b. The name of the subcontractor		
c. B-BBEE status level of the sub-contractor		
d. Is sub-contractor EME or QSE	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Attach the originally certified B-BBEE certificate/ original sworn affidavit as proof.		

MARKET RELATED PRICING		
If a bidder, whose tender is compliant and received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.		
Are you willing to negotiate your offer?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SUPPLY CHAIN PERFORMANCE MEASUREMENT		
In order for Casidra to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:		
<ul style="list-style-type: none"> What were the source that made you became aware of this bid being available. 		
Personal Email invite to bid:	<input type="checkbox"/>	
Via a friend or business partner:	<input type="checkbox"/>	
National Government E-Tender website:	<input type="checkbox"/>	
Local Newspapers:	<input type="checkbox"/>	
Casidra own website:	<input type="checkbox"/>	
CIDB website	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	
<ul style="list-style-type: none"> Was the time allowed to date of closure sufficient for you to compile an offer? 		
No – too short <input type="checkbox"/>	Yes – Sufficient <input type="checkbox"/>	No - Too long <input type="checkbox"/>

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature	
Date	

DECLARATION OF INTERESTS, BIDDERS' PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices-(SDB8), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management SBD 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices SBD9, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. All prospective bidders intending to do business with this institution must be registered on the central supplier database.
3. Definitions:

“**Bid**” includes a price quotation, advertised competitive bid, limited bid or proposal

“**Bid rigging (or collusive bidding)**” occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors

“**business interest**” means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“**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;

“**employee**” means a person employed by the Provincial Government, a provincial public entity or a business enterprise, whether permanently or temporarily, including –

- a) an employee as contemplated in section 8 of the Public Service Act, 1994 (Proclamation 103 of 1994);
- b) a person appointed in terms of section 12A of the Public Service Act;
- c) a person transferred or seconded to the Provincial Government or a provincial public entity in terms of section 15 of the Public Service Act; and
- d) an educator as defined in the Employment of Educators Act, 1998 (Act 76 of 1998), and includes a member of the board or other controlling body of a provincial public entity;

“**entity**” means any —

- a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- b) sole proprietorship;

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“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the province;

“Family member” means a person —

- a) spouse; or
- b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption.

“intermediary” means a person through whom an interest is acquired, and includes—

- a) a person to whom is granted or from whom is received a general power of attorney; and
- b) a representative or agent;

“Institution” in this regard means — **Casidra SOC Ltd**

“Provincial Government Western Cape (PGWC)” means the Institution of the Western Cape, and a provincial public entity;

“spouse” means a person:

- a) partner in marriage;
- b) partner in a customary union according to indigenous law; or
- c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union;

4. Regulation 13(c) of the Public Service Act, 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
5. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution’s supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
6. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
7. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
8. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance with the Institution.

C1.	Did the entity conduct business with the Institution in the last twelve months? (If yes complete Table C)	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

C2. Table C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? (To access this Register, enter the National Treasury's website, www.treasury.gov.za , 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.)	NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?	NO	YES

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SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

The form should be signed by a duly authorized representative of the entity before a commissioner of oaths.

I, hereby swear/affirm;

- i. that the information disclosed above is true and accurate;
- ii. that I understand the content of the document;
- iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution.;
- iv. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification o the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid; and
- v. that I or the representative of the company are aware of and undertake not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1. Do you know and understand the contents of the declaration?

ANSWER:

1.2. Do you have any objection to taking the prescribed oath?

ANSWER:

1.3. Do you consider the prescribed oath to be binding on your conscience?

ANSWER:

1.4. Do you want to make an affirmation?

ANSWER:

I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....
SIGNATURE and FULL NAMES

Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:Place

Business Address:

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by submitting the REPORT FRAUD on the Casidra SOC Ltd website <https://casidra.co.za/report-fraud/>. This registration form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details

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