

# REQUEST FOR QUOTATION

**YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE MARINE LIVING RESOURCES FUND**

**REQUEST FOR QUOTATIONS: RFQ0001037**

**CLOSING DATE: 26 FEB 2025**

**CLOSING TIME: 24:00**

## DESCRIPTION:

Request to appoint a service provider (SP) to facilitate the establishment of a small-scale fishery local co-management structure for small-scale fishing co-operatives within the Cape Metro, City of Cape Municipality, Western Cape, within six (6) months.

**NB: Suppliers should be registered on the CSD**

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).**

## RFQ DOCUMENTS MAY BE EMAILED TO:

[tncobo@dfre.gov.za](mailto:tncobo@dfre.gov.za)

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

**ALL RFQ'S MUST BE SUBMITTED ON THE OFFICIAL FORMS**

**THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER	.....
POSTAL ADDRESS	.....
STREET ADDRESS	.....
TELEPHONE NUMBER	CODE.....NUMBER.....
CELLPHONE NUMBER	.....
FACSIMILE NUMBER	CODE .....NUMBER.....
E-MAIL ADDRESS	.....
VAT REGISTRATION NUMBER	.....
HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)	YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....  
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);  
OR.....  
A REGISTERED AUDITOR .....  
[TICK APPLICABLE BOX]

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or  
NO  
[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....  
DATE .....  
CAPACITY UNDER WHICH THIS BID IS SIGNED .....  
TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

ANY ENQUIRIES REGARDING THIS RFQ PROCEDURE MAY BE DIRECTED TO:

Contact person: Tumeka Ncobo  
Tel: 066 4711418  
Email address: [tncobo@dfre.gov.za](mailto:tncobo@dfre.gov.za)

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact person:  
Tel:  
Email address:

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	RFQ NO.: RFQ 0001037
CLOSING TIME 24:00	CLOSING DATE: 26 FEB 2025

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO 01	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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Request to appoint a service provider (SP) to facilitate the establishment of a small-scale fishery local co-management structure for small-scale fishing co-operatives within the Cape Metro, City of Cape Municipality, Western Cape, within six (6) months.

**NB: Suppliers should be registered on the CSD**

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT
 

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

Name of Bidder: .....

TOTAL: R.....

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid .....  
 7. Estimated man-days for completion of project .....  
 8. Are the rates quoted firm for the full period of contract? \*YES/NO  
 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
 .....  
 .....  
 .....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

**DEPARTMENT OF FORESTRY, FISHERIES & THE ENVIRONMENT**

**ATTENTION Miss Tumeka Ncobo**

**Tel: 066 471 1418**

**Or for technical information –**

**ATTENTION:**

**TEL:**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and  
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>	
$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$			

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### **4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (90/10 system) (To be completed by the organ of state)</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (90/10 system) (To be completed by the tenderer)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
51% Black ownership	N/A	8	N/A	
50% Women ownership	N/A	4	N/A	
Youth ownership	N/A	4	N/A	
Disability	N/A	4	N/A	
Non-compliant contributor	N/A	0	N/A	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	.....
DATE:	.....
ADDRESS:	.....
	.....
	.....
	.....


**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**MARINE LIVING RESOURCES FUND**
**REQUEST FOR PRICE QUOTATIONS**

The Marine Living Resources Fund (MLRF), Schedule 3A entity, is an entity within the Department of Forestry, Fisheries and the Environment, hereby request your quotation on the goods/service/works listed hereunder.

<b>RFQ Number</b>	RFQ-SSFM-221-006-2024/25 <i>RFQ 0001037</i>
<b>Description</b>	REQUEST TO APPOINT A SERVICE PROVIDER (SP) TO FACILITATE THE ESTABLISHMENT OF A SMALL-SCALE FISHERY LOCAL CO-MANAGEMENT STRUCTURE FOR SMALL-SCALE FISHING CO-OPERATIVES WITHIN THE CAPE METRO, CITY OF CAPE MUNICIPALITY, WESTERN CAPE, WITHIN SIX (6) MONTHS.
<b>Detailed Specification/scope of work and functionality</b>	Attached as Annexure A
<b>Local Production &amp; Content Requirements (attached please find the relevant Circular from NT)</b>	Not applicable.
<b>Briefing Session</b>	Not applicable. <i>19/02/2025 @ 10:00</i>
<b>RFQ Publication date</b>	<i>12/02/2025</i>
<b>Responses MUST be submitted to</b>	<i>tnoboo@dffe.gov.za</i>
<b>RFQ Closing Details</b>	<i>26/02/2025</i>
<b>Delivery Address</b>	For the attention of: XXX Foretrust building, Martin Hammerschlag Way, Foreshore, Cape Town, 8001
<b>Quotation Validity Period</b>	30 Days from the Closing Date

Initials: *N*

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<b>Mandatory Requirement/Pre-Qualification Criteria</b>	<b>Not Applicable</b>
<b>Evaluation Criteria</b>	<b>See Annexure A.</b>
<b>NO HAND DELIVERED RFQ RESPONSES WILL BE ACCEPTED PROSPECTIVE BIDDERS MUST BE REGISTERED ON NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD) PRIOR TO SUBMITTING BIDS AND THEIR TAX MATTERS MUST BE IN ORDER</b>	

Initials

N

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Page 2 of 5

**TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)****1. Terms and conditions of Request for Quotation (RFQ)**

- 1.1 This document may contain confidential information that is the property of the Marine Living Resources Fund [MLRF].
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from MLRF.
- 1.3 All copyright and intellectual property herein vests with MLRF.
- 1.4 Late and incomplete submissions will not be considered. Submissions received after closing time and date will be classified as LATE and WILL NOT be considered.
- 1.5 No services must be rendered, or goods delivered before an official MLRF Purchase Order form has been issued by a duly authorised official from the MLRF and received by the bidder. Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved, and a Purchase Order is supplied to you.
- 1.6 Please note that if you receive the Purchase Order, delivery of goods or rendering of services must be done within 14 calendar days or upon agreed time frames. Failing to deliver upon agreed times will result in your Purchase Order being cancelled.
- 1.7 This RFQ will be evaluated in terms of the 80/20 preference point system if is equal to or below R50 million.
- 1.8 Bidders are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za) if you are not registered on the CSD.
- 1.9 All questions regarding this RFQ must be forwarded to [PMintelwa@dffe.gov.za](mailto:PMintelwa@dffe.gov.za) within 24 hours after the RFQ has been issued.
- 1.10 Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform MLRF within two (2) days before the RFQ closing date.
- 1.11 Where quotations/proposals submitted are equal to or below R50 million, bidders are required to submit the original and valid proof for preference points claimed or certified copies thereof; to substantiate their preference points claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in preference points being forfeited.

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- 1.12 As per section 4(1) of the Preferential Procurement Regulations of 2022, the maximum 20 points may be awarded based on specific goals. The 20 points will be allocated as follows:

<b>SPECIFIC GOAL</b>	<b>POINTS TO BE ALLOCATED</b>
51% black owned	8 points
50% women	4 points
Youth	4 points
Disability	4 points
<b>TOTAL POINTS</b>	<b>20 points</b>

- 1.13 Bidders are required to duly complete, sign and submit the new SBD 4 together with their quotations/proposals. Failure to do so may result in your quotation/proposal not being accepted.
- 1.14 For designated sectors for local production and content, SBD 6.2 and Annexures C, D & E must be duly completed, signed and SBD 6.2 together with Annex E must be submitted with your quotation/proposal.
- 1.15 All quotations/proposals submitted must be inclusive of Value Added Tax (VAT) if you are VAT registered and must be quoted in South African Rands (ZAR) and price must be firm.
- 1.16 The full costs must be disclosed as there will be no variances that will be entertained, and no price adjustment will be entertained after the Purchase Order has been issued.
- 1.17 These terms and conditions supersede any terms and conditions that may be issued by the service provider/supplier on their quotations or any other document similar to that.
- 1.18 Full and updated CSD report must be submitted with the quotation and MLRF will only contract with supplier's/service providers that their tax matters are in order.
- 1.19 The MLRF pays within 30 (thirty) days after receipt of a valid tax invoice and after approval of relevant invoice and reports and does not make upfront payments or deposits.
- 1.20 It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing date and time of the RFQ.

## **2. PROTECTION OF PERSONAL INFORMATION**

In responding to this RFQ, MLRF acknowledges that it may obtain and have access to personal data of the respondents. MLRF agrees that it shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, MLRF will not otherwise modify, amend, or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly,

Initials

*N*

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Page 4 of 5

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MLRF requires Respondents to process any process any personal information disclosed by MLRF in the bidding process in the same manner.

**MLRF RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THIS QUOTATION/PROPOSAL**

**Approvals of RFQ**

End User	Requester	A MTSABE	Rank	OA	Cost Centre Manager	N NKOSI	Rank	DIRECTOR (ACTING)
	Signature	<i>A MTSABE</i>	Date	11/02/2025	Signature	<i>[Signature]</i>	Date	11/02/2025
It is hereby certified that all the information supplied in this form is correct, that the requirement may be procured and that funds are available.								
<b>SCM Only</b>								
Official verifier (buyer)	Name	<i>Tumeka</i>	Signature	<i>[Signature]</i>	Date	<i>12/02/2025</i>		
Approver as per Delegations	Name	<i>M Nakubwa</i>	Signature	<i>[Signature]</i>	Date	<i>12/2/2025</i>		

**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

THE MARINE LIVING RESOURCES FUND, A SCHEDULE 3A PUBLIC ENTITY ESTABLISHED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999 (ACT NO 1 of 1999) AND THE DEPARTMENT OF FORESTRY, FISHERIES AND ENVIRONMENT ("DFFE") (IN ITS COMMITMENT TO THE PRINCIPLES ENSHRINED IN THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996) ADHERES TO THE PROVISIONS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT, 53 OF 2003 (B-BBEE), THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 5 OF 2000 ("PPPF") AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

## **TERMS OF REFERENCE**

TO APPOINT A SERVICE PROVIDER (SP) TO FACILITATE THE ESTABLISHMENT OF LOCAL CO-MANAGEMENT STRUCTURE FOR SMALL-SCALE FISHING CO-OPERATIVES WITHIN THE CAPE METRO, CITY OF CAPE MUNICIPALITY, WESTERN CAPE, WITHIN SIX (6) MONTHS.

ITEM NUMBER	TABLE OF CONTENTS	PAGE
1	Purpose	3
2	Specifications	3
3	Expected Deliverable/Outcomes	4
4	Evaluation Method	7
5	Submission Requirements	11
6	Special conditions of contract	12
7	Payment terms	12
8	Virtual Compulsory Briefing Session	12

## 1. PURPOSE

- 1.1. The Marine Living Resource Fund (MLRF), Fisheries Management Branch of the Department of Forestry, Fisheries, and the Environment requires the services of a Service Provider (SP) to facilitate the establishment local co-management structure for 23 small-scale fishing co-operatives within the Cape Metro, City of Cape Municipality, within six (6) months.

## 2. SPECIFICATIONS

- 2.1 The role of the SP will be to assist the Department in the establishment of local co-management structure within the Cape Metro, City of Cape Municipality. This will include nominations of representatives to serve in the co-management structures from the respective small-scale fishing co-operatives within the Cape Metro as indicated in the table below. In addition, the SP will also be required to conduct training and capacity building; develop co-management agreements and implement such co-management agreements for the nominated representatives (three (3) per co-operative).

No.	CO-OPERATIVE	SSF COMMUNITY	Number of members within a cooperative*	Estimated Participants to be elected.
1	Agiyonke Small-Scale Fishing Primary Co-Operative Limited	Gugulethu	90	3
2	Atlantis fishers primary co-operative limited	Atlantis	25	3
3	Blaawberg Fishing Primary Co-operative Limited	Blouberg	4	3
4	Cel'ubomi Fishing Primary Co-operative Limited	Masiphumelele	41	3
5	Coast to Coast Primary Co-operative Limited	Ocean view	114	3
6	Grassy Park Fishing Primary Co-operative Limited	Grassy Park	40	3
7	Hangberg York Point Primary Co-operative Limited	Hangberg/Hout Bay	245	3
8	Hanover Fishing Community Primary Co-operative Limited	Hanover Park	8	3
9	Hlanganani Langa Fishing Primary Co-operative	Langa	77	3
10	Kalk Bay Golden Oldies Fishing Primary Co-operative	Kalk bay	122	3
11	Khayalitsha fishers primary co-operative limited	Khayelitsha/ Nyanga	50	3
12	Kraaifontein Fishing Community Primary Co-operative	Kraaifontein/ Belhar, Delft/ Brackenfell/Bellville	21	3
13	L H Black Marlin Primary Co-operative Limited	Lavender hill/Muizenberg	27	3

14	Macassar Poverty of Success Primary Co-operative Limited	Macassar	16	3
15	Masakhaeni Ubomi Fishing Primary Co-Operative Limited	Redhill	34	3
16	Mazul'a az'ayithole Primary Co-operative Limited	Imizamo yethu	101	3
17	Phambili Fishing & Distribution Primary Co-operative Limited	Crossroads	38	3
18	Retreat Fishing Community Primary Co-operative Limited	Retreat/Steenberg	22	3
19	SLP Small Scale Fishers Primary Co-operative Limited	Sir Lowries Pass	23	3
20	Sonwabe Fishers Primary Co-operative Limited	Mitchells plain/ Strandfontein	41	3
21	Strand Small-Scale Fishers Primary Co-operative Limited	Strand/Gordons Bay	65	3
22	Vrygrond Venture Primary Co-operative Limited	Vrygrond	55	3
23	Zajikizinto Phillipi Primary Co-Operative Limited	Phillipi	23	3

- 2.2 For the MLRF to be able to provide developmental support to the co-management structures, the SP is required to conduct co-management-related training to members of the co-management structures.
- 2.3 The SP must ensure that all meetings and other activities related to the process are recorded and reported on in a format as required by MLRF and submitted as agreed to MLRF.
- 2.4 The SP must provide logistics such as booking of venues, catering (Tea/coffee with morning snacks, warm lunch with cool drink) and transport (where required) and accommodation (where required) for all participants per meeting session. The SP must also conduct monitoring and evaluation of the implementation process and to implement any revision or revisiting where required, throughout the implementation period.
- 2.5 The Service Provider must provide a close out report with relevant recommendations based on the detailed job description. The report to be submitted to the project manager within a month after the end of the project to be reviewed and approved by the project manager.
- 2.6 The SP(s) must not have financial and non-financial interest in the small-scale fisheries sector and its value chain (direct buying, processing and/or marketing of fish products from any or all small-scale fishing co-operatives in South Africa) and submit a declaration in this regard. Failure to provide such declaration will disqualify a bidder.

### 3. EXPECTED DELIVERABLES/OUTCOMES

- 3.1 The SP(s) will focus on the following key deliverables, which will serve as the Terms of Reference (TOR):

#### 3.1.1 Facilitating initial engagements to establish local a co-management structure.

- a) Based on the contact details you will receive from the Department and the announcement of the project; you will be required to contact all 23 small-scale fishing co-operatives informing them of your scope of work.
- b) For costing purposes service providers should refer to the "Number of members within a cooperative" column in Table 1 above.

### **3.1.2 Establishment of small-scale fishing Local co-management structure within the Cape Metro, City of Cape Municipality.**

- a) The Service Provider(s) (SP) must submit a project implementation plan and must be approved by project manager prior to the actual work start. The project plan must include a problem recognition and preliminary assessment of the project.
- c) Develop a management structure plan and clear timeframes and deliverables and schedules for meetings on the progress of the project. Which will include the project implementation plan, proposed stakeholder engagements and the formulation of a proposed co-management structure.
- d) Establish a communications and coordination approach for the duration of the project implementation period.
- e) Analysis and plan on the approach to be followed (including identification of stakeholders and possible co-management structure model).
- f) Co-operative mobilisation and Development of community facilitation schedule.

### **3.1.3 Finalise nominations of representation and revisit certain areas for re-election**

- a) Service provider to visit all 23 small-scale fishing co-operatives to facilitate for the nomination of small-scale fishing co-operatives members who will serve and represent his/her co-operative in the local co-management structure within the Cape Metro, City of Cape Municipality, Western Cape.
- b) The service provider, with the project manager, must identify and engage with relevant stakeholders and spheres of government that would form part of or consult on the co-management structure.
- c) The Service Provider must guarantee the presence of suitable personnel to oversee fieldwork throughout the duration of the contract and provide such staff with the relevant training.
- d) The Service provider is expected to facilitate small-scale fisheries co-management structure workshops with identified stakeholders as the above. This will require the service provider to:
  - i. Book an appropriate venue.
  - ii. Provide transport and/or accommodation for participants (where required).

- iii. Provide catering including Tea (with morning snacks) and warm Lunch (with cool drink)
- iv. Facilitate the content required to establish co-management structure. By including, but not limited to:
  - Why a local co-management.
  - Roadmap to establishing a local co-management structure.
  - Develop and implement co-management agreements.
  - Develop and implement protocols outlining the practical steps per deliverable.
- e) Convene an inaugural co-management structure with relevant and identified stakeholders.
- f) Facilitate the development of founding documents such as, but not limited to, co-management agreements, code of conduct, Terms of reference, etc.
- g) Develop and submit a schedule of facilitation workshops with representatives small-scale fishing co-operatives and identified stakeholders in Cape Metro, City of Cape Municipality, Western Cape for the identified local co-management structure. This should include:
  - Initial introduction workshop
  - Workshop on the development of TOR and nomination of a committee
  - Facilitation of problem and objective analysis
  - Identification of support and training needs, and
  - Development of action program

### 3.1.4 Training and capacity building

Conduct training and Capacity building (A minimum of 3 relevant and identified training themes-may be done in one seating)

- a) Identify training needs for the local co-management structure established/being established.
- b) Facilitate training sessions with identified stakeholders by:
  - i. Securing meeting venues
  - ii. Sending invites
  - iii. Transportation (where required) and accommodation (where necessary) of co-management members.
- iv. Print training manual to the participants (Approximately 10 pages for all trainings) and trainings (may be non-accredited)
- v. Provide stationery (notepads and pens)

- vi. Providing Logistics (as per heading 3.1.3 above)
- c) Capture attendance registers, minutes, videos clips of proceedings of all meetings.
- d) The following training themes may be used for the training session in one seating
  - i. Understanding Co-management
  - ii. Building effective Partnerships
  - iii. Conflict Resolution (Mediation and resolution strategies)
- e) Assist the MLRF with identifying training needs of the cooperatives.

#### 4. EVALUATION METHOD

##### 4.1 PHASE 1: FUNCTIONALITY AND TECHNICAL CRITERIA

Only bid proposals that meets pre-qualification will be considered to be evaluated on functionality and technical criteria. The bidder must score a minimum average of 60% during Phase 1 (functionality / technical) of the evaluation to qualify for Phase 2 of the evaluation will be considered. Should a bidder score less than 60% on functionality criteria, the bidder will be disqualified. The following values / indicators will be applicable when evaluating functionality:

PHASE 2				
NO	GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY AND TECHNICAL ASSESSMENT (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
1	<p>Does the Bidder have a minimum of 3 years of relevant experience in the field of community facilitation in the context of Project implementation.</p> <p><b>Provide reference letters for completed projects. Reference letter must:</b></p> <ul style="list-style-type: none"> <li>- Have contactable contract details</li> <li>- Have start and end date of the project</li> <li>- Description of the project</li> <li>- Signed and have a letter head</li> </ul> <p>* The number of years will be considered instead of the number of letters.</p>	Does the Bidder's or companies have a minimum of 3 years of experience in the field of community facilitation.	Indicator	20%
		No minimum 3 years' experience of community facilitation.	0	
		3 years but less than 4 years' experience of community facilitation.	1	
		4+ years' experience of community facilitation.	2	
		3 years but less than 4 years' experience of community facilitation in communities in and at least one completed project within Western Cape	3	
		4 years but less than 5 years' experience of community facilitation in communities and at least one completed project within the Western Cape	4	
		5+ years' experience of community facilitation in communities in at least one completed project within Cape Metro, City of Cape Municipality, Western Cape.	5	

PHASE 2				
NO	GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY AND TECHNICAL ASSESSMENT (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
2	<p>Bidder's experience in facilitating training and capacitation (accredited or non-accredited).</p> <p><b>Provide reference letters for completed projects. Reference letter must:</b></p> <ul style="list-style-type: none"> <li>- Have contactable contract details</li> <li>- Have start and end date of the project</li> <li>- Description of the project</li> <li>- Signed and have a letter head</li> </ul> <p>* The number of years will be considered instead of the number of letters.</p>	Bidder's experience in facilitating training and capacitation (accredited or non-accredited).	Indicator	20%
		No experience in facilitating training and capacitation.	0	
		More than 0 but Less than 2 years' experience in facilitating training and capacitation.	1	
		2+ years' but Less than 3 years' experience in facilitating training and capacitation.	2	
		3 years but less than 4 years' experience in facilitating training and capacitation.	3	
		4 years but less than 5 years' experience in facilitating training and capacitation.	4	
		5+ years' experience of community facilitation in communities in Western Cape.	5	
3	<p>Relevant Project Leaders' experience and track record in the field of Project management.</p> <p>CV of the Project Leader to be provided.</p> <p>Annexure A for the CV template.</p>	Key staff years of experience in the field of Project Management as reflected in successfully completed projects.	Indicator	20%
		Less than one year experience	0	
		More than 1 year but less than 3 years' experience	1	
		3 and less than 5 years' experience	2	
		5 and less than 7 years' experience	3	
		7 and less than 9 years' experience	4	
		9 and more years of experience	5	
4	<p>Project Plan with implementation methodology that covers the entire project implementation processes and deliverables. This must further cover the following elements:</p> <p>a) Understanding of co-management in Fisheries Management.</p> <p>b) Identification of initial stakeholders.</p>	Implementation methodology that covers the entire project implementation processes and deliverables. This would further cover the following	Indicator	20%
		No information provided	0	
		Project Plan irrelevant and not aligned to the implementation process and deliverables	1	
		Project Plan provided with only one of the required elements	2	

PHASE 2				
NO	GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY AND TECHNICAL ASSESSMENT (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	c) Implementation approach based on the understanding of communities within the Cape Metro, City of Cape Municipality.  d) Team Composition (indicate team members + their involvement + experience and qualification/s) <b>Use Annexure B for this</b>  e) Milestone/time frames for each deliverable  <b>Annexure B to be completed.</b>	Project Plan provided with only two of the required elements	3	
		Project Plan provided with all the required elements	4	
		Project Plan provided with all the required elements clearly outlining additional implementation methodology elements specifically for Cape Metro, City of Cape Municipality communities.	5	
5	Outline the logistics plan for the entire project to include the following elements:  a) Project timeline with activities. b) Transport plan (with cost per km). c) Accommodation plan (with rates and accommodation types). d) Catering plan (cost per meal for breakfast and lunch [and super for accommodated participants]). e) Venue-hire plan/proposal (with cost per proposed venue).	Outline the logistics plan for the entire project to include the following elements	Indicator	20%
		No information provided	0	
		Logistic Plan irrelevant and not aligned to the implementation process and deliverables	1	
		Logistic Plan provided with only one of the required elements	2	
		Logistic Plan provided with only two of the required elements	3	
		Logistic Plan provided with all the required elements but with no costs	4	
		Logistic Plan provided with all the required elements clearly outlining with costs.	5	
Total points on functionality				100

## 4.2 Preferential Points (80/20 system)

4.2.1 An evaluation of Price and Specific Goals Preference points on the suppliers, that successful qualified to this stage of evaluation.

**4.2.2 Calculation of points for price** - The Preferential Procurement Policy Framework Act (PPPFA) prescribes that the lowest acceptable bid will score 80 points (for tenders under R50m) or 90 points (for tenders above R50m) for price. Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as criteria, only bid proposals that

meets functionality requirements will be considered for evaluation on price and specific goals preference points.

4.2.3 The 80/20 as an appropriate preference point system will be used in the evaluation and adjudication of this quote. However, it must be extended that the lowest acceptable quote will be used to determine the applicable preference point system as per regulation (Section 3(2)(b) of the Preferential Procurement Regulations (PPR) 2022, which states: "If it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable proposal will be used to determine the applicable preference point system". Therefore, either 80 or 90 points, depending on the rand value of the proposal, will be awarded to the suppliers who offers the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for Specific Goals, as applicable. The contract will be awarded to the suppliers that scores the highest total number of adjudication points per category.

#### **Calculating of points for Specific Goals**

4.2.4 Points will be awarded to a supplier for specific goals. Bidders are required to submit the original and valid proof for preference points claimed or certified copies thereof; to substantiate their preference points claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in Specific Goals preference points being forfeited.

4.2.5 The 80/20 as an appropriate preference point system will be used in the evaluation and adjudication of this quotation. However, it must be extended that the lowest acceptable supplier will be used to determine the applicable preference point system as per regulation (Section 3(2)(b) of the Preferential Procurement Regulations (PPR) 2022, which states: "If it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable supplier will be used to determine the applicable preference point system". Therefore, either 80 or 90 points, depending on the rand value of the quotation, will be awarded to the suppliers who offers the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for specific goals, as applicable. The contract will be awarded to the suppliers that scores the highest total number of adjudication points per category.

4.2.6 Points will be awarded to a supplier for specific goals in accordance with the table below:

<b>B.</b>	<b>PRICE</b>	<b>80</b>
<b>C.</b>	<b>Specific Goal</b>	<b>Number of points (20)</b>
	51% black ownership	8

50% women ownership	4
Youth ownership	4
Disability	4
Non-compliant contributor	0

4.2.7 The SCM unit of the DFFE / MLRF will allocate preferential points (Specific Goals) to each company for its contribution towards empowerment of the black designated groups as prescribed in the Preferential Procurement Regulations of 2022, women, people with disabilities, youth as well as local economic development.

4.2.8 A supplier will not be disqualified from the quotation process if the suppliers does not submit supporting documents substantiating the specific goals preference points claimed or is a non-compliant contributor. Such some suppliers will score 0 for Specific Goals.

4.2.9 Suppliers will be subject to SCM conditions of the Department – MLRF and the Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act (Act No 5 of 2000) (PPPFA).

4.2.10 The PPPFA prescribes that the lowest acceptable bid will score 80 or 90 points for price (as explained above, depending on whether the bid prices is more or less than R50million). Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as a criterion, only bid proposals that meets functionality requirements will be considered to be evaluated on price and Specific Goals.

4.2.11 The contract will be awarded to the supplier scoring the highest points subject to section 2(1) (f) of the PPPFA, 2000.

## 5. SUBMISSION REQUIREMENTS

5.1 Suppliers should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

- 5.1.1 The SP must draft a table of content which will indicate where each document is located in the proposal.
- 5.1.2 The proposal shall consist of two parts, namely the technical bid and the pricing bid (master and copies).
- 5.1.3 Add documents that are required to be submitted with the bids. These documents include those included in phase one (1) and two (2) of evaluation criteria.
- 5.1.4 Standard bidding documents (SBD1, 2, 3.1/3.3, 4, 6.1) completed and signed.
  - A valid copy of the Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS to the supplier/copy of Central Supplier Database (CSD)/ MA supplier Number must be submitted together with the bid.

- In case of bids where Consortia / Joint Ventures / Sub-contractors are involved; such must be clearly indicated, and each party must submit a separate copy of a valid Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MAAA supplier Number together with the bid.
- Certified copies of identity documents of directors and shareholders of the company.
- Entity registration Certificate (CK1).
- Letter of Authority to sign documents on behalf of the company.

## **6 SPECIAL CONDITIONS OF CONTRACT**

- 6.1 On appointment, the performance measures for the delivery of the agreed services will be closely monitored by Department / MLRF.
- 6.2 The Department / MLRF will not be held responsible for any costs incurred by the SPs in the preparation, presentation and submission of the proposal.
- 6.3 All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract, the special conditions of contract will prevail.

## **7 PAYMENT TERMS**

- 7.1 The DFFE / MLRF undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.
- 7.2 Payment by the DFFE / MLRF shall be made by means of an electronic transfer into the SP's bank account.
- 7.3 Payment requirements
  - The successful Service Provider shall render services to the DFFE / MLRF in accordance with the Project Plan and Project Scope.
  - The amounts are inclusive of VAT and all disbursements shall be paid in South African Rands.

## **8. VIRTUAL COMPULSORY BRIEFING SESSION**

- 8.1 To ensure that service providers understand what is required from them with regards to this RFQ, bidders must attend a compulsory briefing session. The sessions will take place as follows:
  - 19 February 2025 at 10H00

The link for the sessions can be requested via email:

Name	Email address
Tumeka Ncobo	<a href="mailto:tncobo@dffe.gov.za">tncobo@dffe.gov.za</a>

*\*Bidders should use "RFQ-SSFM-221-006-2024/25: Briefing Session" as the subject of the email of requesting link for the briefing session.*