REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

<table>
<thead>
<tr>
<th><strong>BID NUMBER:</strong></th>
<th>RFQ09/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RFQ ISSUE DATE:</strong></td>
<td>17 FEBRUARY 2020</td>
</tr>
<tr>
<td><strong>CLOSING DATE AND TIME:</strong></td>
<td>28 FEBRUARY 2020 @ 11:00AM</td>
</tr>
<tr>
<td><strong>RFQ VALIDITY PERIOD</strong></td>
<td>90 days</td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td>COMPILATION OF THE GREEN FUND 2017/18, 2018/19 AND 2019/20 ANNUAL REPORT</td>
</tr>
<tr>
<td><strong>RESPONSES TO THIS RFQ SHOULD BE SUBMITTED BY EMAIL:</strong></td>
<td>HAND DELIVERY AT 1258 LEVER ROAD, HEADWAY HILLS, MIDRAND</td>
</tr>
<tr>
<td><strong>TENDER TECHNICAL AND GENERAL QUERIES</strong></td>
<td>E-mail address: <a href="mailto:fikilem@dbsa.org">fikilem@dbsa.org</a></td>
</tr>
<tr>
<td><strong>COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS</strong></td>
<td>E-mail address: <a href="mailto:fikilem@dbsa.org">fikilem@dbsa.org</a></td>
</tr>
</tbody>
</table>

Bidders must acknowledge receipt of this RFQ on the above contact details.

NB: All enquiries regarding this RFQ must be forwarded to the stated email address above within the day after the RFQ has been issued. No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. DBSA however reserves the right to clarify any information with any bidder regarding their response to this RFQ.

All responses must be submitted to the above-mentioned address at the time specified.
### SUPPLIER INFORMATION

<table>
<thead>
<tr>
<th>Name of Bidder</th>
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</thead>
<tbody>
<tr>
<td>Postal Address</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Code</td>
</tr>
<tr>
<td>Cellphone Number</td>
<td></td>
</tr>
<tr>
<td>Facsimile Number</td>
<td>Code</td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td>VAT Registration Number</td>
<td></td>
</tr>
<tr>
<td>Supplier Compliance Status</td>
<td></td>
</tr>
<tr>
<td>Tax Compliance System Pin</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>Central Supplier Database No:</td>
</tr>
<tr>
<td>Original and Valid B-BBEE Status Level Verification Certificate or Original Certified Copy</td>
<td>Tick Applicable Box</td>
</tr>
<tr>
<td>Are You the Accredited Representative in South Africa for the Goods / Services / Works Offered?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are You a Foreign Based Supplier for the Goods / Services / Works Offered?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Note: Whether or not you are submitting a bid, please email this schedule to the Procurement Specialist.*

**We will bid:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

![Zero Tolerance Logo](image)
**TERMS AND CONDITIONS FOR BIDDING**

1. **RFQ SUBMISSION:**
   1.1. RFQ BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. 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 SIGNED 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).
   1.6. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
   1.7. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
   1.8. IF THE BIDDER'S SUBMISSION OF A QUOTATION IS SUCCESSFUL, THE DBSA SHALL APPOINT THE BIDDER TO EXECUTE OR PROVIDE THE REQUIRED SERVICES OR GOODS. WHERE NO FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE SUCCESSFUL BIDDER, THE DBSA SHALL PLACE A PURCHASE ORDER WITH THE BIDDER AND THE AFORESAID GENERAL CONDITIONS OF CONTRACT SHALL APPLY TO ANY SUBSEQUENT PURCHASE ORDER. IN THE EVENT THAT A FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE BIDDER, THE PARTIES SHALL EXECUTE A SERVICE CONTRACT AND THEREAFTER THE DBSA SHALL PLACE A PURCHASE ORDER.
   1.9. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.
   1.10. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
   1.11. ANY BIDDER WHO HAS REASONS TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON ANY SPECIFIC BRAND MUST INFORM DBSA IN WRITING BEFORE THE RFQ CLOSING DATE. IT SHOULD HOWEVER, BE NOTED THAT DBSA RESERVES THE RIGHT TO ISSUE BRAND SPECIFIC SPECIFICATIONS “EQUIVALENT” / REQUIREMENTS TENDER.
   1.12. BIDDERS ARE REQUIRED TO COMPLETE ANNEXURE B FOR ALL PRICE QUOTATIONS EXCEEDING THE VALUE OF R30 000 (VAT INCLUDED) AND ATTACH TO THE FUNCTIONAL/TECHNICAL PROPOSAL WHERE THE TENDERING PROCESS WILL USE A ONE ENVELOPE SYSTEM.
   1.13. BIDDERS ARE ALSO REQUIRED TO COMPLETE AND SIGN ALL DECLARATIONS AS PART OF THE RFQ DOCUMENTATION PACK THE STANDARD BIDDING DOCUMENTS (SBD) PRESCRIBED BY THE NATIONAL TREASURY ATTACHED AS ANNEXURE C.
   1.15. ALL PRICES MUST BE QUOTED IN SOUTH AFRICAN RAND (ZAR)
   1.16. THE COST OF MARKETING AND ADVERTISING, AND OTHER CHARGES MUST BE INCLUDED IN THE TOTAL PRICE QUOTED, IF THESE ITEMS ARE REQUESTED AS PART OF THE DBSA COST TEMPLATE / MODEL OF THIS RFQ. BIDDERS SHOULD UNDER NO CIRCUMSTANCES include ANY ADDITIONAL COST ELEMENTS WHICH HAVE NOT SPECIFICALLY BEEN REQUESTED FOR AS PART OF THIS RFQ. IF ADDITIONAL ITEMS ARE SUGGESTED BY ANY BIDDER, THEN THESE ITEMS MUST BE SEPARATELY SPECIFIED WITH A CLEAR MOTIVATION OF WHY THESE ADDITIONAL ITEMS MAY BE REQUIRED. IT SHOULD ALSO BE FURTHER STATED WHETHER THE WORKABILITY OF THE SOLUTION PROPOSED IS DEPENDENT ON SUCH ADDITIONAL ITEMS OR NOT.
1.17. BIDDERS ARE ALSO REQUESTED TO SEPARATELY PROVIDE A DETAILED COST BREAKDOWN OF ALL ITEMS TO BE PROVIDED AS PART OF THEIR RESPONSE TO THIS RFQ, WHICH CLEARLY DEPICTS THE ITEM DESCRIPTION (BRAND NAME, PRODUCT CODE) AND ASSOCIATED QUANTITIES. FAILURE TO PROVIDE THIS INFORMATION WILL INVALIDATE THE RFQ RESPONSE ON THE BASIS OF INCOMPLETENESS. THE TOTAL COST OF THE RFQ RESPONSE BASED ON THE DBSA COST TEMPLATE / MODEL SHOULD EXACTLY MATCH THE TOTAL COST OF THE DETAILED COST BREAKDOWN. IN THE EVENT OF ANY DISCREPANCIES, THEN THE HIGHER AMOUNT OF THE 2 DOCUMENTS WILL BE USED AS BASIS FOR THE PRICE EVALUATIONS OF THIS RFQ RESPONSE.

2. TAX COMPLIANCE REQUIREMENTS

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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? □ YES □ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? □ YES □ NO

2.8 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? □ YES □ NO

3.1. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? □ YES □ NO

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.

4. COMPLIANCE REQUIREMENTS

4.1 All BIDDER MUST SUBMIT THEIR ORIGINAL AND VALID BBBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY OR ORIGINAL SWORN AFFIDAVIT THEREOF, SUBSTANTIATING THEIR BBBEE STATUS.

4.2 THE SUBMISSION OF SUCH CERTIFICATES MUST COMPLY WITH THE REQUIREMENTS OF INSTRUCTIONS AND GUIDELINES ISSUED BY THE NATIONAL TREASURY AND MUST BE IN ACCORDANCE WITH THE APPLICABLE NOTICES PUBLISHED BY THE DEPARTMENT OF TRADE AND INDUSTRY IN THE GOVERNMENT GAZETTE.

5. PRE-QUALIFICATION CRITERIA

5.1 THE FOLLOWING PRE-QUALIFYING CRITERIA WILL BE APPLIED, BIDDERS WHO DO NOT MEET ALL OF THE PRE-QUALIFYING CRITERIA WILL NOT BE CONSIDERED FOR AWARD OF THE BID:

- IN TERMS OF THE DBSA TRANSFORMATION IMPERATIVE TARGETS, THE DBSA WILL CONSIDER COMPANIES THAT ARE EME’S AND QSE’S WITH A MINIMUM BBBEE STATUS OF LEVEL 2 WHO WILL CONTRIBUTE TO MEANINGFUL BBBEE INITIATIVES AS PART OF THE TENDER PROCESS.

- IF THE BIDDER ITSELF IS NOT AN EME OR QSE, THE BIDDER SHOULD SUBCONTRACT 30% OF THIS BID TO A 51% BLACK OWNED ENTITY WHICH IS A LEVEL 2. FAILURE TO COMPLY WITH THIS MANDATORY ELIGIBILITY CRITERIA WILL DISQUALIFY THE BIDDER’S PROPOSAL.
6. FUNCTIONAL EVALUATION

- Bidders must score a minimum of 70% out of a possible 100 points to be considered for price and BBBEE.
- Technical evaluation criteria score breakdown is in the terms of reference.

7. PRICE AND PREFERENCE EVALUATION

7.1 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the preferential procurement regulations 2017 as amended. The allocation of points will be as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80</td>
</tr>
<tr>
<td>BEE</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

8. ORAL PRESENTATIONS

8.1 Bidders who submit bids in response to this RFQ may be required to give an oral presentation, which may include, but is not limited to, a marketing proposal demonstration of their proposal to DBSA. This provides an opportunity for the bidder to clarify or elaborate on their proposal. This is a fact finding and explanation session only and does not include negotiation. DBSA shall schedule the time and location of these presentations.

8.2 Oral presentations are an option of DBSA and may or may not be conducted. If such presentations or product demonstrations are required, then the cost to set up these sessions will be borne by the bidder. It should also be noted that where a bidder can only facilitate such presentation and demonstration sessions abroad or even beyond the provincial borders of Gauteng, then any associated subsistence and traveling cost of the DBSA bid evaluation team, will be for the account of the bidder.

9. REASONS FOR DISQUALIFICATION

9.1 DBSA reserves the right to disqualify any bidder which does any one or more of the following:

9.1.1 Bidders who submitted incomplete information and documentation according to the requirements of this RFQ;
9.1.2 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.;
9.1.3 Bidders who received information not available to other vendors through fraudulent means; and/or
9.1.4 Bidders who do not comply with any other requirements as stipulated in this RFQ document;
9.1.5 Bidders who submit response after the stipulated submission date and time.

10. RIGHT TO CANCEL

10.1 DBSA reserves the right to cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all.
11. DECLARATION BY BIDDER

I, THE UNDERSIGNED (NAME)………………………………………………………………………….CERTIFY THAT:

i. I HAVE READ, UNDERSTOOD AND UNCONDITIONALLY ACCEPT THE CONDITIONS OF THIS RFQ.

ii. I HAVE SUPPLIED THE REQUIRED INFORMATION AND THE INFORMATION SUBMITTED AS PART OF THIS RFQ IS TRUE AND CORRECT.

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

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

(PROOF OF AUTHORITY MUST BE SUBMITTED E.G. COMPANY RESOLUTION)

DATE: .....................................................
DBSA TERMS OF REFERENCE (TOR)

COMPILATION OF THE GREEN FUND
2017/18, 2018/19 AND 2019/20 ANNUAL REPORT
1. **INTRODUCTION**

These are the official terms of reference (TORs) commissioned by the Development Bank of Southern Africa (DBSA)/Green Fund for the provision of professional services in compiling, writing, designing and production as well editorial services of the Annual Report for a period of 6 months.

The Green Fund Annual Report is compiled on an annual basis in accordance with the International Financial Reporting Standards (IFRS), the requirements of Public Finance Management Act, no 1 of 1999 (PFMA) and the Companies Act of South Africa, No 71 of 2008 (Companies Act).

The purpose of this Request for Proposal (RFP) is for the DBSA to appoint a suitable professional service provider (PSP) to assist the Green Fund in compiling, writing, designing and production as well editorial services of not more than 6 pages of Annual Report for the past three years.

2. **ORGANISATIONAL OVERVIEW**

The DBSA is the implementing agency of the Green Fund (GF), a national fund established in 2012 to support South Africa’s transition to a green economy. The GF provides a catalytic finance to facilitate investment in innovative and high impact green initiatives which would not have been implemented without fiscal support. The GF has been set up to be additional and complementary to existing fiscal allocations supporting the transitioning of the Southern African economy to a low carbon, resource efficient and pro-employment growth path.

The Green Fund started the Integrated Reporting journey at the 2013/14 financial year and strives to continuously improve on it every year while complying with changes to applicable legislation as well as leading integrated report practices. Currently the Green Fund has a back lock of 3 outstanding annual reports that it is required to report on by the Department of Environmental Affairs. Due to the agency not having a lot to report on we are requesting that the annual report be designed and must comprise of not more than 6 pages.

3. **OVERVIEW OF KEY REQUIREMENTS**

3.1. **Objectives**

A qualified service provider is required to provide professional assistance, including:

Compiling, writing, design, layout and produce as well as editorial services to the 2017/18, 2018/19 and 2019/20 Green Fund Annual Report, the professional services include:
• Ability to discern and recommend where appropriate, the use of infographics, diagrams and graphs instead of copy
• Ability to conceptualize and create/design infographics, diagrams and graphs etc.
• Conduct interviews with key stakeholders in the organisation articulating strategic themes that should be addressed;
• Ensure accuracy and consistency of facts and figures throughout;
• Ensure compliance and adherence to relevant regulatory environment;
• Complete the type setting (glossies) of the Integrated Annual Report; and
• Edit and proofread the report with content 'owners.

3.2. SCOPE OF WORK

The Service Provider is required to compile, write, design, layout and produce as well as edit the Annual Report and to provide editorial services for the ‘Annual Report.

3.3. The details are as follows but not limited to

i. Deliver content of the GF 2017/18/19 Annual Report and incorporate the Annual Financial Statements:
   o Content from the various reports provided by the GF (i.e. Monthly/Quarterly Performance Reports) should be considered.
   o Content about the GF available on the Public domain should be considered.
   o Align with leading practice for design, layout, presentation and benchmark global trends.
   o Benchmark reports in the industry to identify possible areas of improvement.

ii. Ensure that the report complies with all relevant standards and regulations, namely:
   o The Development Bank of Southern Africa Act, No13 of 1997 (Amended Act No 41of 2014);
   o The Companies Act, No 71 of 2008;
   o Public Finance Management Act, No 1 of 1999;
   o International Financial Reporting Standards;
   o National Treasury Regulations;
   o JSE listing requirements;
   o King IV, and
   o Other regulations and acts that are relevant to the DBSA as a Development Financial Institution.

iii. Conduct interviews with key stakeholders in the organisation, and articulating strategic themes that should be addressed;
   o Head: Climate Finance.
iv. **Accuracy and consistency of facts and figures throughout the reports**
   - Consistency of the GF’s identified style, theme and message throughout the report, and between the audited and non-audited sections.

v. **Typesetting (glossies) of the Integrated Annual Report;**
   - Work with designers to translate theme into visual design and create infographics where appropriate

vi. **Edit and proofread the Annual Report with content ‘owners.**
   - The PSP will edit and proof-read the reports from initial input until they are finalised;
   - The PSP will also be required to edit and proofread the type-set version to be loaded on the Website;
   - Concept and design;
   - The PSP will be required to produce 2 x different covers for each year, one of which will be developed to the final product;
   - Provide two initial design concepts for the GF to choose from for each financial year
     A not more than ten (10) page concept document will be produced to determine look, feel, colour, style of photograph etc., before commencing with the main production.

vii. **Design, layout and typesetting**
   - Overall design and client briefings – Submit two design concepts for each financial year from which the GF will select one for the 2017/18/19 IAR.
   - Supply stock photography where appropriate.
   - Set-up styles and grids (text, graphics, infographics, tables, graphs, maps etc)
   - Layout of: Narrative report, annual financial statements.
   - Ability to accommodate 6 reverts of each report throughout duration of the project.
   - Process of coordinating all changes from the GF and making sure that they are incorporated to the annual reports.
   - Editing (Grammar, spelling, style, font, spacing, table layout and consistency check).
   - Quality Assurance

viii. **Reproduction**
   - Reproduction will include the following:
     - Reduction of print file to internet friendly downloadable version,
     - Supply of Master Disk
ix. Project Management
   o Management of the project to ensure the Annual Reports are delivered within the required timelines.

x. Design
   o Typesetting (up to proof 3).
   o Proof reading/editing.
   o Project management.
   o Production and quality control.
   o Electronic flipping and Conversion of 3 x books to E-flipping book in PDFs.

xi. Final Copy of Annual Report and Annual Financial Statements
   o Conversion of final documents from PDF to word and vice versa to be loaded on the website.

4. SKILLS AND EXPERTISE

   • Minimum 5 years of compiling, writing, design, layout, production as well as editing of annual reports integrated annual report, sustainability review and annual financial statements.
   • The PSP should have basic understanding, knowledge and experience of publishing/working with and understand the annual financial statements and other relevant disclosures.
   • understand and be able to apply relevant Acts and regulations in Annual Reports, and must have compiled or have been part of a team that compiled an integrate annual report, sustainability report and annual financial statements.
   • Proof-reading writing, design, layout, production, editing and printing of the Annual Reports.
   • The resource must be able to produce both digital and hard copies (printing) according to the DBSA’s branding framework.
   • The PSP must have knowledge of compliance requirements for publication of annual reports.

5. EXTRA TIME

The PSP should make provision for overtime and or weekend work when the need arises.

4. REPORTS AND TIME SCHEDULE

The PSP shall submit and present a proposal detailing the following:

   • The methodology and approach to provide professional service in compiling the annual reports, including editorial services; and
A detailed project implementation plan with the budget. This must be in the form of a time sheet showing the list of tasks to be performed.

On signing the agreement, the service provider shall:

- Conduct a need assessment exercise in the organization and engage with the project leader and relevant task teams before embarking on the work; and
- Develop a gap analysis report which will identify what needs to be improved in the Annual Reports in comparison to the prior year’s annual reports and benchmarking with peers in the industry.
- Work with the relevant task teams to decide on an appropriate overarching theme for the reports.

5. **TENDER EVALUATION CRITERIA**

<table>
<thead>
<tr>
<th>TECHNICAL EVALUATION CRITERIA</th>
<th>DESCRIPTION</th>
<th>POINTS ALLOCATED PER SECTION</th>
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<tbody>
<tr>
<td><strong>Methodology:</strong> Bidder to provide a project plan on a Gantt chart for how they will manage this task or a project management tool. Demonstrate ability to understand and submit designs based on a client’s brief by submitting a case study of an example of previous IAR work done from brief stage to conceptualization, design and completion.</td>
<td>Company profile/ compiling the Annual Reports. Detailed project plan reflecting the tasks and timelines 1: Unacceptable, does not meet set criteria, = 0 2: Weak, less than acceptable. Insufficient for performance requirements = 10 3: Satisfactory should be adequate for stated element = 20 4: Very good, above average compliance to the requirement = 35 5: Exceptional mastery of the requirement should ensure extremely effective performance = 50</td>
<td>50</td>
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<tr>
<td>Attach CV’s of the resources who will be used in the compilation of the Integrated Annual Report: Minimum 5 years’ experience for the project lead with relevant qualifications and three (3) years for the other team members with relevant qualifications.</td>
<td>CV’s for each resource and copies of relevant qualifications in the respective fields 1: Unacceptable, does not meet set criteria, = 0 2: Weak, less than acceptable. Insufficient for performance requirements = 5 3: Satisfactory should be adequate for stated element = 10 4: Very good, above average compliance to the requirement = 15 5: Exceptional mastery of the requirement should ensure extremely effective performance = 20</td>
<td>20</td>
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</tbody>
</table>
**Track Record and Company Experience**

Relevant experience in compiling annual reports (integrated annual report, sustainability review and annual financial statements);

The bidder should have at least five (05) years' experience in both the private and public sectors in terms of the compilation of Integrated Annual reports.

Quality and evidence of creativity and design flair capabilities through submission of 3 examples of past IAR work done.

<table>
<thead>
<tr>
<th>Minimum Threshold 70 out of 100</th>
<th>100</th>
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<tr>
<th>Copies of the annual reports (integrated annual report, sustainability review and annual financial statements) compiled by the service provider or as a member of the team that compiled it.</th>
<th>30</th>
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<tbody>
<tr>
<td>1 Copy of annual report compiled by the company = 10 points</td>
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<tr>
<td>2 Copies of annual report compiled by the company = 20 points</td>
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<tr>
<td>3 Copies of annual report compiled by the company = 30 points</td>
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**6. FUNCTIONAL EVALUATION THRESHOLD**

Bidders must score a minimum of 70% out of a possible 100 points to be considered for price and BBBEE.

**7. TECHNICAL EVALUATION OF PROPOSAL**

An adjudication panel, coordinated by the DBSA will evaluate submissions based on the following criteria:

<table>
<thead>
<tr>
<th>Area</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>Price</td>
<td>80</td>
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<tr>
<td>BBB-EE</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
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**8. INTELLECTUAL PROPERTY**

The entire project shall be regarded as the exclusive intellectual property of the Green Fund for use as it deems fit in promoting the organization’s future business interests. Lastly, the PSP undertakes to treat all work pertaining to this project with the highest degree of confidentiality for the duration of the project and afterwards.

**9. SPECIAL CONDITIONS**

In the event where the Green Fund identifies any gaps/ concerns with the nominated service provider during the execution of services, the Green Fund reserve a right to nominate or appoint a partner that will work with the service provider to ensure that the quality of deliverables to the Green Fund is not compromised whilst at the same time providing an opportunity for supplier development to take place. Such partnering, if implemented, will not exceed 25% of the project value at hand.
## Annexure B

### PRICE PROPOSAL

<table>
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<th>DESCRIPTION</th>
<th>UNIT COST</th>
<th>TOTAL COST INC. VAT</th>
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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 declarannt 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, shareholder²): ........................................

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.

¹“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.

²“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 presently employed by the state? YES / NO

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

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

(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:

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

2.8.1 If so, furnish particulars:

........................................................................................................................................
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2.9 Do you, or any person connected with the bidder, have 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? YES / NO

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
3. Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Per Sal Number</th>
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4. DECLARATION

I, THE UNDERSIGNED (NAME)……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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Annexure D
SBD 6.1

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

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


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 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:

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<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total points for Price and B-BBEE must not exceed</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

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:

\[
P_s = 80 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

\(P_s\) = Points scored for price of bid under consideration

\(P_t\) = Price of bid under consideration

\(P_{\text{min}}\) = 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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points</th>
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<tbody>
<tr>
<td>1</td>
<td>20</td>
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<tr>
<td>2</td>
<td>18</td>
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<td>8</td>
<td>2</td>
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<tr>
<td>Non-compliant contributor</td>
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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 [ ] NO [ ]

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 [ ] NO [ ]

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:
### Designated Group: An EME or QSE which is at last 51% owned by:

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<th>EME</th>
<th>QSE</th>
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<td>Black people</td>
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<tr>
<td>Black people who are youth</td>
<td>✓</td>
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<tr>
<td>Black people who are women</td>
<td>✓</td>
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<tr>
<td>Black people with disabilities</td>
<td>✓</td>
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<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td>✓</td>
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<td>Cooperative owned by black people</td>
<td>✓</td>
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<td>Black people who are military veterans</td>
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<td>OR</td>
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<tr>
<td>Any EME</td>
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<tr>
<td>Any QSE</td>
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### 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

#### 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

- ……………………………………………………………………………………………………………………
- ……………………………………………………………………………………………………………………
- ……………………………………………………………………………………………………………………
- ……………………………………………………………………………………………………………………

#### 8.6 COMPANY CLASSIFICATION

- [ ] Manufacturer
- [ ] Supplier
- [ ] Professional service provider
- [ ] Other service providers, e.g. transporter, etc.

#### 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.

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<th>SIGNATURE(S) OF BIDDERS(S)</th>
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<td>ADDRESS ........................</td>
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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 ………………………………………
   DATE ………………………………………

WITNESSES

1. ………………………
2. ………………………

DATE: ………………………
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.

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

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

SIGNED AT ………………………………………ON……………………………………

NAME (PRINT) …………………………………………

SIGNATURE …………………………………………

OFFICIAL STAMP

WITNESSES
1. ………………………

2. ………………………

DATE ………………………
# ANNEXURE F

## SBD 8

### 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>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? (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 <em>audi alteram partem</em> rule was applied).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 4.2  | 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)? The Register for Tender Defaulters can be accessed on the National Treasury’s website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page. | Yes | No |
| 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 | No |
| 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 | No |
CERTIFICATION

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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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\(^3\) 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.

\(^3\) 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.

------------------------------------------  ------------------------------------------
Signature                                      Date

------------------------------------------  ------------------------------------------
Position                                     Name of Bidder

Js914w 2
Bidders are required to include, as annexure D to their Bids, certified copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation.
Annexure I

Where Applicable, Bidders are required to include, as Annexure E 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 J

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.

CSD Registration Number:

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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
Free Post: Free Post KZN 665 | Musgrave | 4062
SMS: 33490