

**REQUEST FOR PROPOSALS**

<b>YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</b>	
<b>BID NUMBER:</b>	<b>[RFP253/2020]</b>
<b>NON-COMPULSORY BRIEFING SESSION DATE AND VENUE</b>	<b><u>19 NOVEMBER 2020 AT 12:00PM</u> Bidders must advise of their interest to participate in this tender by sending an email to <a href="mailto:tenders@dbsa.org">tenders@dbsa.org</a> three (3) working days before the briefing meeting so as to be invited</b>
<b>CLOSING DATE:</b>	<b>02 DECEMBER 2020</b>
<b>CLOSING TIME:</b>	<b>11H00AM</b>
<b>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</b>	<b>180 DAYS</b>
<b>DESCRIPTION OF BID:</b>	<b>DISTRICT DEVELOPMENT MODEL (DDM) INFORMATION MANAGEMENT AND DECISION SUPPORT MANAGEMENT</b>
<b>BID DOCUMENTS DELIVERY ADDRESS:</b>	<p>ELECTRONIC SUBMISSIONS</p> <p>a. Bidders that wish to submit a tender response must send an email to <a href="mailto:TENDERS@DBSA.ORG">TENDERS@DBSA.ORG</a> indicating their participation.</p> <p>b. This must be done three (3) working days before the briefing meeting</p> <p>c. Bidders will thereafter receive a OneDrive Link to upload their tender documents electronically.</p> <p><b>NB: Electronic submission is encouraged for all bidder's interest in this tender bid.</b></p> <p><b>Closing date 02 December 2020 before 23:55pm all bids must be submitted.</b></p>
<b>NAME OF BIDDER:</b>	
<b>CONTACT PERSON:</b>	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>BIDDER'S STAMP OR SIGNATURE</b>	

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The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.  
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33  
Email : [dbsa@whistleblowing.co.za](mailto:dbsa@whistleblowing.co.za)  
Free Post : Free Post KZN 665 | Musgrave | 4062  
SMS : 33490

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## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED (“DBSA”)**

BID NUMBER: [RFP253/2020]  
NON-COMPULSORY BRIEFING: 19 NOVEMBER 2020  
SESSION VENUE AND TIME VIRTUAL MEETING, 12:00PM  
CLOSING DATE: **02 DECEMBER 2020**  
CLOSING TIME: 23:55 PM

DESCRIPTION: **DISTRICT DEVELOPMENT MODEL (DDM) INFORMATION MANAGEMENT AND DECISION SUPPORT MANAGEMENT**

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**The successful Bidder will be required to conclude a service level agreement with the DBSA**

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**Bidders should ensure that Bids are delivered timeously and to the correct One Drive link provided by the SCM Official. (reflected on the cover page of this document). If the Bid is late, it will not be considered for evaluation.**

**The One Drive link provided will be valid till 23H55 on the closing date.**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.

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

BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.



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Email : [dbsa@whistleblowing.co.za](mailto:dbsa@whistleblowing.co.za)  
Free Post : Free Post KZN 665 | Musgrave | 4062  
SMS : 33490

<b>NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:</b>				
<b>POSTAL ADDRESS:</b>				
<b>STREET ADDRESS:</b>				
<b>CONTACT PERSON (FULL NAME):</b>				
<b>EMAIL ADDRESS:</b>				
<b>TELEPHONE NUMBER:</b>				
<b>FAX NUMBER:</b>				
<b>BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>ORIGINAL AND VALID BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /ORIGINAL CERTIFIED COPY/ORIGINAL SWORN AFFIDAVIT SUBMITTED?</b> <b>[TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>IF YES, WHO ISSUED THE CERTIFICATE?</b>				
<b>REGISTERED WITH THE NATIONAL TREASURY CSD</b> <b>[TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>CSD REGISTRATION NUMBER</b>				

<b>1..1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]
<b>1..1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<b>1..1.3 SIGNATURE OF BIDDER</b>	.....
<b>1..1.4 DATE</b>	
<b>1..1.5 FULL NAME OF AUTHORISED REPRESENTATIVE</b>	
<b>1..1.6 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>	
<b>1..1.7 TOTAL NUMBER OF ITEMS OFFERED</b>	
<b>TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS</b>	

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
1.5.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## PART C



# CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below
- Ensure that the following documents are completed and signed where applicable:
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

**NB:** Should all of these documents not be included, the Bidder may be disqualified on the basis of non-compliance

**YES**      **NO**

           Bid document (clearly marked as FOLDER 1 AND FOLDER 2); separated into **FOLDER 1 - Pre-Qualifying and functionality proposal documents, and FOLDER 2 – Financial proposal only**  
**(Failure to comply will result in disqualification)**

           **Part A:** Invitation to Bid

           **Part B:** Terms and Conditions of Bidding

           **Part C:** Checklist of Compulsory Returnable Schedules and Documents

           **Part D:** Conditions of Tendering and Undertakings by Bidders

           **Part E:** Specifications/Terms of Reference and Project Brief

           **Annexure A:** Price Proposal Requirement

           **Annexure B:** SBD4 Declaration of Interest

           **Annexure C:** SBD 6.1 and B-BBEE status level certificate

           **Annexure D:** SBD 7 Contract Form – Purchase of Goods / Works

           **Annexure E:** SBD8: Declaration of Bidder's Past Supply Chain Practices

           **Annexure F:** SBD9: Certificate of Independent Bid Determination

- Annexure G:** Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation
- Annexure H:** Certified copies of latest share certificates, in case of a company.
- Annexure I: (if applicable):** A breakdown of how fees and work will be spread between members of the bidding consortium.
- Annexure J:** Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.
- Annexure K:** General Condition of Contract
- Annexure L:** CSD Tax Compliance Status and Registration Requirements Report

**PART D**

# CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

## 1. DEFINITIONS

In this Request for Proposals, unless a contrary intention is apparent:

- 1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;
- 1.3 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2017.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** means the time, specified as such under the clause 4 (Bid Timetable) in Part C, by which Tenders must be received.
- 1.10 **DBSA** means the Development Bank of Southern Africa Limited.
- 1.11 **DFI** means Development Finance Institution.
- 1.12 **Evaluation Criteria** means the criteria set out under the clause 27 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment.
- 1.13 **Functional Criteria** means the criteria set out in clause 27 of this Part C.
- 1.14 **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.15 **PFMA** means the Public Finance Management Act, 1999.
- 1.16 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.17 **PPPFA Regulations** means the Preferential Procurement Regulations, 2017 published in terms of the PPPFA.

- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 27.3 of this Part C.
- 1.19 **Price and Preferential Points Assessment** means the process described in clause 27.4 of this Part C, as prescribed by the PPPFA.
- 1.20 **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.
- 1.21 **Request for Proposal or RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
- 1.22 **SARS** means the South African Revenue Service.
- 1.23 **Services** means the services required by the DBSA, as specified in this RFP Part D.
- 1.24 **SLA** means service level agreement.
- 1.25 **SOE** means State Owned Enterprise, as defined by the Companies' Act.
- 1.26 **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFP.
- 1.27 **State** means the Republic of South Africa.
- 1.28 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 1.29 **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 1.30 **Website** means a website administered by DBSA under its name with web address [www.dbsa.org](http://www.dbsa.org)

## 2. INTERPRETATIONS

In this RFP, unless expressly provided otherwise a reference to:

- 2.1 "includes" or "including" means includes or including without limitation; and
- 2.2 "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

## 3. TENDER TECHNICAL AND GENERAL QUERIES

Any queries pertaining to this tender be it technical or general must be directed to:-

DBSA Supply Chain Management Unit

Email: [davidn2@dbsa.org](mailto:davidn2@dbsa.org)

No questions will be answered telephonically.

## 4. BID TIMETABLE

This timetable is provided as an indication of the timing of the tender process. It is indicative only and subject to change by the DBSA. Bidders are to provide proposals that will allow achievement of the intended commencement date.

<b>Activity</b>	<b>Date</b>
Advertisement of tender	[12 NOVEMBER 2020]
RFP document available	[12 NOVEMBER 2020]
Closing date for tender enquiries	[27 NOVEMBER 2020]
<b>Closing date and time</b>	[02 DECEMBER 2020]
Intended completion of evaluation of tenders	[11 DECEMBER 2020]
Intended formal notification of successful Bidder(s)	[TBA]
Signing of Service Level Agreement	[TBC]
Effective date	[TBC]

## **5. SUBMISSION OF TENDERS**

- 5.1 Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to davidSCM@dbsa.org - ONLY
- 5.2 No – Tender Submission Link requests will be accepted after 16h00 on the 27 NOVEMBER 2020. Any requests after the stipulated date and time will be disregarded.
- 5.3 Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.
- 5.4 Bidders who have received submission Links that have errors, will be provided with new Links for use.

## **6. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS**

- 6.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part C.
- 6.2 All persons (whether or not a participant in this tender process) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.
- 6.3 All Bidders are deemed to accept the rules contained in this RFP Part C.
- 6.4 The rules contained in this RFP Part C apply to:

- 6.4.1 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure;
- 6.4.2 the Tendering Process; and
- 6.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

## **7. STATUS OF REQUEST FOR PROPOSAL**

- 7.1 This RFP is an invitation for person(s) to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

## **8. ACCURACY OF REQUEST FOR PROPOSAL**

- 8.1 Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 8.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).
- 8.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

## **9. ADDITIONS AND AMENDMENTS TO THE RFP**

- 9.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 9.2 If the DBSA exercises its right to change information in terms of clause 9.1, it may seek amended Tenders from all Bidders.

## **10. REPRESENTATIONS**

No representations made by or on behalf of the DBSA in relation to this RFP will be binding on the DBSA unless that representation is expressly incorporated into the contract ultimately entered into between the DBSA and the successful Bidder.

## **11. CONFIDENTIALITY**

- 11.1 All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

## **12. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION**

- 12.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.
- 12.2 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to [davidn2@dbsa.org](mailto:davidn2@dbsa.org)
- 12.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 12.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 12.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.
- 12.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).
- 12.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

## **13. UNAUTHORISED COMMUNICATIONS**

- 13.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process,

or otherwise with the prior consent of the Tender Officer. Nothing in this clause 13 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.

- 13.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

#### **14. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION**

- 14.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.
- 14.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
- 14.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

#### **15. ANTI-COMPETITIVE CONDUCT**

- 15.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
- 15.1.1 the preparation or lodgement of their Bid
  - 15.1.2 the evaluation and clarification of their Bid; and
  - 15.1.3 the conduct of negotiations with the DBSA.
- 15.2 For the purposes of this clause 15, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.
- 15.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

#### **16. COMPLAINTS ABOUT THE TENDERING PROCESS**

- 16.1 Any complaint about the RFP or the Tendering Process must be escalated to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, ([scmqueries@dbsa.org](mailto:scmqueries@dbsa.org))
- 16.2 The written complaint must set out:
- 16.2.1 the basis for the complaint, specifying the issues involved;



- 16.2.2 how the subject of the complaint affects the organisation or person making the complaint;
  - 16.2.3 any relevant background information; and
  - 16.2.4 the outcome desired by the person or organisation making the complaint.
- 16.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

## **17. CONFLICT OF INTEREST**

- 17.1 A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.
- 17.2 The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.
- 17.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

## **18. LATE BIDS**

- 18.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.
- 18.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.
- 18.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 18.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for

consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

## **19. BIDDER'S RESPONSIBILITIES**

19.1 Bidders are responsible for:

- 19.1.1 examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;
- 19.1.2 fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;
- 19.1.3 ensuring that their Bids are accurate and complete;
- 19.1.4 making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;
- 19.1.5 ensuring that they comply with all applicable laws in regards to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and
- 19.1.6 submitting all Compulsory Documents.

19.2 Bidders with annual total revenue of R10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.

**19.3 All Bidders must submit their original and valid B-BBEE status level verification certificate or original certified copy, or original sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.**

19.4 The DBSA reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the DBSA.

19.5 Failure to provide the required information may result in disqualification of the Bidder.

## **20. PREPARATION OF BIDS**

- 20.1 Bidders must ensure that:
- 20.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
  - 20.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.
- 20.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.
- 20.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.
- 20.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid, or be included in a general statement of the Bidders usual operating conditions.
- 20.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

## **21. ILLEGIBLE CONTENT, ALTERATION AND ERASURES**

- 21.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.
- 21.2 The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.
- 21.3 The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

## **22. OBLIGATION TO NOTIFY ERRORS**

If, after a Bidder's Response has been submitted, the Bidder becomes aware of an error in the Bidders Response (including an error in pricing, but excluding clerical errors which would have no bearing on the evaluation of the Bid), the Bidder must promptly notify the DBSA of such error.

## **23. RESPONSIBILITY FOR BIDDING COSTS**

- 23.1 The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.

- 23.2 The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:
- 23.2.1 the Bidder is not engaged to perform under any contract; or
  - 23.2.2 the DBSA exercises any right under this RFP or at law.

## **24. DISCLOSURE OF BID CONTENTS AND BID INFORMATION**

- 24.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:
- 24.1.1 as required by law;
  - 24.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;
  - 24.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

## **25. USE OF BIDS**

- 25.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.
- 25.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

## **26. BID ACCEPTANCE**

All Bids received must remain open for acceptance for a minimum period of 180 (One Hundred and Eighty ) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

## **27. EVALUATION PROCESS**

- 27.1 The Bids will be evaluated and adjudicated as follows:
- 27.1.1 **Qualification – evaluation of compliance with Pre-Qualifying Criteria**
    - a. **Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.**

<b>Responsiveness Criteria</b>		<b>Prequalifying Criteria</b>	<b>Applicable to this Tender (Y/N)</b>	<b>Bidder to indicate Compliance (Y/N)</b>
<b>1.</b>	Adherence in submitting Tender as two stage folders: Folder 1 – Pre-qualifying and Functionality proposal Folder 2 - Price proposal	<b>Pre-Qualifier</b>	Y	
<b>2.</b>	Attendance register for Non-Compulsory Briefing session – via Teams or Zoom	<b>Pre-Qualifier</b>	Y	
<b>3.</b>	Proof of professional registration with IRBA and SAICA as external auditors	<b>Pre-Qualifier</b>	Y	

- b. Tenderers who do not adhere to the indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)	Bidder to indicate Compliance (Y/N)
4.	Standard conditions of tender as required.	48 hours	Y	
5.	Returnable documents completed and signed.	48 hours	Y	
6.	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be fully registered & compliant in order to do business with the DBSA.	48 hours	Y	
7.	A valid and active Tax Compliance Status Pin issued by SARS.	48 hours	Y	

#### 27.1.2 First stage – functional evaluation

Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score [80] points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage (demonstration) of the Bid. The functional evaluation will include demonstrations by the Bidders.

#### 27.1.3 Second stage – price and preferential points

27.1.3.1 Those Bidders which have passed the initial and first stages including demonstrations of the tender process will be scored on the basis of price and preference point allocation in accordance with the applicable legislation.

27.1.3.2 The successful Bidder will be the Bidder that scores the highest number of points in the second stage of the Bid evaluation, unless the DBSA exercises its right to cancel the RFP, in line with the PPPFA Regulations.

**27.2 NB: Bidders are required to submit, as Annexure J to their Bids, any documentation which supports the responses provided in respect of the Pre-Qualifying Criteria and Functional Criteria below.**

#### 27.3 Qualification: Pre-Qualifying Criteria

27.3.1 The following Pre-Qualifying Criteria will be applied in the initial stage of the evaluation. Bidders who do not meet all of the Pre-Qualifying Criteria will not be considered for award of the tender.

27.3.2 Bidders are required to complete the table below by indicating whether they comply with the requirement by marking the appropriate column with an 'X' below. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

**Note: A tender that fails to meet any Pre-Qualifying Criteria stipulated herein in the tender documents is an unacceptable tender.**

Tender Requirement	Compliant	Not compliant
<b>Administrative Responsiveness</b>		
<ul style="list-style-type: none"> <li>Whether all Returnable Documents were completed and returned with the Tender Submission by the Closing Time</li> </ul>		

**First Stage: Functional Criteria**

27.3.3 Only those Bidders which score [80] points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

27.3.4 The Functional Criteria that will be used to test the capability of Bidders are as follows:

Evaluation Categories	Criteria/Questions/Guidelines	Possible Points	
<b>Company Track Record and Experience (Described in Section 8.7)</b>			
Company Customer References	Provide at least 3 copies of a valid letters from a Customers indicating: <ol style="list-style-type: none"> <li>the bidder names</li> <li>the bidder scope of work performed for the Customer</li> <li>start and end date for the work done</li> <li>Technologies used to deliver the Customer Scope of Work.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>All letters must be in writing, dated, signed and on a letterhead of the entity that issued the letter.</li> <li>Provide will be given to those who have experience in municipal and intergovernmental coordination systems.</li> </ul>	Three or more valid customer reference letters = 10 points  Two valid customer reference letters = 7 points  Less than two customer reference letters = 0 Points	10
Company Track Record and Experience	<ul style="list-style-type: none"> <li>Demonstrate experience and knowledge of developing and implementation of application and/or similar to the project scope provided. Provide at least three customer case studies.</li> </ul>	Three or more case studies = 10 points	10

	<ul style="list-style-type: none"> <li>Demonstrate proven ability to act in advisory capacity based on municipal projects.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Case studies in the development and implementation of applications in the municipal sector with a similar scope will be an advantage.</li> </ul>	<p>Two case studies = 7 points</p> <p>Less than two case studies = 0 Points</p>	
<b>Project Team Deployment (Described in Section 8.8)</b>			
Project Team	<ol style="list-style-type: none"> <li><b>Project Management Team:</b> a detailed description of the firm's project team including skills, experience and capabilities of relevant staff.</li> </ol> <ul style="list-style-type: none"> <li>The team must include the below resources, who will fully deliver the project scope: <ul style="list-style-type: none"> <li>Project Manager</li> <li>Business Analyst / Product Owner / Process Analyst</li> <li>Integration Specialist</li> <li>Tech Lead</li> <li>Full-Stack Developer</li> <li>Front / Backend Developer</li> <li>Test / QA Engineer</li> <li>UI / UX Designer</li> <li>Database Designer / Administrator</li> <li>GIS Developer/Specialist</li> <li>Data Analyst</li> <li>Other Relevant Resources</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>Provide detailed CVs for all the project team members to be deployed in the team. Provide strong evidence of accomplishments, experience, expertise, qualifications and certificates in the subject matter for all the proposed. Demonstrated experience with software implementation projects.</li> <li>Provide brief/short biographies of the team, which includes the biographical details, accomplishments, experience, expertise, qualifications and certifications.</li> </ol>	<p>Provided all requirements as per the three points = 10</p> <p>Provided 70% of the requirements as per the three points = 7</p> <p>Provided &lt;70% of the requirements as per the three points = 0</p>	10
<b>Project Management Methodology, Approach and Detailed Plan (Described in Section 9)</b>			



Project and Client Management	<p>Provided a <b>detailed description of the approach and methodology</b> for managing projects and client relationships. This must include the method to keep the processes on track, accounts for specific tasks and timelines.</p>	<p>Detailed approach and methodology inclusive of tasks and timelines = 3 points</p> <p>Generic approach and methodology = 0 point</p>	3
	<p>Provide a customised and detailed <b>project plan</b> to demonstrate an understanding of the timelines associated with the requirements of this project.</p>	<p>Customised and detailed Project Plan inclusive of timelines = 2 points</p> <p>Generic project plan = 0 point</p>	2
Risk management approach	<ul style="list-style-type: none"> <li>• Discuss the risk management approach to be used in the project</li> <li>• Describe the initial risks identified based on the scope items in this RFP i.e. What do you see as the biggest risks and why? And who are you going to mitigate these risks?</li> </ul>	<p>A detailed and customised risk management approach = 3 points</p> <p>Generic risk management approach = 0 point</p>	3
Issues management approach	<p>Describe how are issues will be addressed.</p>	<p>A detailed and customised issue management approach = 1 points</p> <p>Generic issue management approach = 0 point</p>	1
Quality management approach	<p>Describe the quality management approach in planning, development and implementation of the solution.</p>	<p>A detailed and customised quality management approach = 1 points</p> <p>Generic quality management approach = 0 point</p>	1
Testing Strategy	<p>Provide details of testing including the following:</p> <ul style="list-style-type: none"> <li>• Testing tools</li> <li>• Testing methodology, approach and plans which must includes the resources to do the work and RACI matrix.</li> </ul>	<p>A detailed and customised testing strategy = 4 points</p> <p>Generic strategy = 0 point</p>	4
Post Go Live Support Approach	<p>Provide a detailed Go Live and support approach and plan. The approach and plan must detail the hand-holding strategy, support services to be provided, and the how the support will be done</p>	<p>A detailed Post go live approach = 2 points</p> <p>Generic approach = 0 point</p>	2
<b>Technical Solution (Described in Section <u>8.10</u> and <u>8.6</u>)</b>			

Systems Design and Development Approach	Described in detail the technical design & Development approach. The Service Provider will be expected to comply with suggested methodology, Standards & best practice.	A detailed technical design & development approach = 4 points  Generic approach = 0 point	4
Data Conversion & Migration Strategy	Demonstrable knowledge of the data conversion and migration approach.	A detailed data conversion & migration approach = 2.5 points  Generic approach = 0 point	5
	Describe the services/tools that will make be used for data conversion and migration.	Detailed services and tools provided = 2.5 points  Generic tools = 0 point	
Integration Requirements	Demonstrate a knowledge in the process implementing integration with other municipal systems.	Demonstrated knowledge = 3 points  No demonstration provided = 0 point	3
	Demonstrate with evidence that the Service Provider understand and confirms that you (Service Provider) understood the integration complexity and is able to deliver of this critical scope item.	Demonstrated and provided evidence = 3 points  No demonstration provided = 0 point	3
	Describe the technology solution(s) including the deployment plan to deliver of the integration scope item	Provided solutions = 3 points  No solutions provided = 0 point	3
<b>Business Requirements (Described in Section 8.2, 8.3, 8.4 and 8.5)</b>			
Solution Requirements	Demonstrate knowledge and experience in the implementation of similar complex development project to enable the defined solution requirements.	Provided detailed solution requirements = 3 points  No solution provided = 0 point	3
Business Requirements	Demonstrate knowledge and experience in the implementation of similar complex development project to enable the defined business requirements.	Provided detailed business requirements = 12 points  No business requirements provided = 0 point	12
Non-Functional Requirements	Demonstrate knowledge and experience in the implementation of similar complex development project to enable the defined Non-functional requirements.	Provided detailed non-functional requirements = 2 points  No requirements provided = 0 point	2

Transitional Requirements	Demonstrate knowledge and experience in the implementation of similar complex development project to enable the defined transitional requirements.	Provided detailed transitional requirements = 3 points No requirements provided = 0 point	2
<b>Change Management and Training (Described in Section 8.11)</b>			
Change management approach	Provide a customised and detailed <b>Change Management Plan</b> (including Communications, and Awareness plans) to support organization	Customised and detailed Change Management Plan = 5 points Generic plan = 0 point	5
Training	Provide a training approach and plan for the end users, which includes: <ul style="list-style-type: none"> <li>• What training material will be developed,</li> <li>• How training will be conducted across 52 districts spaces and any other to be identified during project development.</li> <li>• How will continuous training post project closure will be achieved.</li> </ul>	Customised training plan and material = 1 point Generic plan = 0 point	1
	Provide End-User & Super-User Training to support organization	Customised training plan = 3 points Generic plan = 0 point	3
	Implement technical skills transfer the DBSA internal DDM Team	Skills transfer plan = 3 points Generic plan = 0 point	3
<b>Business Benefits</b>			
Understanding of the business benefits	How is the Service Provider going to assist the business benefits tracking and measurement?	Understands the business benefits = 2 points	2
	Demonstrate that, the proposed approach covers the full completion of project		
	Is there anything in this requirement that seems unworkable, if yes, describe and propose remediations in your proposals.	No submission of business benefits = 0 point	
			<b>100</b>

27.3.5 A minimum of [80] points out of a 100 for the functional/ evaluation will qualify the Bid to move on to the next stage of evaluation

#### 27.4 **Second Stage: Price and Preferential Points Assessment**

27.4.1 Subsequent to the evaluation of Pre-qualifying Criteria and Functional Criteria, the second stage of evaluation of the Bids will be in respect of price and preferential procurement only. Points will be allocated to Bidders at this stage of the evaluation in accordance with the PPPFA and the PPPFA Regulations, as follows:

Price points 80

Preferential procurement points 20

27.4.2 **Price points**

The following formula will be used to calculate the points for price:

$$P_s = 80(1 - (P_t - P_{min}) / P_{min})$$

Where:

$P_s$  = Points scored for comparative price of tender or offer under consideration;

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer.

27.4.3 **Preferential procurement points**

A maximum of 20 points may be awarded in respect of preferential procurement, which points must be awarded to a tenderer for attaining their B-BBEE Status Level in accordance with the table below:

B-BBEE Status Level	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

An unincorporated trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate Bid.

27.4.4 **Total**

The total points scored by each Bidder will be calculated by adding the points scored for price (out of 80) to the points scored for preferential procurement (out of 20).

The successful Bidder will be the Bidder which has the highest total points (out of 100) for both price and preferential procurement (unless there is a basis for

selecting a different successful Bidder in accordance with section 2(1)(f) of the PPPFA).

## **28. STATUS OF BID**

- 28.1 Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.
- 28.2 A Bid must not be conditional on:
- 28.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained;
  - 28.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation;
  - 28.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent;
  - 28.2.4 the Bidder obtaining the consent or approval of any third party; or
  - 28.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
- 28.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
- 28.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

## **29. CLARIFICATION OF BIDS**

- 29.1 The DBSA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or discussions are had in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.
- 29.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

## **30. DISCUSSION WITH BIDDERS**

- 30.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder's offer.
- 30.2 As part of the evaluation of this Bid, DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.
- 30.3 The DBSA is under no obligation to undertake discussions with, and Bidders.

- 30.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:
  - 30.4.1 conduct a site visit, if applicable;
  - 30.4.2 provide references or additional information; and/or
  - 30.4.3 make themselves available for panel interviews.

### **31. SUCCESSFUL BIDS**

- 31.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.
- 31.2 The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.
- 31.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder's Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

### **32. NO OBLIGATION TO ENTER INTO CONTRACT**

- 32.1 The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.
- 32.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

### **33. BIDDER WARRANTIES**

- 33.1 By submitting a Bid, a Bidder warrants that:
  - 33.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
  - 33.1.2 it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;
  - 33.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;

- 33.1.4 it accepts and will comply with the terms set out in this RFP; and
- 33.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

#### **34. DBSA'S RIGHTS**

- 34.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:
  - 34.1.1 cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
  - 34.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
  - 34.1.3 vary or extend any time or date specified in this RFP
  - 34.1.4 terminate the participation of any Bidder or any other person in the Tendering Process;
  - 34.1.5 require additional information or clarification from any Bidder or any other person;
  - 34.1.6 provide additional information or clarification;
  - 34.1.7 negotiate with any one or more Bidder;
  - 34.1.8 call for new Bid;
  - 34.1.9 reject any Bid received after the Closing Time; or
  - 34.1.10 reject any Bid that does not comply with the requirements of this RFP.

#### **35. GOVERNING LAWS**

- 35.1 This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.
- 35.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.
- 35.3 All Bids must be completed using the English language and all costing must be in South African Rand.

#### **36. MANDATORY QUESTIONS**

- 36.1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a  $\checkmark$  or an X) regarding compliance with the requirements. Where necessary, the Bidders shall substantiate their response to a specific question.

**NOTE: It is mandatory for Bidders to complete or answer this part fully; failure to do so result the Bid being treated as incomplete and the Bid may be disqualified.**

- 36.1.1

This Bid is subject to the General Conditions of Contract stipulated in this RFP document.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.2

The laws of the Republic of South Africa shall govern this RFP and the Bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.3

The DBSA shall not be liable for any costs incurred by the Bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.4

The DBSA may request written clarification or further information regarding any aspect of this proposal. The Bidders must supply the requested information in writing within two working days after the request has been made, otherwise the proposal may be disqualified.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.5

In the case of Consortium, Joint Venture or subcontractors, Bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.6

In the case of Consortium, Joint Venture or subcontractors, all Bidders are required to provide mandatory documents as stipulated in Part C: Checklist of Compulsory Returnable Schedules and Documents of the Tender Document.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.7



The DBSA reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest Bidder or award parts of the proposal to different Bidders, or not to award the proposal at all.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.8

Where applicable, Bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.9

By submitting a proposal in response to this RFP, the Bidders accept the evaluation criteria as it stands.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.10

Where applicable, the DBSA reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.11

The DBSA reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.12

Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.13

The Bidder should not qualify the proposal with own conditions.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

<b>Caution:</b> If the Bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.		
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36.1.14

Delivery of and acceptance of correspondence between the DBSA and the Bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.15

Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. The DBSA shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the Bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations.  Such cancellation shall mean that the DBSA reserves the right to award the same proposal to next best Bidders as it deems fit.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.16

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.17

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by the DBSA signatory and added to this RFP as an addendum.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.18

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.19

<b>Bidders who make use of subcontractors:</b>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>
1. It is the responsibility of the Bidder to select competent subcontractors that meet all the tender requirements stipulated in this tender document.		
2. The Bidder shall be responsible for all due diligence of the selected subcontractors and will be held liable for any non-performance of the subcontractor.		
3. Bidders are required to provide documentation (such as BBBEE Certificate/Sworn Affidavit, Valid or Active Tax Compliance Status Pin Issued by SARS, CSD Summary Report, Valid or Active CIDB Certificate etc.) for the relevant subcontractor as a minimum in support of the subcontracting arrangement.		
4. Subcontracting must not contradict any Regulation or Legislation.		
5. No separate contract shall be entered into between the DBSA and any such subcontractors. Copies of the signed		

agreements between the relevant parties must be attached to the proposal responses.		
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36.1.20

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.21

No interest shall be payable on accounts due to the successful Bidder in an event of a dispute arising on any stipulation in the contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.22

Evaluation of Bids shall be performed by an evaluation panel established by the DBSA.  Bids shall be evaluated on the basis of conformance to the required specifications (functionality) as outlined in the RFP. For Bids considered for price and preference evaluation, points shall be allocated to each Bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for B-BBEE status level of contributor (according to the PPPFA Regulations) is 20.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.23

If the successful Bidder disregards contractual specifications, this action may result in the termination of the contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.24

The Bidders' response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.25

Should the evaluation of this Bid not be completed within the validity period of the Bid, the DBSA has discretion to extend the validity period.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.26

Upon receipt of the request to extend the validity period of the Bid, the Bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original Bid response valid under the same terms and conditions for a further period.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.27

Should the Bidder change any wording or phrase in this document, the Bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.28

Tax Compliance Status either on CSD National Treasury Database or SARS eFiling System as a Condition for Appointment/Award of the Bid.  This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be tax compliant prior to appointment/award of the bid as no bid will be awarded to persons who are not tax compliant.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

36.1.29

Company registration with CSD National Treasury Database as a Condition for Appointment/Award of the Bid.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

<p>This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be registered on the CSD National Treasury site prior to appointment/award of the bid.</p>		
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36.1.30

<p><b>The following will be grounds for disqualification:</b></p> <ul style="list-style-type: none"> <li>• Unsatisfactory performance under a previous public contract in the past 5 years, provided that notice of such unsatisfactory performance has been given to the bidder; and/or</li> <li>• The bidder or any of its directors have committed a corrupt or fraudulent act in competing for the appointment; and/or</li> <li>• The bidder or any of its directors have been convicted of fraud or corruption in the last 5 years; and/or</li> <li>• The bidder or any of its directors have been listed in the Register for Tender Defaulters under section 9 of the Prevention and Combating of Corrupt Activities Act; and/or</li> <li>• Bids received after the stipulated closure time will be immediately disqualified; and/or</li> <li>• Bidders whom have recently completed or currently performing, or to commence work on specific categories of services may be excluded to enable the Bank manage its concentration risk. This threshold is currently set at R10 million for consultancy services.</li> </ul>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>



## **Terms of Reference**

DISTRICT DEVELOPMENT MODEL (DDM)  
INFORMATION MANAGEMENT AND DECISION  
SUPPORT MANAGEMENT

## 1. PURPOSE

The purpose of this document is to detail the Terms of Reference (ToR) for the appointment of a service provider to develop and implement the District Developmental Model (DDM) Information Management and Decision Support System (IMS) for the Department of Cooperative Governance & Traditional Affairs (COGTA).

## 2. BACKGROUND

The President of South Africa (SA) in the 2019 Presidency Budget Speech identified the “pattern of operating in silos” in government as a challenge, due to a lack of coherence in planning and implementation, which has led to difficulties in the monitoring and oversight of government’s programmes. The consequence of these challenges has been a sub-optimal delivery of services and diminished impact on the triple challenges of poverty, inequality and employment.

The President further called for the rolling out of “a new integrated district-based approach to addressing service delivery challenges [and] localise[d] procurement and job creation, that promotes and supports local businesses, and that involves communities.”

The Cabinet approved District Development Model (DDM) is enabling a strategic and shared development vision for the country in relation to South Africa’s 44 District and 8 Metropolitan spaces. Across the 44 district and 8 Metro spaces in the country, all developmental initiatives will be more impact focused aimed at achieving commonly agreed outcomes. Development will be pursued in each district and metro area through a single long-term strategic framework (One Plan) – that will outline the role of each sphere of government as well as the role of communities, private and civil society sectors in each district. Each One Plan plan ensures that national priorities are attended to in the locality concerned.

This coordination will require – with effect from the 2020/21 Budget cycle – that national budgets and programmes follow spatial and place -making logics and are spatially referenced across the 44 districts and 8 Metros. Similarly, provincial government budgets and programmes will be spatially referenced to districts and metros in the respective provinces, while municipalities will express the needs and aspirations of communities in integrated development plans for the 44 districts and 8 Metros according to more focused spatial and developmental outcomes.



### 3. DBSA SOFTWARE & HOSTING ENVIRONMENT

The Development Bank of Southern Africa (DBSA), currently utilizes the following technologies that Service Providers COULD potentially leverage, where possible in the development and implementation of the DDM solution:

- **Database:** Microsoft SQL.
- **Integrated Development Environment (IDE):** Microsoft Visual Studio.
- **GIS:** ESRI GIS.
- **Cloud Hosting:** Microsoft Azure and its related services. DBSA will decide, if the solution will be hosted in the cloud or on-premises.

### 4. PROBLEM STATEMENT

The following is the problem statement that needs to be addressed:

- COGTA currently does not have an automated system that underpins operations, reporting and monitoring as well as governance of the DDM. There is no central ICT system that can allow government to function more optimally and effectively.
- All spheres and sectors of government currently operate in silos which results in a lack of consistency, alignment and integration in planning and implementation and has made monitoring and oversight of programmes difficult.
- The need for simplifying and standardizing the One Plan format, enabling easy access, viewing, capturing of inputs across all three spheres of government through an electronic platform and to digitize the One Plan that allows for the collaborative planning, budgeting and implementation processes.
- The Management and execution of numerous once-off, routine and ad hoc strategic, tactical and technical / operational level work processes, activities and tasks by a large number and wide variety of role-players will require and yield a vast amount of information (data and documents) that would need to be systematically processed for storage (and regulatory compliances), further utilisation or dissemination.

### 5. BUSINESS OBJECTIVES

The following business objectives have been identified to be achieved through the development and implementation of the DDM Information Management & Decision Support System:

- Enable the efficient and effective execution of the mandated DDM functions.

- Improve integrated planning across government through formulation and implementation of electronic Single Joined-Up Plans (One Plan) in relation to the 44 District and 8 Metropolitan geographic spaces or (52 IGR Impact Zones or DDM implementation sites).
- facilitate constant oversight / monitoring, communication and decision-making data and information by the management of COGTA; its agencies; key stakeholders and the various programme participants.
- Enable formal management and governance framework for DDM programme.
- Enable efficient Inter-governmental planning coordination.
- Enable a strategic dashboard and generate service delivery and development reports cutting across all sector and sphere programs and budgets based on the One Plan commitments.

## 6. KEY DESIGN PRINCIPLES

The following are key design principles for informing the design of the DDM Information Management & Decision Support System:

- Ensure the implemented solution is easy to navigate and user friendly.
- The system should be scalable modular and must have the capability to adapt easily to increased workload or user demands.
- The system must have the capability to integrate and interface with existing information systems.
- Make use of current and new technologies to enhance the solution.

## 7. EXPECTED BENEFITS

The following benefits are expected to be achieved through the development and implementation of the DDM Information Management & Decision Support System:

#	Benefit Description
BE1	Central and integrated data platform for the DDM that will allow users to improve planning and implementation
BE2	Web and mobile technology solution with capability and functionality for data capturing, external data source integration, analytics, big data analytics, dashboards, machine learning, GIS & spatial data management and processing required by users to inform / support decision making and follow up action.
BE3	Improve the economies of scale within all spheres and sectors of government.

BE4	Reduce silo in planning and implementation in various spheres and sectors of government
BE5	Data aggregation and drill-down capability at Local, District, Provincial and National level down to a project level.
BE6	Aggregated real-time, near-real-time and batch processing information on status of plans, projects, performance, projections.
BE7	Standard and custom reporting in multiple formats.
BE8	Positively influence the governments developmental agenda
BE9	Improved quality of information and reduced data handling.
BE10	Capturing and viewing of quantitative and qualitative spatial data using a map-based interface.
BE11	Improving the coordination of processes across spheres and sectors.
BE12	Improve Municipal capacity planning.
BE13	Enable / encourage collaboration across all three spheres of government.
BE14	Enable greater transparency and accountability across all three spheres of government.

**Table 1: Expected Benefits**

## **8. SCOPE OF WORK**

### **8.1 In Scope**

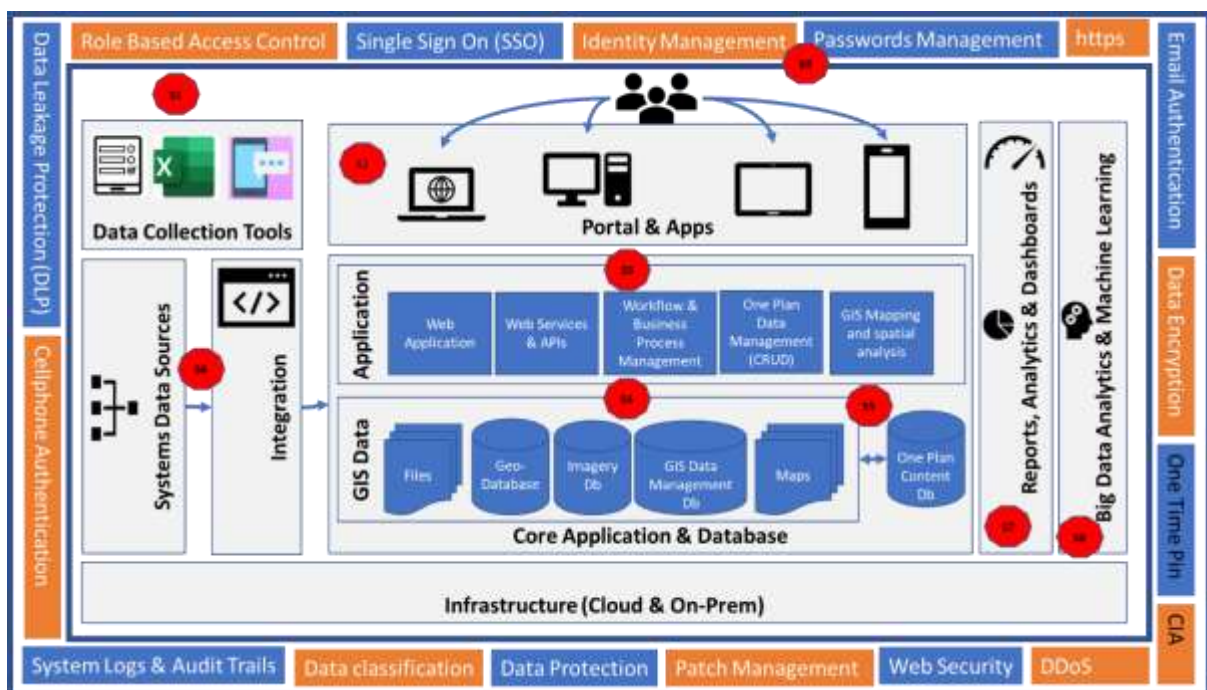
- 8.1.1 Development and implementation of a central web and mobile technology solution with capability and functionality for data capturing, external data source integration, analytics, big data analytics, dashboards, machine learning, GIS & spatial data management and processing required by users to inform / support decision making and follow up action across all spheres and sectors of government (as per the scope of the DDM).
- 8.1.2 Single central repository that will record comprehensive data from different stakeholders required for monitoring and oversight of programmes.
- 8.1.3 Platform for capturing, analysis and visualising data and reporting.
- 8.1.4 Platform for capturing planning, budgeting and intergovernmental processes at different levels (local, provincial, district and municipal).
- 8.1.5 Platform for creating, capturing, submission and adoption of the electronic One Plans in relation to all 52 district and metropolitan spaces.
- 8.1.6 Platform for creating, capturing and submitting individual plans that will be integrated into the One Plan.
- 8.1.7 Aggregation of real-time Information on the status of plans, projects, performance, projections.
- 8.1.8 Integration and interfacing with other systems central to government.

- 8.1.9 Municipal performance reporting to provide for differentiated reporting responsibilities of both municipalities and national departments/entities in terms of a new set of key performance indicators for local government using GIS, Analytics and Dashboard toolsets.
- 8.1.10 Capturing and viewing of quantitative and qualitative spatial data using a map-based interface to enable an improve planning, implementation and reporting across all spheres of government (as per the scope of the DDM).
- 8.1.11 Implementing the solution for the identified DDM pilot areas.

**The Service Provider must provide a structured technical response that addresses all the Sections and Sub-Sections detailed in Error! Reference source not found. in Section Error! Reference source not found. (Error! Reference source not found.) below. Failure to adhere to this instruction may result in lost points.**

## 8.2 Solution Architecture

Figure 1 below depicts the high-level diagram of the solution architecture for the DDM Information Management & Decision Support system. The detailed requirements are discussed in Table 2 below:



**Figure 1:** Solution Architecture - DDM Information Management & Decision Support System

**Table 1** below details the key solution architecture requirements that must be catered for in the implementation of the DDM Information Management & Decision Support system:

#	Solutions Architecture Requirements
S1	Enable data collection. The solution must enable data collection through multiple methods, including web-forms, smart-forms, spreadsheets, USSD, SMS, WhatsApp, etc.
S2	The solution must function on desktop PC, Laptop, Tablet and mobile device.
	The solution must be accessible as web and mobile apps with all functionality covered across these platforms.
	Enable solution on major internet browsers (e.g. Microsoft Edge, Firefox, Safari, Google Chrome)
S3	Develop a web platform to enable key business requirements (described in <b>Section 8.3</b> ). The solution will include Web Application, Web Services & APIs, Workflow Management, Business Process Management and Data Management.
S4	Develop a GIS platform to enable the business requirements in terms of spatial data management as described in <b>Section 8.3</b> .
S5	Develop a database platform to enable business requirements in terms of management of One Plan as described in <b>Section 8.3</b> .
S6	Provide integration capability with other third-party systems, using industry accepted methods which includes but NOT limited to middleware, web-service, micro-services, APIs, files, etc. See <b>Section 8.6</b> for the integration requirements.
S7	Develop a dynamic and interactive reporting, analytics and dashboard platform based on the requirements specified in <b>Section 8.3</b> .
S8	Develop and enable big data analytics and machine learning – based on large data sets available across public and private sector that can be used to enable the district delivery model.
S9	Secure the solution platform, addressing the following requirements: Role Based Access Control (RBAC), Single Sign On (SSO), Identity Management (ID), Passwords Management, Email Authentication, Data Encryption, One Time Pin, Confidential, Integrity, Access (CIA), Denial of Service Attack (DDoS), Web & Mobile Security, Patch Management, Data Protection, Data classification, System Logs & Audit Trails, Cell-phone Authentication and Data Leakage Protection (DLP).

**Table 2:** Solution Architecture Requirements

### 8.3 Business requirements

The following outlines the business requirements to be met by the service provider, for development implementation of the DDM Information Management and Decision Support System:

#	Requirement Name	Requirement Description
BR01	Capturing Data into the DDM information and Decision Support System	<ul style="list-style-type: none"> <li>• Requires the ability to creating, capturing and submitting individual plans that will be integrated into the One Plan (<b>See Annexure A below for the One Plan details</b>). The capturing of this planning information must be in a standardized format.               <ul style="list-style-type: none"> <li>○ Enable analysis of the impact and alignment of plans and resources at Government disposal through the development of “<i>One District, One Plan</i>”.</li> <li>○ Enable alignment between the One Plan and Integrated Development Plans of Municipalities.</li> <li>○ Enable alignment between One Plans of the 52 spaces and national and provincial plans, the MTSF and the MTEF.</li> <li>○ This alignment process must be underpinned by a collaborative and intergovernmental process.</li> <li>○ The One plan will include capturing of the following data elements:                   <ul style="list-style-type: none"> <li>▪ Demographics and People Development.</li> <li>▪ Economic Positioning.</li> <li>▪ Spatial Restructuring and Environmental Management</li> <li>▪ Infrastructure Engineering.</li> <li>▪ Integrated Service Provisioning.</li> <li>▪ Governance and Financial Management.</li> </ul> </li> </ul> </li> <li>• Requires the capability to capture plans and budgets following agreed projections, targets and sustainable spatial growth patterns of districts and metros.</li> <li>• Require the capability to capture budget information in accordance to the applicable budgeting processes across spheres and sectors of government.</li> <li>• Requires the ability to host Geographical Information Systems (GIS) capability &amp; render spatial information related to planning, budgeting, performance, projects across all spheres and sectors of government as per the DDM scope.</li> <li>• Requires the ability for aggregation of real-time, near-real-time and batch Information on the status of plans, budgets, performance, projects, spatial data, performance and projections.</li> <li>• Integration and interface with other systems central to government based on the scope of the DDM. See integration requirements below.</li> <li>• Capturing and viewing of quantitative and qualitative spatial data using a map-based interface to enable an improved planning, budgeting, project, performance management implementation and reporting across all spheres of government (as per the scope of the DDM).</li> </ul>

		<ul style="list-style-type: none"> <li>• Requires the ability for capturing of intergovernmental processes at different levels (National, Provincial, District and Local Municipal (Ward)).</li> <li>• Require the ability to aggregate all spheres and sectors according to performance.</li> <li>• Require the ability to allow for ease of data collection using new and existing technologies.</li> <li>• Require the ability to allow for business process execution, workflow, validations, authorizations and approvals (Delegation of Authority).</li> </ul>
<b>BR02</b>	Management of Electronic One Plan, Workflow and Business Process Execution	<ul style="list-style-type: none"> <li>• Require the ability for all spheres of government and sectors to create, capture, update, save, view, complete and submit the electronic One Plan (See Annexure A for the One Plan details).</li> <li>• The One Plan consists of the following elements: <ul style="list-style-type: none"> <li>○ Demographics and People Development.</li> <li>○ Economic Positioning.</li> <li>○ Spatial Restructuring and Environmental Management</li> <li>○ Infrastructure Engineering.</li> <li>○ Integrated Service Provisioning.</li> <li>○ Governance and Financial Management.</li> </ul> </li> <li>• Require the ability to capture, update, save, view, complete and submit inputs in relation to and for each stage of the One Plan.</li> <li>• Require the ability to retrieve individual plans per sector and per municipal area.</li> <li>• Require the ability to monitor the progress on the implementation of the One Plan.</li> <li>• Require the ability for spheres and sectors of government to save an incomplete plan, search for the incomplete plan and complete it at a later stage.</li> <li>• Require the ability for individual departments and spheres of government to capture individual plans that will be integrated into the One Plan.</li> <li>• Require ability for credible sign-off or verification of inputs and various levels of access to different components of the One Plan.</li> </ul>
<b>BR03</b>	Provide Reporting, Interactive Analytics Dashboards, Business Intelligence, Monitoring and Utilization	<ul style="list-style-type: none"> <li>• Require the ability to aggregate information for the various levels of coordination and various sectors to measure and manage qualitative, quantitative and spatial performance criteria and indicators related to the DDM.</li> <li>• Require the ability for the monitoring of implementation of plans through user friendly interfaces.</li> <li>• Require the ability to create standard and custom reports in various formats.</li> <li>• Require the capability for interactive analytics dashboards and business intelligence (BI).</li> <li>• Require the ability to aggregate real-time Information on the status of plans, projects, performance, projections.</li> <li>• Require the ability to report on municipal performance – information should be available for all three spheres of government and should be validated.</li> <li>• Require the ability to profile each district to understand the current challenges and monitor performance.</li> <li>• Require the ability to provide for ease of analysing information through generally used office-based software applications or more complex toolsets as may be required.</li> </ul>

		<ul style="list-style-type: none"> <li>Require Business Intelligence (BI), interactive analytics and dashboards capabilities to provide for municipal performance reporting in terms of a national set of key performance indicators for local government, once finalized and agreed to through the Reporting Reforms process in government. The system must have the capability to provide for differentiated reporting responsibilities of both municipalities and national departments/entities in terms of the new set of LG indicators, which are being developed for piloting (in Secondary Cities, District Municipalities and the remainder of local municipalities) in the municipal financial year 2021/22. (With regard to some of the indicators the reporting responsibility will rest with the i) municipality, with regard to others with ii) the national department or entity, and regarding others there will be iii) a shared reporting responsibility between a municipality and a national departments/entity.</li> <li>This municipal performance-reporting module of the System must therefore be ready for the mentioned categories of municipality to start reporting from July 2021.</li> <li>Therefore, there will be different levels of indicators and reporting with indicators and reporting at a more strategic level at the DDM level, and municipal performance reporting in terms of the national set of key performance indicators (in correspondence with the powers and functions of a municipality). The last mentioned would provide information of the performance of municipalities within a District, and the system must then also be able to aggregate this information from the local to the district level. Reporting in terms of the Circular no 88 indicators for metros will provide performance information for the metropolitan municipalities.</li> </ul>
<b>BR04</b>	Access to the System	<ul style="list-style-type: none"> <li>Require the ability to provide verified information to stakeholders in the programme or public domain.</li> <li>Require the ability for all spheres and sectors of government to oversee and complete their individual plans/inputs.</li> <li>Require the ability for all spheres and sectors to view individual plans that where not created by themselves.</li> <li>Require the ability to allow for all spheres and sectors of government to view the integrated One Plan.</li> </ul>
<b>BR05</b>	Integration	<ul style="list-style-type: none"> <li>Require the ability for all relevant data and documentation related to implementation of the DDM to be captured and be linked to a geographical information system (GIS) to facilitate spatial capability for measurement of geographical level performance against plans and ultimately, development impact.</li> <li>Require the ability to integrate and interface with other systems as indicated in section 15 to avoid duplication of effort and data.</li> <li>Require the ability to integrate with Metros Reporting Reforms Shared Platforms for reporting purposes on Key performance indicators.</li> </ul>
<b>BR06</b>	Management Requirements	<ul style="list-style-type: none"> <li>Allow for functionality to run system administration reports to manage and report on user activities and system performance.</li> </ul>

**Table 3: Business Requirements**



## 8.4 Non-Functional Requirements

The following non-functional requirements must be enabled in the DDM Information Management & Decision Support System:

#	Requirement Name	Requirement Description
<b>NFR01</b>	Role based Access Control	<ul style="list-style-type: none"> <li>User roles and access must be defined.</li> </ul>
<b>NFR02</b>	Single sign on	<ul style="list-style-type: none"> <li>The system must have the ability to allow for single sign on.</li> </ul>
<b>NFR03</b>	Identity Management	<ul style="list-style-type: none"> <li>The system must have the ability to allow for identity management.</li> </ul>
<b>NFR04</b>	Password Management	<ul style="list-style-type: none"> <li>The system must have the ability to allow for password management.</li> </ul>
<b>NFR05</b>	Authentication	<ul style="list-style-type: none"> <li>The system must have the ability to allow for email and cellphone authentication.</li> </ul>
<b>NFR06</b>	Scalability	<ul style="list-style-type: none"> <li>The system must have the capability to handle a growing amount of work by adding resources.</li> </ul>
<b>NFR07</b>	Usability	<ul style="list-style-type: none"> <li>The system must be easy to use to allow for maximum efficiency and effectiveness.</li> </ul>
<b>NFR08</b>	Reliability	<ul style="list-style-type: none"> <li>The system must be reliable.</li> </ul>
<b>NFR09</b>	Performance	<ul style="list-style-type: none"> <li>The system should perform optimally when users interact with it to improve the user experience.</li> </ul>
<b>NFR10</b>	System Logs and Audit Trails	<ul style="list-style-type: none"> <li>The system must record an audit trail.</li> </ul>
<b>NFR11</b>	Security	<ul style="list-style-type: none"> <li>Require a secure and single DDM information and decision support system that will be used by all spheres and government and their stakeholders to collaborate and work efficiently.</li> </ul>
<b>NFR12</b>	Accessibility	<ul style="list-style-type: none"> <li>Require the ability for the system to use minimal bandwidth to accommodate municipalities with limited internet access.</li> </ul>
<b>NFR13</b>	Storage	<ul style="list-style-type: none"> <li>Require the ability for the system to store data effectively.</li> </ul>

<b>NFR14</b>	Availability	<ul style="list-style-type: none"> <li>Require the ability for the system to always be available during the hours it is most popular. Any maintenance where the system needs to be taken offline should be done outside these times.</li> </ul>
<b>NFR15</b>	Data Integrity	<ul style="list-style-type: none"> <li>Require the ability for the system to ensure data quality and integrity.</li> </ul>
<b>NFR16</b>	Recovery	<ul style="list-style-type: none"> <li>Require the ability for the system to prepare and respond to a disaster.</li> </ul>

**Table 4:** Non-Functional Requirement

### 8.5 Transitional Requirements

The following transitional requirements must be addressed:

#	System Name	Requirement Description
TR1	Training	<ul style="list-style-type: none"> <li>The users of the DDM planning, information and decision support management system must be trained to use the solution.</li> <li>External users must be given user guides to navigate through the system.</li> </ul>
TR2	Migration of data	<ul style="list-style-type: none"> <li>Require the ability to migrate data from identified systems central to government to the DDM information management system.</li> </ul>
TR3	Change management	<ul style="list-style-type: none"> <li>A change management plan must be documented and shared with all affected stakeholders.</li> <li>User setup must be done prior go-live including making sure that all users have access to the system</li> </ul>

**Table 5:** Transitional Requirements

### 8.6 Integration Requirements

The following integration requirements must be addressed:

#	System Name	System User	Integration Description
01	Metros Reporting Reforms Shared Platforms	National Treasury	Require the ability to integrate with Metros Reporting Reforms for reporting on Key performance indicators for metros and to access the resource library repository for data from both the metros and national departments.

02	Local Government Database and Reporting System	National Treasury	<ul style="list-style-type: none"> <li>Require the ability to integrate with Local Government Database and Reporting System to collect data and produce various reports.</li> <li>Require the ability to integrate with Local Government Database and Reporting System to obtain supporting documents.</li> </ul>
03	Performance Management System	National Treasury	Require the ability to integrate and interface with the Performance Management System.
04	Municipal Money	National Treasury	Require the ability to integrate with Municipal Money to view extensive municipal financial data.
05	mSCOA Report Wizard	National Treasury	Require the ability to integrate with mSCOA Report Wizard to extract various reports.
06	mSCOA Hierarchy	National Treasury	Require the ability to integrate with mSCOA Hierarchy to explore different segments.
07	NDMC SRS	COGTA	<ul style="list-style-type: none"> <li>Require the ability to integrate with SRS to obtain reports related to disaster management such as incidents hazards and COVID-19.</li> <li>The SRS (SharePoint) is made up on the following modules: <ul style="list-style-type: none"> <li>COVID-19 Reporting System</li> <li>Incidents and hazards Reporting system (still in development on the new SRS system)</li> </ul> </li> </ul>
08	MIG-MIS	COGTA	<ul style="list-style-type: none"> <li>Require the ability to integrate with MIG-MIS to obtain data related to projects registered through workflow processes.</li> <li>Require the ability to integrate with MIG-MIS to obtain data related to projects that will be funded</li> </ul>

			<p>through the municipal infrastructure grant for the selected 219 municipalities</p> <ul style="list-style-type: none"> <li>• MIG-MIS is made up of the following modules: <ul style="list-style-type: none"> <li>○ Fund Administration Project Life Cycle Management</li> <li>○ Backlog Reporting and Mapping (Dormant)</li> <li>○ Reporting</li> <li>○ Workflow and System Administration Modules</li> </ul> </li> </ul>
09	MIPMIS	MISA	<ul style="list-style-type: none"> <li>• Require the ability to integrate with MIPMIS to collect infrastructure data across all municipalities on a national level.</li> <li>• Require the ability to integrate with MIPMIS to obtain various reports and dashboards on infrastructure projects and assets on a national, provincial, district and ward level.</li> <li>• Require the ability to integrate with MIPMIS to obtain a consolidated picture of infrastructure projects on a national, provincial and district level.</li> <li>• MIPMIS is made up of the following modules <ul style="list-style-type: none"> <li>○ Infrastructure Asset Module</li> <li>○ Project Life Cycle management</li> <li>○ Public Fault Reporting</li> <li>○ Back to Basics Reporting</li> <li>○ Municipal Operational Plan (MOP)</li> <li>○ MIPMIS Library</li> </ul> </li> </ul>
10	Munsoft	Municipalities <ul style="list-style-type: none"> <li>• Abaqulusi</li> <li>• Alfred Duma</li> <li>• Alfred Nzo</li> <li>• Bela Bela</li> <li>• Collins Chabane</li> <li>• Dannhauser</li> <li>• Dipaleseng</li> <li>• Dr J.S. Moroka</li> </ul>	<p>Require the ability to integrate with the Integrated Financial Management &amp; Internal Control System that captures and report on the IDP'S, Programmes, Projects and Budgets.</p> <ul style="list-style-type: none"> <li>• Require the ability to integrate data from one database with all project information:</li> <li>• Project location and area affected by project (mapped)</li> <li>• Project budget needs over its life-cycle</li> </ul>

		<ul style="list-style-type: none"> <li>• Elias Motsoaledi</li> <li>• Elundini</li> <li>• Emakhazeni</li> <li>• Ephraim Mogale</li> <li>• Ga-Segonyana</li> <li>• Gert Sibande</li> <li>• Govan Mbeki</li> <li>• Greater Kokstad</li> <li>• iLembe</li> <li>• KwaDukuza</li> <li>• Lekwa</li> <li>• Mafikeng</li> <li>• Makana</li> <li>• Makhado</li> <li>• Mamusa</li> <li>• Maruleng</li> <li>• Matatiele</li> <li>• Mbizana</li> <li>• Mkhondo</li> <li>• Modimolle-</li> <li>    Mookgopong</li> <li>• Mohokare</li> <li>• Mopani</li> <li>• Msinga</li> <li>• Musina</li> <li>• Ndlambe</li> <li>• Ngquza Hills</li> <li>• Nkangala</li> <li>• Nketoana</li> <li>• Pixley Ka Seme (MP)</li> <li>• Polokwane</li> <li>• Rand West City</li> <li>• Ray Nkonyeni</li> <li>• Richmond</li> <li>• Saldanha Bay</li> </ul>	<ul style="list-style-type: none"> <li>• Project preparation elements (unique to each city)</li> <li>• To assist with the alignment between National, Provincial and City spatial development agendas / frameworks</li> <li>• Coordinated infrastructure investment</li> <li>• Elimination of duplication and wasteful expenditure</li> <li>• Spatial analysis of intergovernmental project pipeline against provincial or city spatial targeting areas</li> </ul>
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		<ul style="list-style-type: none"> <li>• Setsoto</li> <li>• Steve Tshwete</li> <li>• Thaba Chweu</li> <li>• Thabazimbi</li> <li>• Thembisile Hani</li> <li>• Thulamela</li> <li>• Tswelopele</li> <li>• uMuziwabantu</li> <li>• Umzimkhulu</li> <li>• Umzimvubu</li> <li>• Uthukela</li> <li>• Vhembe</li> <li>• Victor Khanye</li> <li>• Waterberg</li> <li>• West Rand</li> </ul>	
11	CCG	<p>Municipalities</p> <ul style="list-style-type: none"> <li>• Amahlathi</li> <li>• Bojanala Platinum</li> <li>• Bushbuckridge</li> <li>• Ditsobotla</li> <li>• Dr Ruth Segomotsi Mompati</li> <li>• eDumbe</li> <li>• Emadlangeni</li> <li>• Endumeni</li> <li>• Greater Giyani</li> <li>• Hlabisa Big Five</li> <li>• Impendle</li> <li>• Inkosi Langalibalele</li> <li>• Intsika Yethu</li> <li>• John Taolo Gaetsewe</li> </ul>	<p>Require the ability in integrate data from the MunERP System to assist with the End to End Solution (Whole of Municipality Finance and Non-Finance) for real Time Online Processing of Transactions aligned to the following modules:</p> <ul style="list-style-type: none"> <li>• All general ledger processes</li> <li>• Accounts relievable</li> <li>• Financial Accounting</li> <li>• Revenue Cycle Billing</li> <li>• Accounts Payable</li> <li>• Human Resource and Payroll Management</li> <li>• Procurement Cycle</li> <li>• Treasury and Cash Management</li> <li>• Financial Accounting</li> <li>• Cashbook Batches</li> <li>• Financial Accounting</li> <li>• Treasury and Cash Management</li> <li>• All Municipal Budgeting and Planning Module business processes</li> <li>• Financial Accounting</li> </ul>


		<ul style="list-style-type: none"> <li>• Jozini</li> <li>• Lekwa-Teemane</li> <li>• Letsemeng</li> <li>• Makhuduthamaga</li> <li>• Mandeni</li> <li>• Maphumulo</li> <li>• Masilonyana</li> <li>• Mbhashe</li> <li>• Mfolozi</li> <li>• Mkhambathini</li> <li>• Mthonjaneni</li> <li>• Mtubatuba</li> <li>• Ndwedwe</li> <li>• Ngaka Modiri Molema</li> <li>• Ngqushwa</li> <li>• Nkandla</li> <li>• Nongoma</li> <li>• Ntabankulu</li> <li>• Okhahlamba</li> <li>• Rustenburg</li> <li>• Sundays River Valley</li> <li>• Ubuhlebezwe</li> <li>• Ugu</li> <li>• Ulundi</li> <li>• uMgungundlovu</li> <li>• Umhlabyalingana</li> <li>• Umkhanyakude</li> <li>• uMshwathi</li> <li>• Umvoti</li> <li>• Umzinyathi</li> <li>• Umzumbe</li> <li>• uPhongolo</li> </ul>	<ul style="list-style-type: none"> <li>• Full Asset Life Cycle and Maintenance Management.</li> <li>• Costing and Reporting</li> </ul>
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		<ul style="list-style-type: none"> <li>• Xhariep</li> </ul>	
12	R Data/Sebata	<p>Municipalities</p> <ul style="list-style-type: none"> <li>• Dr Beyers Naude</li> <li>• Engcobo</li> <li>• Inxuba Yethemba</li> <li>• King Sabata Dalindyebo</li> <li>• Knysna</li> <li>• Kou-Kamma</li> <li>• Laingsburg</li> <li>• Langeberg</li> <li>• Mhlontlo</li> <li>• Mossel Bay</li> <li>• Nama Khoi</li> <li>• Nyandeni</li> <li>• Oudtshoorn</li> <li>• Port St Johns</li> <li>• Richtersveld</li> <li>• Swartland</li> <li>• !Kai! Garib</li> <li>• Albert Luthuli</li> <li>• Amajuba</li> <li>• Ba-Phalaborwa</li> <li>• Beaufort West</li> <li>• Central Karoo</li> <li>• Dikgatlong</li> <li>• Emalahleni (EC)</li> <li>• Emthanjeni</li> <li>• Great Kei</li> <li>• Greater Letaba</li> <li>• Greater Taung</li> <li>• Greater Tzaneen</li> <li>• Joe Gqabi</li> <li>• Joe Morolong</li> </ul>	<p>Require the ability to integrate into the Sebata Municipal Solutions that provides a fully integrated end to end municipal ERP solution aligned to the mSCOA regulations and the key 15 business processes outlined by National Treasury</p> <p>Require the ability to integrate with the following modules:</p> <p>Planning Module</p> <ul style="list-style-type: none"> <li>• Financial forecasting</li> <li>• IDP Budgets</li> <li>• Reporting</li> </ul> <p>Performance Management</p> <ul style="list-style-type: none"> <li>• SDBIP</li> </ul> <p>Project Management</p> <ul style="list-style-type: none"> <li>• Project details</li> <li>• Project finances</li> </ul>



		<ul style="list-style-type: none"> <li>• Kareeberg</li> <li>• Karoo Hoogland</li> <li>• Kopanong</li> <li>• Lephhalale</li> <li>• Mantsopa</li> <li>• Mnquma</li> <li>• Nelson Mandela Bay</li> <li>• Nquthu</li> <li>• Raymond Mhlaba</li> <li>• Sakhisizwe</li> <li>• Senqu</li> <li>• Siyancuma</li> <li>• Siyathemba</li> </ul>	
15	Bytes	<p>Municipalities</p> <ul style="list-style-type: none"> <li>• !Kheis</li> <li>• Bitou</li> <li>• Blue Crane Route</li> <li>• Breede Valley</li> <li>• Cape Winelands DM</li> <li>• Dr Nkosazana Dlamini Zuma</li> <li>• George</li> <li>• Kannaland</li> <li>• Kgatelopele</li> <li>• Kouga</li> <li>• Lejweleputswa</li> <li>• Naledi (NW)</li> <li>• Overberg</li> <li>• Overstrand</li> <li>• Stellenbosch</li> </ul>	<p>Require the ability to integrate to the SAMRAS/IDP/KPA/KPI/Projects/Procurement/Budget/Measurement/SDBIP systems.</p> <p>Ability to integrate to the following information:</p> <ul style="list-style-type: none"> <li>• Budgeting and forecasting at project level</li> <li>• Assets –financial register and lifecycle</li> <li>• Vehicles</li> <li>• Billing –all services and water board</li> <li>• Supply Chain and Contract Management -CSD</li> <li>• Investment, funding, loan and grant register</li> <li>• Stores and inventory</li> <li>• SDBIP performance management</li> <li>• SDBIP performance management and reporting, bank recon</li> </ul>

		<ul style="list-style-type: none"> <li>• Swellendam</li> <li>• Umdoni</li> <li>• uMngeni</li> <li>• West Coast</li> <li>• Witzenberg</li> <li>• Z F Mgcawu</li> </ul>	
16	National Treasury IRM	National Treasury	Require the ability in integrate to the National Treasury Infrastructure Reporting Model (IRM) with project status data, actual expenditure, sector, location and non-financial data.
17	Vesta	Municipalities <ul style="list-style-type: none"> <li>• Bergrivier</li> <li>• Cape Agulhas</li> <li>• Capricorn</li> <li>• Cederberg</li> <li>• Emalahleni (MP)</li> <li>• Gamagara</li> <li>• Garden Route</li> <li>• J B Marks</li> <li>• Kgetlengrivier</li> <li>• Matzikama</li> <li>• Moretele</li> <li>• Newcastle</li> <li>• Phumelela</li> <li>• Prince Albert</li> <li>• Theewaterskloof</li> <li>• uMlalazi</li> <li>• Umsobomvu</li> </ul>	Require the ability to integrate with the District Development Model <ul style="list-style-type: none"> <li>• Spatial Data</li> <li>• Catalogue of Goods and Services</li> <li>• Socio -Economic Data</li> <li>• IDP / Project / Procurement Plan</li> <li>• Master Plans</li> <li>• Contact Information</li> </ul>
18	JD Edwards	eThekwini Municipality	Require the ability to integrate to the iOCO Oracle system <p>Ability to integrate with the following data</p> <ul style="list-style-type: none"> <li>• IDP structures</li> <li>• Plans, KPAs, SFAs and Program</li> </ul>

			<ul style="list-style-type: none"> <li>• Projects, Sub Projects, Capex, Plans</li> <li>• SDBIP reports</li> </ul>
19	Municipal Systems	Municipalities	<p>The systems must have the ability to integrate and interface with the below municipal systems.</p> <div style="text-align: center;">  <p>Mscoa Vendor Sytems Per Municipiç</p> </div>

**Table 6:** Integration Requirements

## 8.7 Company Track Record and Experience

### 8.7.1 Experience and Track record

- Demonstrate the experience, knowledge, and the expertise to successfully implement a project of similar scope in the municipal industry.

### 8.7.2 Company Customer References

- Provide three (3) references that includes: Scope of Work Done, Impact and value of work done and contact details where a similar assignment(s) was completed successfully.
- Provide a detailed list of at least 3 or more similar projects and preferably within the municipal industry. In each project the bidder should indicate what modules they have implemented and cross reference such modules to the business requirements. The bidder is expected to get reference letter for such project indicating which modules were successfully implemented and how long it took to have these modules implemented and operational.

## 8.8 Project Team Deployment

8.8.1 **Brief CVs of Project’s human resources** to be deployed in the project. The CVs must focus on the summaries of following key attributes:

- Skills.
- Competencies.
- Work Experience.
- Qualifications and Certifications, including in the following:
  - Strategic governance reform
  - Integrated Planning, Budgeting, Reporting
  - Project management
  - Business Analysis

- Relevant certifications
- Data management skills
- Change management experts
- Technical Skills including infrastructure, databases, and hardware
- Business Intelligence and report writing
- Development skills

## **Project Management Methodology, Approach and Detailed Plan**

Outline the methodology to be adopted to meet the business requirements and demonstrate in the proposal how the project can be completed within a reasonable period not exceeding 12 months based on the approach to be adopted. The response on project management approach and methodology should provide details on the following:

- Full understanding of the requirements
- Recognizable project management methodology and approach stipulation deliverables on each phase of the project and the envisaged governance structure for the project considering there is an existing project steering committee led by the project owner.
- The detailed project schedule in MS Project clearly detailing major milestones.
- The project plan and approach should include training and handover of the system and the approach or methodology on how this will be executed.
- The project plan should consider data readiness, system customization and testing
- The plan should detail possible risks and mitigation plans based on prior experience on common risks when taking on such a project within the stipulated time frames (i.e. project risk register).
- Detail clear requirements and dependencies that will enable the take on of the project within the expected time frames
- The bidder is expected to provide the project quality assurance and risk management approach.

### **8.9 Implementation Strategy and Approach**

The bidder must provide a detailed project implementation approach, including the implementation strategy, testing strategy, training approach and the post go-live support approach.

### **8.10 Technical Solution**

The bidder must provide a detailed system design and development approach, including the data conversion and migration approach and the integration approach.

### **8.11 Change Management and Training**

The bidder must provide a detailed change management and training approach, including the risk management approach, issues management approach and the quality management approach.

## 9. EXPECTED DELIVERABLES, OUTPUTS AND TIMELINES

In addition to the requirements above, the following encompasses further deliverables expected of the service provider and required for the successful implementation of this project.

Deliverable	Description
Communication and Project Reporting	The service provider must provide the communication approach/plan for the project team and the reporting procedures and timelines, for the duration of the project.
Project Scope and Plan	The service provider is expected provide a detailed scope and high-level plan on how the solution will be implemented in line with DBSA's project management processes.
Design Documents	<p>The service provider is expected to provide the following design documents</p> <ul style="list-style-type: none"> <li>• Business Processes (BP) <ul style="list-style-type: none"> <li>○ Detailed workflows and processes that cover the entire value chain of activities to be undertaken in implementing the DDM.</li> <li>○ Detailed mapping of responsibilities and time-lines for executing above activities.</li> </ul> </li> <li>• High-Level System Design (HLD) <ul style="list-style-type: none"> <li>○ Brief description, name and functionality of every module</li> <li>○ Interface relationships, integration points and dependencies between modules.</li> <li>○ Database tables identified along with their key elements.</li> <li>○ Complete architecture diagrams along with technology details. The design must include all architecture domains such as business, process, information, data, technology, security, mobility, integration and disaster recovery.</li> </ul> </li> <li>• Low-Level System Design (LLD) <ul style="list-style-type: none"> <li>○ Functional Requirements Specification (FRS)</li> <li>○ Technical Design Specifications (TDS)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Functional logic of the modules including database tables (types and sizes)</li> <li>○ Integration Design Specifications (including complete details of the interface)</li> <li>○ Dependency issues</li> <li>○ Listing of error messages</li> <li>○ Complete inputs, processes, outputs and controls for every module</li> </ul>
System Documentation and Testing	The Service Provider is expected to describe their testing methods anticipated to be performed, and any other documentation related to such testing (e.g. System testing, Integration testing, Stress performance testing, User acceptance testing).
Managing Go Live	The Service Provider must provide a detail list of specific activities and requirements for go live phase including infrastructure requirements.
Post Go-Live Support	It is expected that the Service Provider will provide handholding, and onsite support after go-live, to address user queries, fixing bugs, and updates, and other necessary activities to assist the business in the use of the new DDM information management and decision support system.
Knowledge Transfer	It is expected that knowledge transfer occurs during the implementation. The Service Provider is required to provide their knowledge transfer approach, and to ensure the users will continue supporting the business after the completion of the project.
Technical and Hardware Requirements	The bidder must provide a detailed hardware and software requirement, including the detailed configuration of the proposed Development, Test, QA, Pre-production and Production server environment as per the business and technical requirements. The proposed hardware should be able to support business for the period of 5 years post implementation of the system.
Network Requirements	The detailed network requirements for the proposed system should be provided as part of the submission.
Software Requirements	The Service Provider is required to produce the License and Maintenance agreements sample, for all the components of the solution, such as hardware, software, operating systems, database, etc.
Roles and Responsibilities	The Service Provider is required to provide a detailed matrix indicating the roles and responsibilities of the project implementation team for the duration of the project.
Application (Solution)	The service provider will develop and implement the application solution based on all requirements described in this document.

## 10. COMPETENCY AND EXPERTISE REQUIREMENTS

- 10.1.1 Service Provider with expertise, capability, knowledge and experience in the development of web, mobile, GIS, reporting and analytics solutions.
- 10.1.2 Service Providers with experience in developing application solutions for government systems and intergovernmental coordination.
- 10.1.3 Service Provider with suitable qualified and certified human resources to develop of web, mobile, GIS, reporting and analytics solutions for municipal sector.
- 10.1.4 **Client Reference List:** Service Provider must provide a minimum client list of three (3) similar projects completed in the last five (5) years.

## 11. PROJECT REPORTING ARRANGEMENTS

- 11.1.1 **Project and Client Management:** a detailed description of the approach and methodology for managing projects and client relationships.
- 11.1.2 **Project Management Team:** a detailed description of the firm's project management team including skills, experience and capabilities of relevant staff.
- 11.1.3 **Project Schedule:** a detailed breakdown of all deliverables identified in the Scope of Work including, methods, tools and timeline to complete the project.
- 11.1.4 **Project Governance:** Report to the relevant project governance structures based on the DBSA project methodology.

## 12. PAYMENT TERMS

- 12.1.1 **Payment** will be made within 30 days of the achievement of specific deliverables/ milestones as agreed within the Project Scope of Work.
- 12.1.2 **The Service Provider will be required to undertake the assignment within the agreed fee set as per the proposal and no increase in fees or upfront payment of fees for work not completed will be negotiated.**
- 12.1.3 **Project Costs:** The Service Provider shall provide the total fixed price for the project based on the Scope of Work
- 12.1.4 **Pricing Proposal:** The Service Provider MUST provide their pricing proposal based on the pricing tables (



**12.1.5 Table 7 and Error! Reference source not found.)** below. The pricing proposal must be aligned i.e. pricing based on deliverables (

12.1.6 **Table 7)** must be aligned to pricing based on time & material (**Error! Reference source not found.**). Failure to adhere to the pricing structure provided in **Section Error! Reference source not found.** below, without written approval from DBSA Supply Chain Department will lead to price non-conformance, which could lead to disqualification of the bid.

## 13. ANNEXURE A: ONE PLAN

**This annexure describes a draft outline of district/metro space One Plan. The 25-30 Year Plan broken down into Medium and Short-Term Objectives**

### High Level Index

1. Diagnostic Study
2. Trend & Scenario Analysis
3. Desired Future
4. Strategy Formulation
5. Implementation Plan

### 1. Diagnostic Study

#### 1.1 Demographic Analysis

- Current population profile
- Current population growth trend
- Projected population size and make-up by:
  - 2030
  - 2050 (NSDF)
- Current household growth trend
- Current spatial spread of settlements and households
- Projected number of households by:
  - 2030
  - 2050
- National Spatial Development Framework (NSDF) modelling

- Identify the future growth and number and likely spread of new households that must be planned for in terms of infrastructure and services.
- Identify the human development needs of the district/metro population.

#### 1.2 Economic Analysis

- Current profile of the district/metro economy
- Key Drivers
  - Main economic sectors
  - Main employers
  - Unique advantages
  - Competitive edge
- Economic Opportunities and Potential
- Locally made products
- Barriers and Constraints to unlocking opportunities and potentials
- Key Enablers
  - People

- Skills
- Technology
- Incentives
- Global, National and Regional Linkages
- Administrative Costs (Utilities etc.)
- Assess past interventions and programmes

- Identify economic development trend (growing, stable, declining)
- Contribution of district/metro economy to national economy and strategic position/role within national economy.
- Identify key opportunities and potentials.
- Identify key planned investments and projects.
- Identify actions to support or partner, fund, finance, deliver projects.

### 1.3 Spatial Analysis

- Location - Global, National and Regional perspective
- NSDF directives and guidelines
- Provincial priorities
- Assess Spatial Development Frameworks (SDFs)
- Assess land development, land release and land-use management systems
- Current spatial make-up
  - Economic Activity
    - Spread
    - Corridors and Nodes
  - Human Settlements
    - Hierarchy of settlements and footprints
    - Functionality of settlements and Integration
    - Availability of services in each settlement
    - Projected population and household growth in each settlement
    - Level of densities and efficiency
    - Location and linkages, travel distances and times to economic centers
  - Critical Biodiversity & Conservation Areas
  - High Value Agricultural land
  - Surface Water Areas
  - Areas of contested land use
  - Identify well located land for redress and future growth
  - Assess Integrated Human Settlement planning
- Identify key spatial transformation challenges and opportunities
- Identify spatial restructuring constraints, key drivers and enablers
- Assess past and existing programmes and plans

- Identify the nature and state of natural resource base of the district/metro upon which the economy, human settlements and human life relies.
- What are long term sources of water, energy and food?
- Identify needs and growth dynamics/opportunities of each settlement.
- Identify where future growth (existing settlements, new settlement, etc.) should be directed to within district/metro.
- Assess the functionality, efficiency and equity of the overall spatial structure of the district/metro and identify key transformative measures.

### 1.4 Infrastructure Analysis

- Identify priority bulk, link and reticulation infrastructure based on spatial analysis
- Identify regional infrastructure linkages with neighboring municipalities
- Identify and assess existing national, provincial and municipal infrastructure sector master plans
  - Water
  - Sewer
  - Energy/Electricity
  - Roads
  - Landfills
  - Waste Transfer Stations
  - Health
  - Education
  - Safety
- Assess the state of infrastructure and the adequacy of infrastructure to support addressing current service backlogs and future growth of the district/metro:
  - Municipal basic services
    - Water
    - Sanitation
    - Electricity
    - Roads and Stormwater
    - Waste Management
  - Municipal community services
    - Parks
    - Libraries
    - Emergency services
    - Traffic
    - Public transportation
    - Licensing
  - Social services
    - Education
    - Health
    - Safety
    - Housing
    - Social service points (SASSA, etc)
  - Economic growth and development
    - City centres
    - Central Business Districts (CBDs)
    - Industrial Nodes/Parks
    - SEZs
    - Corridors
    - Logistic Hubs
    - Road, Rail, Harbor infrastructure
    - Air linkages
- Identify infrastructure gaps in relation to each settlement within the district/metro
- Assess infrastructure funding sources, grants and financing mechanisms.

- Align sector infrastructure plans according to spatial development logic.
- Determine infrastructure investment requirements in terms of refurbishment, replacement and new build.
- Identify and promote green infrastructure technologies.
- Identify infrastructure asset management requirements.
- Identify operational and maintenance capacity and budgeting.

## 1.5 Service Delivery Analysis

- Identify current state of service delivery across all sectors in terms of:
  - Universal coverage to all households
  - Quality of Services
  - Interruptions

- Pricing
- Customer satisfaction
- Assess service delivery models, systems and improvements
- Assess alignment and coordination between sectors for integrated service access
- Assess human resource capabilities and requirements
- Identify norms and standards for access and quality per settlement
- Assess housing delivery mechanisms and improvements across low, gap, middle and high-income markets.
- Assess prioritization and use of housing grants and subsidies.
- Assess impact of housing programmes.

- Alignment between sectors for integrated service provisioning
- Identify areas for service delivery improvement.
- Identify service delivery improvement mechanisms.
- Identify how service delivery norms and standards for various sectors need to be applied.
- Identify housing projects according to integrated human settlement planning and integrated service provisioning.
- Identify improvements in land/housing development applications to ensure availability and proximity to services and integrated development impact.

- intergovernmental relations and coordination
- Stakeholder relations including business, civil society and community-based organizations
- Assess state of financial governance and management
- Assess financial viability
- Assess government planning, coordination and communication systems
- Assess effectiveness of IDP representative and other coordination forums and structures
- Identify key capacity gaps and capacity building programmes
- Assess institutional capacities (government and non-government)

- Identify how all spheres of government including SOEs are carrying out their powers and functions, and responsibilities in relation district/metro developmental impact.
- Identify key governance improvements required and capabilities necessary to implement agreed actions.
- Identify coordination mechanisms and institutionalization of joint planning and implementation.
- Consolidate capacity building programmes.
- Identify shared service systems and resources.
- Identify institutional capacity and social capital (government, academia, research, advocacy, private sector, etc.)

## 2. Trend & Scenario Analysis

### Consideration of global, continental and national policy context and directives including:

- UN - Sustainable Development Goals (2030)
- Agenda 2063 – The Africa we Want
- National Development Plan (2030)
- Draft National Spatial Development Framework (2050)

### The following key Big Trends need to be assessed and localized:

- 2.1 Urbanization
  - Determine impact of urbanization on district/metro and scenarios in relation to various push and pull factors
  - Likely impact on projected population and number of households
- 2.2 Rising Inequality
  - The nature of inequality in the district/metro and factors they may lead to higher or lowering inequality

- Likely impact of interventions on inclusive growth and development
- 2.3 Climate Change
  - Identify likely climate change effects and impacts on the district/ metro
  - Determine future growth trajectory and adaptations based on climate change scenarios
- 2.4 Technology
  - Identify key technology trends that will impact on development
  - Identify gaps in relation to where the district/metro is in relation to these trends
  - Identify technology opportunities for communities as well as for smart places and smart management (smart cities)

### 3. Desired Future

Outline vision and outcomes in relation to the following:

#### 3.1 Future Demographic Profile

- Projected number of people and households and spread across district/metro:
  - 2030
  - 2040
  - 2050
- The well-being of the people of the district/metro
- The human development outcomes
- The quality of living and lifestyles

#### 3.2 Economy

- The future economy
- Nature of the economy
- The type and quality of job opportunities
- Levels of entrepreneurship
- Application of technology
- National and global linkages
- Local products
- Branding and Marketing

#### 3.3 Spatial

- The desired spatial form
- The settlement structures
- Economic nodes
- Regional identity and linkages
- Precinct concepts
- Land development targets

#### 3.4 Infrastructure

- Future state of infrastructure
- Investment levels in relation to each settlement and economic node
- Operation and Maintenance systems
- Management capability
- Funding and financing models

#### 3.5 Service Delivery

- Future state of service delivery across all sectors in terms of:
  - Universal coverage
  - Quality of Services
  - Interruptions
  - Pricing
  - Customer satisfaction
- Integrated service provision model
- Norms and standards

### 3.6 Governance and Management

- Future state of governance
- Financial Management and Viability
- Intergovernmental and Stakeholder relations
- Institutional capability

## 4. Strategy Formulation (What)

**Outline strategies and actions (immediate, short, medium and long-term) that are required to move from the current situation to the desired future in relation to each of the following:**

### 4.1 Economic Positioning

- The projects and actions that will generate a competitive edge for the district/metro so that domestic and foreign investment attraction and job creation takes place.

### 4.2 Spatial Restructuring

- The projects and actions that generate a transformed and efficient spatial development pattern and form to support a competitive local economy and integrated sustainable human settlements.

### 4.3 Infrastructure Engineering

- The projects and actions that enable infrastructure planning and investment especially bulk infrastructure installation in order to support the transforming spatial pattern and form, meet the needs of a competitive local economy and integrated human settlements, and ensure demand for housing and services is met in a sustainable way over the long-term.

### 4.4 Service Provisioning

- The process by which housing, municipal, community and social services are delivered according to the transformed spatial form and planned integrated sustainable human settlements. (**Note:** Integrated Human Settlement is primarily a function of spatial planning that ought to be carried out strategically under spatial restructuring and infrastructure engineering transformations. The delivery or provision of housing flows from this where both public and private sector are better guided and can invest more easily across various income spectrums where there is certainty regarding bulk infrastructure availability in the right location based on the desired spatial form.)

### 4.5 Governance Positioning

- The process by which leadership and management is exercised across all three spheres of government working together with communities and stakeholders, in particular, that planning, budgeting, procurement, delivery, financial and performance management takes place in an effective, efficient, accountable and transparent manner. It also includes spatial governance, that is, the process by which the spatial transformation goals are achieved through assessing and directing land development and undertaking land use management and land release of municipal/public land.
- Governance and Management is cross cutting across all the transformations. It encompasses and is the platform upon which successful planning, organising, implementation and performance management rests.

## 5. Implementation Plan (How)

- Intergovernmental compact in relation to the strategies and actions identified whereby the compact is a performance matrix that identifies responsibilities, timeframes, resources and/or funding strategies.

### One Plan Process

**The One Plan consists of two related outputs:**

1. **District/Metro Profile, Status Quo Analysis, and a Short-Term Action Plan identifying** immediate service delivery actions, and catalytic activities aimed at unlocking developmental projects (Stabilisation Phase).
2. **Medium to Long-Term Vision, Strategies and Implementation Plan:**
  - Formulation and adoption of a single Long-Term government plan for each district and metro which will be resourced and implemented seamlessly over the following electoral cycles (Reinforcement and Sustainability Phases):
    - 5 Year Targets (Local Government cycle: 2021 – 2026)
    - 10 Year Targets (Local Government cycle: 2026 – 2031)
    - 15 Year Targets (Local Government cycle: 2031 – 2036)
    - 20 Year Targets (Local Government cycle: 2036 – 2041)
    - 25 Year Targets (Local Government cycle: 2041 – 2046)
    - 30 Year Targets (Local Government cycle: 2046 – 2051)

The process for formulating the Short-Term One Plan and for formulating and Adopting the Long-Term One Plan.



---

Signature(s) of Bidder or assignee(s) Date

---

Name of signing person (in block letters)

---

Capacity

---

Are you duly authorized to sign this Bid?

---

Name of Bidder (in block letters)

---

Postal address (in block letters)

Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

.....  
.....  
.....  
.....  
.....

Telephone Number:.....FAX number.....

Cell Number: .....

Email Address.....



## **Annexure A**

### **Price proposal**

**(Note: This page must be separated from the pre-qualifying and functional proposal.  
Failure to separate this, will lead to disqualification of the bid)**

This template must be completed in full and included as Annexure A to Pricing Proposal submitted. Professional fees must be kept separate from other fees e.g. disbursements.

**Failure to complete this form (in respect of items 1 to 4 below) in full may result in the disqualification of the Bid.**

#### **Professional fees**

1. Specify role/s on assignment
2. Specify the name and experience of the person to be assigned to each role
3. Provide the charge out rate for each person
4. Provide an estimate of hours per role to deliver the scope of work (the information provided in this RFP)
5. The service MUST provide pricing based on the pricing templates below (

6. **Table 7 and Error! Reference source not found.**). The Service Provider MUST provide their pricing proposal based on the pricing tables (

7. **Table 7** and **Error! Reference source not found.**) below. The pricing proposal must be aligned i.e. pricing based on deliverables (

8. **Table 7)** must be aligned to pricing based on time & material (**Error! Reference source not found.**). Failure to adhere to the pricing structure provided in **Section Error! Reference source not found.** below, without written approval from DBSA Supply Chain Department will lead to price non-conformance, which could lead to disqualification of the bid.

Project Delivery Pricing					
Development Stages	Deliverables	Description	Estimated Hours	Unit Cost (Excl VAT)	Unit Cost (Incl VAT)
Initiation					
Planning	Scope of Work (SoW)	A document that clearly defines the business need, benefits of the project, objectives, deliverables, and key milestones. A SoW may change during the project, but it shouldn't be done without the approval of the project manager and the sponsor			R -
	Work Breakdown Schedule (WBS)	This is a visual representation that breaks down the scope of the project into manageable sections for the team.			R -
	Milestones	Identify high-level goals that need to be met throughout the project and include them in the Gantt chart.			R -
	Gantt Chart	A visual timeline that you can use to plan out tasks and visualize project timeline.			R -
	Communication Plan	This is of particular importance if your project involves outside stakeholders. Develop the proper messaging around the project and create a schedule of when to communicate with team members based on deliverables and milestones.			R -
	Risk Management Plan	Identify all foreseeable risks. Common risks include unrealistic time and cost estimates, customer review cycle, budget cuts,			R -

		changing requirements, and lack of committed resources.			
Analysis					R -
Design					R -
Development (Implementation)					R -
Integration					R -
Testing (and user Acceptance)					R -
<b>Total Project Deliverable</b>			0	R -	R -
<b>Support and Maintenance (3 Years)</b>					
Year 1					
Year 2					
Year 3					
<b>Total Support</b>			0	R -	R -
<b>Total Overall</b>			0	R -	R -
<p>* An example on the population of the table has been provided. Service Providers <b>MUST</b> populate this template based on their proposed methodology and deliverables</p> <p>* Service Provider must populate the pricing table above and align it to the Resource Pricing table below.</p>					

**Table 7:** Project Pricing based on Deliverables

Resources						
Resource Profiles	Profile Description	Quantity	Estimated Hours on the Project	Hourly Rate (Excl VAT)	Hourly Rate (Incl VAT)	Total Cost (Incl VAT)
<b>Project Manager</b>	Works on a higher level of abstraction and is responsible for a budget, risk, schedule and contract management. A PM will ensure that there will be no changes incompatible with specifications.				R -	R -
<b>Business Analyst / Product Owner / Process Analyst</b>	The Business Analyst is an agent of change. A business analyst (BA) is someone who analyzes an organization or business domain (real or hypothetical) and documents its business or processes or systems, assessing the business model or its integration with technology. Business Analyst helps in guiding businesses in improving processes, products, services and software through analysis, modelling and documentation.				R -	R -
<b>Integration Specialist</b>	Integration Specialist is responsible for developing and maintaining system integrations and components, including but not limited to; application to application integrations, services, internal and external API, file transfer, and EDI and SQL queries.				R -	R -
<b>Tech Lead</b>	Architect or Analyst who provides leadership when it comes to technical knowledge of team members. Assumes main responsibility for the technical architecture vision, and steering technical work in that direction over time. Team Lead. Assumes main responsibility for timely software delivery. Tech lead can solve problems not linked with the development process itself, i.e. issues connected with the integration with external				R -	R -



	providers, or those regarding hardware.					
<b>Full-Stack Developer (Front / Backend Developer)</b>	<p>A programmer not specialised in one specific area. Has broad range of knowledge and skills and can implement a solution on every architectural layer of the system (view, business logic, database). The full-stack developer must be capable of the following:</p> <p>1) Front-end Development: Ability to be the point of contact between the end client (user) and the delivered business solution (a system undergoing implementation). Such a person must, on the one hand, provide the best possible application reception by the user (interface responsiveness, content clarity). On the other hand, they're responsible for proper communication with the business logic layer.</p> <p>2) Back-end Development: Ability to develop business logic and data layers. And because elements are crucial to system functioning; its correctness depends on the quality of back-end developer's work. Skills and capabilities of building data queries (i.e. SQL) and its optimisation are of enormous value.</p>				R -	R -
<b>Test / QA Engineer</b>	<p>They are responsible for reviewing quality specifications and technical design documents to provide timely and meaningful feedback. Creating detailed, comprehensive and well-structured test plans and test cases. Estimating, prioritizing, planning and coordinating quality testing activities.. They are track the development process of a product from start to finish. They oversee production, testing each part to ensure it meets company standards before moving to the next phase.</p>				R -	R -

<b>UI / UX Designer</b>	The primary duty of the UI designer is to prepare, or design, the user interface. This means transferring content, style, graphics connected with a client or product to a system presentation layer. Such a person can together with a client prepare a template of the application's user interface. Together with a UX designer and front-end developer, this member will work on providing a solution to continue per expectations and requirements. The UX designer - whereby UX means User Experience - must make sure that end users will have the best possible experience while using an application. Such person-based work not only consists of analysing user behaviour. It also takes into consideration what the competition is doing, and continuously changing human-computer interaction methods.				R -	R -
<b>Database Designer / Administrator</b>	The person is responsible for database design, development, implementation, monitoring and administration.				R -	R -
<b>GIS Developer/Specialist</b>	Design and develop GIS programming applications. Maintain GIS Software Programme Spatial Analysis and Algorithms Data Management				R -	R -
<b>Data Analyst</b>	Data Analyst will is responsible for data preparation, modelling, implementation, and visualization. The resource will also create dynamic reports, analytics, and dashboards.				R -	R -
<b>Other Resources</b>					R -	R -
					R -	R -
<b>Total</b>		<b>0</b>	<b>0</b>	R -	R -	R -
<b>* Service Provider must populate the pricing table above and align it to the Project Delivery Pricing table above.</b>						

1. Please indicate the estimated percentage by which fees will increase annually below:

Year	Estimated increase
Year 2	
Year 3	

2. Please specify any charges, other than professional fees, below:


3. Please confirm that hourly fees charged for required services conducted in respect of any agency of fund will not exceeded those set out above in respect of the DBSA:

Confirm	Do not confirm

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:  
.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number:  
.....

2.5 Tax Reference Number:  
.....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person  
connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....  
.....



**4. DECLARATION**

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

**1..1.8**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



## 2. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier

- Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:.....</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
--

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder’s past SCM practices;
    - Certificate of Independent Bid Determination
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT).....

CAPACITY.....

SIGNATURE.....

NAME OF FIRM.....

<p>WITNESSES</p> <p>1. ....</p> <p>2.....</p>
---

DATE.....

**SBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

<b>ITEM NO.</b>	<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	<b>BRAND</b>	<b>DELIVERY PERIOD</b>	<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)</b>

4.I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1.....

2.....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p><b>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</b></p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**I, THE UNDERSIGNED (FULL NAME).....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

.....  
**Position**

.....  
**Name of Bidder**



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</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.

10. 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.

.....  
SignatureDate

.....  
Position Name of Bidder

## **Annexure G**

**Bidders are required to include, as Annexure F to their Bids, certified copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation**

## **Annexure H**

**Bidders are required, as annexure G to their Bids, to submit certified copies of the latest share certificates of all relevant companies**

## **Annexure I**

**Bidders which submit Bids as an unincorporated joint venture, consortium or other association of persons are required to submit, as Annexure H, a breakdown of how the percentage (%) fees and work will be split between the various people or entities which constitute the Bidder.**

## **Annexure J**

**Bidders are required to include, as Annexure I to their Bids, supporting documents to their responses to the Pre- Qualifying Criteria and Evaluation Criteria.**

**Where the supporting document is the profile of a member of the Bidder's proposed team, this should be indicated.**



**Annexure K**

**[General Conditions of Contract]**

**PLEASE NOTE THAT ALL BIDDERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.**

**PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL ACQUAINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.**

NOTE: All Bidders are required to confirm (*Tick applicable box*) below:

<b>Item</b>	<b>YES</b>	<b>NO</b>
Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?		

## Annexure L

### Tax Compliant Status and CSD Registration Requirements

**ALL PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS EITHER ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY OR SARS E FILING PRIOR TO APPOINTMENT/AWARD OF THE BID.**

**REGISTRATION ON THE CSD SITE OF THE NATIONAL TREASURY IS A COMPULSORY REQUIREMENT FOR A BIDDER TO BE APPOINTED, TO CONDUCT BUSINESS WITH THE DBSA. THE ONUS IS ON THE SUCCESSFUL BIDDER TO REGISTER ON THE CSD SITE AND PROVIDE PROOF OF SUCH REGISTRATION PRIOR TO APPOINTMENT/AWARD OF THE BID.**

<b>CSD Registration Number:</b>	
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The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.  
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33  
Email : [dbsa@whistleblowing.co.za](mailto:dbsa@whistleblowing.co.za)  
Free Post : Free Post KZN 665 | Musgrave | 4062  
SMS : 33490