



NTABANKULU LOCAL MUNICIPALITY

Tel: (039) 258 0056

Fax: (039) 258 0173

Email: info@ntabankulu.gov.za

Web: www.ntabankulu.gov.za

ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ): PROCUREMENT OF CANNABIS PROJECT FACILITATOR

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

PROCUREMENT OF CANABIS PROJECT FACILITATOR

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	10 December 2020
RFQ NUMBER	NLM/DP/PCPF/2020/2021
DESCRIPTION OF GOODS/SERVICE	PROCUREMENT OF CANNABIS PROJECT FACILITATOR
CLOSING DATE AND TIME:	18 December 2020 AT 12H00
ENQUIRIES	071 613 8996/ ndlakun@ntabankulu.gov.za – Mrs N Ndlaku Technical Enquiries or 082 786 0772- O. Mdudi-SCM Related

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

Original Tax Clearance Certificate and SARS Pin number certificate	
MBD 4: Declaration of Interest	
MBD 9: Certificate of Independent Bid Determination	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
Certified Copy of BBBEE certificate	
Certified ID Copy/s of company directors	
A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
Signed Quotation	
Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.	
All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	

NB: No quotations will be considered from persons in the service of the state

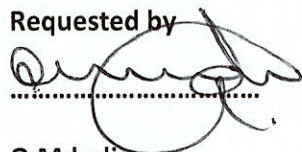
PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.

7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked **"Procurement of Cannabis Project Facilitator"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



O. Mdudi

SCM Manager

Recommended by



X.N. Venn

CFO

Approved by



L Nonyongo

Municipal Manager

NTABANKULU CANNABIS DEVELOPMENT



TERMS OF REFERENCE FOR CANNABIS DEVELOPMENT

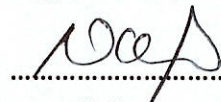
Prepared by:

A handwritten signature in black ink, appearing to read "L. Mkula", is written over a horizontal dotted line.

L. Mkula

Economic Planning Manager

Approved by:

A handwritten signature in black ink, appearing to read "N. Ndlaku", is written over a horizontal dotted line.

N. Ndlaku

Director Development Planning

TABLE OF CONTENTS

1. BACKGROUND AND PURPOSE.....	3-4
2. SCOPE OF WORK.....	4
3. AGREEMENT	4
4. FINANCIAL ARRANGEMENTS	4
5. COMPLIANCE CRITERIA	4-5
6. INSTRUCTIONS FOR SUPPLYING PRICING INFORMATION:	6
7. COST FOR PREPARING BIDS	6
8. EVALUATION OF BIDS	6
9. ETHICS CLAUSE/CORRUPTIVE PRACTICES	7
10. SIGNATURE OF CONTRACT (S)	7
11. CANCELLATION OF BIDS PROCEDURE	8

1. Background and Purpose

Cannabis was prohibited in the 1800 years as it was stigmatized as a dangerous plant. It was blacklisted to the point that it can damage the human mind. After the declaration of Constitutional Court that the plant can be grown for household consumption there comes an opportunity. Therefore, educational campaigns and awareness programs are to be conducted to the community and other sectors to reinstate the glorious plant. The program of correcting the wrong teachings of the plant should go with learning benefits of the cannabis both as a nutritious and medicinal plant with all the components contained to it. The resuscitation of the programs that will put cannabis as an economic stimulator in the region.

The Cannabis project is being piloted in two wards which is ward 6 and ward 7 in the Eastern area of Ntabankulu. The area consists of good climatic conditions and is believed to have high medicinal plants. This plant is believed to have many benefits compared to the stigma put on it. All the parts of the plant roots, stem, leaves, and flowers have their own usage which is more beneficial to human living. The pharmacological aspect of cannabis was made not known by the people who are producing it.

The plant can be exported to developed countries for currency exchange. The plant needs to be used with precautional measures to avoid high raw use concentration by humans. Development of cannabis firm can reduce transportation costs both to producers and the customers as the buying and selling will be coordinated in one site. Development of the firm will create job opportunities. For the efficiency of cannabis production there will be a need for fencing the production land and planting equipment's will be needed.

Formation of organization and development of farmer's networks will make the project more resilient. This project will make the quality life for the Eastern Pond land people. Customer experience will change through the formation of organization and farmer's network as the trading will take place in one area. The transformation will present a good culture and operating model for the whole project.

Ntabankulu Local Municipality identified a need to tap on the opportunity of cannabis potential in the area. To utilize the high economic value of the plant and interventions on the range of medical conditions including chronic diseases, glaucoma, loss of appetite and many more.

1.1. EMPLOYEMENT BY SECTOR

SECTOR	NUMBER
Agriculture	249
Mining	38
Manufacturing	120
Electricity	19
Construction	589
Trade	1,020
Transport	479
Finance	538

Community services	3,110
Households	894
Total	7 050

2. Scope of Work

The project needs project facilitator who will conduct research on the quality which is being produced by the cannabis farmers and come up with an implementable action plan in terms of promoting, protecting, and marketing the cannabis. The facilitation should go further and look for types of cannabis with products produced by each type. The establishment of the governance structures and their orientation (Community Trusts)

3. Agreement

The Services will be rendered in accordance with the terms and conditions of a Service Level Agreement issued by the NLM.

4. Financial Arrangements

- Bidders are solely responsible for their own costs in preparing the tender.
- Payments for all services covered by this tender shall be made upon receipt of appropriate invoices and the satisfactory completion of each milestone as indicated in the SLA.
- The terms of payment are thirty (30) days from the date of receipt of a valid invoice by the municipality.

5. Compliance and Criteria

Service providers are requested to attach these requirements for their bids on the pages indicated in the document

- Valid SARS Tax compliance certificate and SARS compliance pin
- Proof of company registration
- Certified ID copies for the entity owners.
- Valid original or certified copy of BBBEE Verification Certificate or Sworn Affidavit to claim Preferential points
- Proposed delivery period

- Proof of municipal rates clearance or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non registration will be regarded as non-responsive and be disqualified from the bid.

Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionally assessment of 70 points will be considered non-responsive and will not be evaluated further

Area of evaluation	Points allocated
Business entity establishment (Company profile with clear business address and contact details)	20 points
Relevant entity experience or proof (experience on the involvement or usage of indigenous plants and other related products from professional association or bodies) <ul style="list-style-type: none"> • Two Traceable references = 15 points • Less than two traceable references = 05 points 	15 points
<ul style="list-style-type: none"> • Comprehensive methodology with a proposals of Implementation plan on cannabis development 	30 points
<ul style="list-style-type: none"> • Provision of training or orientation on usefulness of cannabis and other indigenous plants 	20 points
<ul style="list-style-type: none"> • Proposal of governance structures or business entities to be established 	15 points
	100 points

6. Instructions for Supplying Pricing Information

- You are requested to submit a breakdown of your pricing and cost components for items and Services set out by the NLM.
- Prices and costs included in this financial proposal must cover all your costs, including but not limited to, transportation cost, installation charges, service charges and all other charges associated with meeting the requirements and Services as set out in this agreement.
- All prices must be quoted inclusive of VAT.
- Should you not provide a particular Product or Service, please indicate this as set out in the Tender. You will not be excluded from the evaluation of those products and services that you do offer.

7. Cost for Preparing Bids

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. In particular, if proposed key members were interviewed, all costs shall be borne by the bidder.

8. Evaluation of Bids

8.1 Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the evaluation criteria and the associated weighting as detailed in this bid dossier. No other award criteria will be used. The evaluation criteria will be examined in accordance with the requirements as indicated in the Terms of Reference.

8.2. Evaluation of financial offers

The Financial Offer will be evaluated concurrent to the Technical Offer.

8.3. Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The Evaluation / Adjudication Committee's decisions are collective, and its deliberations are held in closed session. The members of the Evaluation / Adjudication Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may be communicated to neither the bidders nor to any party other than the Contracting Authority.

9. Ethic Clauses / Corruptive Practices

- a) Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation / Adjudication Committee or the Contracting Authority during the process of examining, clarifying, evaluating, comparing and adjudication bid will lead to the rejection of its bid and may result in administrative penalties.
- b) The bidder must not be affected by any potential conflict of interest.
- c) Ntabankulu Local Municipality reserves the right to suspend or cancel funding to this project if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract, if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- d) Bids will be rejected, or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Failure to comply with one or more of the ethics clauses may result in the exclusion of the bidder or contractor from other Community contracts and in penalties.

10. Signature of Contract

Within 14 days of receipt of the contract already signed by the Contracting Authority, the selected bidder shall sign and date the contract and return it to the Contracting Authority.

Failure of the selected bidder to comply with this requirement may constitute grounds for the annulment of the decision to award the contract. In such a case, the Contracting Authority may award the bid to another bidder or cancel the bid procedure.

The other candidates will be informed that their bids were not accepted, by means of a standard letter.

11. Cancellation of the Bids Procedure

In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the Contracting Authority. If the bid procedure is cancelled before the envelopes of any bid has been opened, the unopened and sealed envelopes will be returned to the bidders.

Cancellation may occur when:

- The bid procedure has been unsuccessful, i.e., not qualitatively or financially worthwhile bid has been received or there is no response at all;
- The economic or technical data of the project has been fundamentally altered.
- Exceptional circumstances or *force majeure* render normal performance of the contract impossible.
- All technically compliant bids exceed the financial resources available.
- There have been irregularities in the procedure, where these have prevented fair competition.

In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages.

The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced