

REQUEST FOR QUOTATION FORM

To:	ALL PROSPECTIVE SERVICE PROVIDERS
Project Name:	Beef Export Initiative Project (BEIP) – Project Planning Packaging
Requestor:	Cacadu Development Agency
QUOTATION NO.	20201001
NOTICE NO.	20201001-A
Quotation to be delivered by	9th November 2020

SPECIFICATION OF ORDER

BACKGROUND

The Cacadu Development Agency (“CDA”) facilitates trade and investment promotion and development on behalf of the Sarah Baartman District Municipality (“SBDM”). CDA had initiated a beef export to China project to create essential capacity for the industrial in the region. By considering the progress and environment factors, CDA would like to update its business plan with integrated incubation model.

The CDA BEIP project is a project designed to support the commonage and emerging cattle farming and feedlots to tap into the CDA/SBDM secured export market to create sustainable jobs and economic transformation for the region.

CDA is looking consultant/companies to assisting of complete an incubation integrated project plan with associated feasibility study.

SCOPE OF WORK

Prospective service providers will be required to working with CDA project manager to develop an incubation integrated project plan and complete the associated feasibility study. Assist CDA to optimize/update the final project plan document packaging.

The deliverable of this work include:

1. Updated project plan with integrated incubation model
2. Feasibility study

TERMS OF REFERENCE

The progress and outcomes are envisaged as follows:

Step 1: Baseline Assessment

- Provide broad macro-economic data on the cattle farming situation, in the Eastern Cape, whilst providing insights into the scale and integration of the feedlots that serve these supply chains in the Eastern Cape
- Draw broad comparisons in the form of a matrix report between the commercial and the emergent sector in regards cattle farming in the Eastern Cape
- Provide quantitative data on the numbers of animals (large stock units) that are currently in the province.

Step 2: Phased Project Plan Packaging

2.1 Recommend a modulated incubation plan

Draw up a high-level industry vetted incubation plan concept for the beef industry in the Eastern Cape. This pilot incubation plan will address aspects such as:

- Beef quality standardisation to end markets
- Genetic improvement program
- The number of farmers/students that this farm would be able to train and capacitate against a stipend. The latter also to be determined
- Skills transfer recommendations
- Mentorship recommendations
- Commercial equity partnerships options
- Clear solutions towards supply chain engineering
- Post training/capacity building program needs to be very clearly articulated

2.2 Recommend an Overall Export Model

- Specify typical route to market and production processes
- Provide recommendations pertaining to roles and responsibilities of various partners and stakeholder including:
 - CDA/SBDM
 - Contractor abattoirs/feedlots
 - Contractor export agent
 - Incubation farmers
 - Emerging farmers
 - Commercial farmers
 - Funding & financial service partners
 - Other stakeholders
- Provide a conceptual illustration of the model

- Provide a flow diagram to articulate all the various relationships and roles between parties
- Provide an action plan with timeframes and deliverables

Step 3: Feasibility Considerations and final packaging

- Specify required critical success factors linked to industry norms and standards to ensure that the CDA-BEIP model is sustainable
- Undertake high-level financial estimates (CAPEX & OPEX)
- Consider crucial governance and management structures required to operate the model
- Design appropriate organogram for management and staffing requirements
- Final packaging and updating of the project plan

TIMEFRAMES

The timeframes for the completion of the project are expected less than 4 weeks time. The quote shall be based on the 15 working days basis.

PROPOSAL CONTENT

The proposal should contain at least the under-mentioned content. Consultants may add further information. Proposals must be prepared in English.

SERVICE PROVIDER/CONSULTANT(S) PROFILE

(a) Identity of Firm/Composition of Consortium

Cacadu Development Agency is willing to consider individual firms and/or other firms or entities in a consortium, joint venture relationship, or sub consultancy, as appropriate.

(b) Consultant/Service Provider Experience

The proposal should provide a brief description of the service provider/consultant's experience and relevant recently completed and/or current assignments indicating, inter alia:

- The client;
- The nature of the service provider/consultant's involvement;
- The names and resumes of the staff provided;
- The duration of the assignment; and
- The contract amount.

(c) Service Provider/Consultant Team

The proposal should include proposed roles of team members on this project and leadership responsibilities. Full particulars and contact details of the primary contact person for the project must be provided.

REFERENCES

The proposal should therefore clearly demonstrate the capacity and experience of service

providers by virtue of the successful completion of three similar or related projects. Prospective service providers must provide contactable references for previous and/or current work.

PROPOSED APPROACH AND DELIVERABLES

The proposal should describe the consultant's proposed approach to the scope of work, as detailed in the section detailing the scope of work, including an implementation plan, layout and design, technical and operations management approach, linked to proposed timeframes.

Service providers are advised to ensure that proposals are as detailed and comprehensive as possible, as this will assist in the evaluation process.

PROJECT BUDGET AND PRICING

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain valid for 60 days after the submission date.

The preferred service provider shall be appointed on the basis that the budget submitted in the proposal shall be considered to be the final project budget.

CONFLICT OF INTEREST

The Cacadu Development Agency expects the consultants to observe the highest standards of ethics during the execution of this contract and reserves the right to terminate the contract at any stage if it is determined that these standards have been or may become compromised.

It should be noted that the agency will request verbal and / or written inputs on an ad hoc basis, as and when required, but it is envisaged that these inputs will be essential to an extent where implementation of project is finally completed.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The CDA reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished.

EVALUATION

Quotations will be evaluated using the two-stage evaluation system on functionality and price in terms of the **80/20** preferential point system.

FUNCTIONALITY (PRE-QUALIFICATION)

Functionality criteria will be assessed as follows:

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE
Company Experience	20	Max 5	100
Assigned Team Experience	20	Max 5	100

Ability to conclude study within timeframe	10	Max 5	50
TOTAL	50		250 (MPS)

Where: 1=Poor, 2=Considerable, 3= Acceptable, 4=Good, 5=Excellent

Important Note: Bidders who do not score a minimum of 70% on functionality will not be considered for further evaluations.

The quotes and supporting documentation will be evaluated using the following criteria:

A) Company Experience

Past experience in the agricultural industry focusing on beef production and value chain. List of previous or similar projects completed in the past five years with contactable references must be attached. **Bidder should very briefly describe his or her experience in this regard.**

B) Assigned Team Experience

Proven knowledge and experience in the agricultural industry and beef production, but not limited to the following areas is considered to be essential (Proof documentation must be provided):

- Work experience in the agricultural industry (marketing, economics, production, and logistics).
- Knowledge about Sarah Baartman District

C) Ability to conclude study within timeframe

A service provider must demonstrate the ability to conclude and submit the final deliverables within the specified time frame. A project plan with time frames must be submitted.

It should be noted that failing to attach the B-BBEE Status Level Certificate may result in the 20 preference points not being awarded.

General

The proposal, together with the Terms of Reference, will be the basis for contract negotiations and ultimately a contract with the selected service provider(s)/ consultant(s). Please note that:

- The costs of preparing the proposal and of negotiating the contract are not reimbursable as a direct cost of the research;
 - Copyright to proposal(s) accepted will rest with the CDA; and
 - Cacadu Development Agency has a right not to accept any proposal or only part thereof.
 - All prices shall be inclusive of Value Added Tax (VAT).
 - Quotations to be valid for 60 days from closing date
- All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.
- The CDA reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished.

Formal written price quotations should be submitted in a sealed envelope, clearly marked **“NOTICE NO: 20201001-A and QUOTE NO: 20201001 (BEIP – Project Planning Packaging)** which must be placed in the quotation box, 4th floor, No 32 Govan Mbeki Avenue, Port Elizabeth, **before 12pm on 9th November 2020.**

Quotes may also be submitted by means of an email: zsibeko@cacadudevelopment.co.za before **12pm on the 9th November 2020.**

For further enquiries related to the Request for Quotations, please contact the Dr Albert Yu on (041) 508 7130 / E-mail: albertyu@cacadudevelopment.co.za

All suppliers are required to register on the Central Supplier Database (CSD). Information on the CSD is available on the CSD website: www.csd.gov.za

Should you have any other enquiries please contact the Ms Zimbini Sibeko on (041) 508 7055 / E-mail: zsibeko@cacadudevelopment.co.za