



**GAUTENG PROVINCE**  
AGRICULTURE AND RURAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATION (RFQ)**

YOU ARE HEREBY REQUESTED TO PROVIDE GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (GDARD) WITH A WRITTEN PRICE QUOTATION AS PER THE PRESCRIBED SPECIFICATIONS OR TERMS OF REFERENCE

<b>RFQ Number</b>	<b>AGR0003/26</b>
<b>RFQ Description</b>	<b>SPECIFICATION FOR PROCUREMENT OF A SERVICE PROVIDER TO DEVELOP THE GAUTENG FOOD AND NUTRITION SECURITY STRATEGY</b>
<b>RFQ Advert Date</b>	<b>10 July 2026</b>
<b>RFQ Closing Date and Time</b>	<b>20 July 2026 @ 11:00</b>
<b>Compulsory Briefing Session</b>	<b>Microsoft Team</b>
<b>Date and Time</b>	<b>13 July 2026 @ 10:00 – 11:00</b>
<b>Microsoft Teams meeting Join:</b>	<b>Microsoft Teams meeting Join:</b> <a href="https://teams.microsoft.com/join/323817140331732?p=MTBBa84WIB11dtR3S2">https://teams.microsoft.com/join/323817140331732?p=MTBBa84WIB11dtR3S2</a>  <b>Meeting ID: 323 817 140 331 732</b> <b>Passcode: Rs284Y4f</b>
<b>Validity Period</b>	<b>60 Days</b>

**RFQ ENQUIRIES**

**RFQ enquiries must be directed / emailed to**

Mr. Justice Lekgoro  
[Justice.lekgoro@gauteng.gov.za](mailto:Justice.lekgoro@gauteng.gov.za)

**RFQ responses (quotations) must be sent to: SCM Team**  
[ursula.ngati@gauteng.gov.za](mailto:ursula.ngati@gauteng.gov.za) or [tebello.pooe@gauteng.gov.za](mailto:tebello.pooe@gauteng.gov.za)

**Department**

Department of Agriculture and Rural  
Development  
Umnotho House Building  
56 Eloff Street, Johannesburg

**NB: Please use the RFQ number on the subject line of the email when submitting the quotation**

**CONDITIONS OF THE RFQ:**

1. All quotations should be submitted on a company's letterhead and signed by the company's representative.
2. All prices must be firm and must be inclusive of VAT. (Price escalations and the conditions of escalation, where necessary, should be clearly indicated).
3. Prices quotations must be valid for 60 days from the quotation closing date.
4. Delivery period must be indicated on a quotation.
5. Quotations must be e-mailed to the address provided herein
6. All required documentation to be submitted with your quotation are attached to this request.
7. Quotations submitted after the closing date and time will not be considered.
8. The lowest or any offer will not necessarily be an acceptable offer, and GDARD reserves the right not to accept any offer either in full or in part.
9. GDARD reserves the right not to award this RFQ.
10. The general conditions of contract as published by National Treasury will apply to all contracts entered between GDARD and the supplier.

**PROTECTION OF PERSONAL INFORMATION**

By responding to this RFQ, GDARD acknowledges that it may obtain and have access to personal information of the responding bidder. GDARD agrees that it shall only process the information disclosed by bidder in their response to this RFQ for the purpose of evaluating and awarding of this RFQ and in accordance with any applicable law.

Furthermore, GDARD will not otherwise modify, amend or alter any personal information submitted by the bidder or disclose or permit the disclosure of any personal information to any third party without prior written consent from

the bidder. Similarly, GDARD requires bidders not to process any personal information disclosed by GDARD to any third party without the consent of GDARD

## **SPECIFICATION / TERMS OF REFERENCE**



**GAUTENG PROVINCE**  
AGRICULTURE AND RURAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

## **SPECIFICATION FOR PROCUREMENT OF A SERVICE PROVIDER TO DEVELOP THE GAUTENG FOOD AND NUTRITION SECURITY STRATEGY**

### **1. Background and Strategic Alignment**

The Gauteng Provincial Government, through the Gauteng Department of Agriculture and Rural Development (GDARD), intends to procure the services of a suitably qualified service provider to develop a comprehensive Gauteng Food and Nutrition Security Strategy.

The Strategy must be aligned with and informed by the following frameworks:

- National Food and Nutrition Security Policy (South Africa)
- National Development Plan (NDP) 2030
- Growing Gauteng Together (GGT) 2030 Strategy
- Relevant national, provincial and sectoral strategies relating to agriculture, health, social development, climate change and local government.

The Strategy must promote policy coherence, intergovernmental coordination and implementation readiness within the Gauteng Province.

### **2. Purpose of the Assignment**

The purpose of this assignment is to undertake an evidence-based assessment of the state of food and nutrition security in Gauteng Province and to develop a consultative, implementable Food and Nutrition Security Strategy, including a five (5) year implementation plan and a fully costed budget.

### **3. Scope of Work**

The appointed service provider will be responsible for the following:

#### **3.1 Situational Analysis and Research**

- Conduct a comprehensive situational analysis of food and nutrition security in the Province
- Review relevant data, surveys, research reports and existing policies
- Identify challenges, gaps, vulnerabilities and opportunities

### **3.2 Strategy Development**

- Develop a draft Food and Nutrition Security Strategy aligned to national, provincial and regional frameworks
- Define the vision, strategic pillars, objectives, outcomes, indicators and institutional arrangements

### **3.3 Stakeholder Consultation and Engagement**

- Design and implement a structured stakeholder consultation process
- Engage Provincial Departments, Municipalities, NGOs, NPOs, academic institutions, private sector entities and research organisations
- Document and integrate stakeholder inputs

### **3.4 Finalisation and Language Editing**

- Incorporate all stakeholder inputs into the final strategy
- Subject the strategy to professional language editing and proofreading by a qualified language expert
- Submit proof of professional language editing and proofreading

### **3.5 Five-Year Implementation Plan and Budget**

- Develop a detailed five-year implementation plan
- Prepare a fully costed five-year budget, including consultation and implementation costs

## **4. Mandatory Briefing Session**

A compulsory briefing session will be held for all prospective bidders. Attendance is mandatory and proof of attendance must be submitted with the bid. Only bidders who attend the mandatory briefing session will be eligible for evaluation.

## **5. Stakeholder Consultation Milestones**

The service provider must implement consultation milestones including:

- Stakeholder mapping and consultation plan
- Initial consultation engagements
- Mid-term consultation workshops
- Draft strategy validation workshop
- Final endorsement consultation

All consultation processes must be documented and attendance registers submitted as part of the deliverables.

## 6. Deliverables and Timelines

The table below outlines the expected deliverables and indicative timeframes from contract commencement until final submission and approval of the strategy by GDARD.

<b>Deliverable</b>	<b>Description</b>	<b>Indicative Timeline</b>
Inception Report	Inception report and detailed workplan	Within 1 week of contract signing
Situational Analysis Report	Assessment of food and nutrition security status	Within 3 weeks of contract signing
Draft Strategy	Draft Gauteng Food and Nutrition Security Strategy	Within 5 weeks of contract signing
Stakeholder Consultation Report	Documentation of all consultation engagements	Within 7 weeks of contract signing
Validation Workshop	Validation of draft strategy with stakeholders	Within 8 weeks of contract signing
Final Strategy (Edited)	Final proofread and edited strategy	Within 9 weeks of contract signing
Five-Year Implementation Plan	Approved implementation plan	Within 10 weeks of contract signing
Five-Year Costed Budget	Approved costed budget	Within 10 weeks of contract signing
Final Submission to GDARD	Final submission incorporating all GDARD inputs	Within 11 weeks of contract signing

## 7. Minimum Qualification and Experience Requirements of the Project Team

The bidder must propose a multidisciplinary team comprising at least the following:

### **Project Leader / Team Leader**

1. Master's degree or higher in Food Security, Development Studies, Agriculture, Economics, Public Policy or related field
2. Minimum 10 years' experience in strategy and policy development

### **Food and Nutrition Security Specialist**

1. Postgraduate qualification in Nutrition, Food Security, Agriculture or Public Health
2. Minimum 7 years' relevant experience

### **Research and Data Analyst**

1. Degree in Economics, Statistics or Social Sciences
2. Proven experience in policy research and data analysis

### **Stakeholder Engagement Specialist**

1. Qualification in Social Sciences, Development Studies or Communications
2. Proven facilitation experience

### **Professional Language Editor**

1. Recognised qualification in language editing or linguistics
2. Proof of professional registration or portfolio

## **8. Pricing Schedule (Cost per Function)**

Bidders must complete the pricing schedule below. All costs must be quoted and must include costs related to stakeholder consultation meetings, including venue hire and catering.

<b>Function/Activity</b>	<b>Description</b>	<b>Deliverable</b>	<b>Cost</b>
Situational Analysis & Research	Data review and analysis	Situational Analysis Report	
Strategy Development	Drafting of strategy document	Draft Strategy	
Stakeholder Consultation	Venue, catering, facilitation and logistics	Consultation Reports	
Validation Workshops	Validation and endorsement engagements	Validated Strategy	
Language Editing	Professional editing and proofreading	Editing Certificate	
Five-Year Implementation Plan	Implementation framework	Implementation Plan	
Five-Year Costed Budget	Budget development	Costed Budget	

## **9. Reporting, Governance and Confidentiality**

The service provider will report to GDARD and a designated provincial steering committee. All outputs produced under this assignment shall remain the property of GDARD and must be treated as confidential.

**PLEASE SUBMIT THE FOLLOWING INFORMATION**

**DOCUMENTS WITH YOUR QUOTATION**

1. Recent CSD report
2. Completed SBD Forms i.e. SBD 4; and 6.1
3. BBB-EE Certificate or Sworn of affidavit

**REQUIREMENTS FROM SERVICE PROVIDER**

1. A detail breakdown of quotation
  - (i) Unit price
  - (ii) Total excluding VAT
  - (iii) VAT amount @ 15%
  - (iv) Total inclusive of VAT

## 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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% Black owned = 3 Less than 51% black owned = 1		3		
At least 51% women owned = 3 Less than 51% women owned = 2		3		
At least 51% Youth = 4 Less than 51% youth = 2		4		
At least 51% PwD = 10 Less than 51% PwD = 5		10		

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....