REQUEST FOR PROPOSALS

YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

<table>
<thead>
<tr>
<th>BID NUMBER:</th>
<th>RFP080/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPULSORY BRIEFING SESSION</td>
<td>N/A</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>25 AUGUST 2020</td>
</tr>
<tr>
<td>CLOSING TIME:</td>
<td>18H00 via ONE DRIVE LINK</td>
</tr>
<tr>
<td>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</td>
<td>120 days</td>
</tr>
<tr>
<td>DESCRIPTION OF BID:</td>
<td>PROFESSIONAL SERVICE PROVIDER (PSP) TO SUPPORT GREATER LETABA LOCAL MUNICIPALITY (GLM) WITH THE FINALISATION OF THE TOWNSHIP ESTABLISHMENT PROCESS ON PORTION 15 OF THE FARM VRYSTAAT 437-LT</td>
</tr>
<tr>
<td>BID SUBMISSIONS ELECTRONICALLY:</td>
<td>1. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to <a href="mailto:fikileSCM@dbsa.org">fikileSCM@dbsa.org</a> – ONLY</td>
</tr>
<tr>
<td></td>
<td>2. No – Tender Submission Link requests will be accepted after 16h00 on the 20TH AUGUST 2020. Any requests after the stipulated date and time will be disregarded.</td>
</tr>
<tr>
<td></td>
<td>3. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.</td>
</tr>
<tr>
<td></td>
<td>4. Bidders who have received submission Links that have errors, will be provided with new Links for use.</td>
</tr>
<tr>
<td>NAME OF BIDDER:</td>
<td></td>
</tr>
<tr>
<td>CONTACT PERSON:</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER:</td>
<td></td>
</tr>
<tr>
<td>FAX NUMBER:</td>
<td></td>
</tr>
<tr>
<td>BIDDER’S STAMP OR SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>
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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”)

<table>
<thead>
<tr>
<th>BID NUMBER:</th>
<th>RFP080/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>25 AUGUST 2020</td>
</tr>
<tr>
<td>CLOSING TIME:</td>
<td>18H00</td>
</tr>
</tbody>
</table>

DESCRIPTION: PROFESSIONAL SERVICE PROVIDER (PSP) TO SUPPORT GREATER LETABA LOCAL MUNICIPALITY (GLM) WITH THE FINALISATION OF THE TOWNSHIP ESTABLISHMENT PROCESS ON PORTION 15 OF THE FARM VRYYSTAAT 437-LT

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

Bidders should ensure that Bids are submitted timeously and to the correct One Drive link provided by the SCM Official. If the Bid is late, it will not be considered for evaluation.

The One Drive link provided will be valid till 18h00 on the closing date.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER 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.

<table>
<thead>
<tr>
<th>NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTAL ADDRESS:</td>
</tr>
<tr>
<td>STREET ADDRESS:</td>
</tr>
<tr>
<td>CONTACT PERSON (FULL NAME):</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
</tr>
<tr>
<td><strong>TELEPHONE NUMBER:</strong></td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>FAX NUMBER:</strong></td>
</tr>
<tr>
<td><strong>BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</strong></td>
</tr>
<tr>
<td><strong>BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</strong></td>
</tr>
<tr>
<td><strong>BBBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED?</strong></td>
</tr>
<tr>
<td>[TICK APPLICABLE BOX]</td>
</tr>
<tr>
<td><strong>IF YES, WHO ISSUED THE CERTIFICATE?</strong></td>
</tr>
<tr>
<td><strong>REGISTERED WITH THE NATIONAL TREASURY CSD [TICK APPLICABLE BOX]</strong></td>
</tr>
<tr>
<td><strong>CSD REGISTRATION NUMBER</strong></td>
</tr>
<tr>
<td><strong>TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS</strong></td>
</tr>
<tr>
<td>1.1.1</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td></td>
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<tr>
<td>1.1.2</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1.1.3</td>
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<tr>
<td>1.1.4</td>
</tr>
<tr>
<td>1.1.5</td>
</tr>
<tr>
<td>1.1.6</td>
</tr>
</tbody>
</table>
# PART B
# TERMS AND CONDITIONS FOR BIDDING

## 1. BID SUBMISSION:

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 ONLINE.

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. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS) MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. 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.

## 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.

## 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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 these documents not be included, the Bidder may be disqualified on the basis of non-compliance

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>
| ☐   | ☐  | Bid document (clearly marked as FOLDER 1 and FOLDER 2); separated into
| ☐   | ☐  | FOLDER 1 – Pre - Qualifying documents and functional proposal
| ☐   | ☐  | FOLDER 2 – Financial proposal
| ☐   | ☐  | 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
| ☐   | ☐  | Annexure A: Price Proposal Requirement
| ☐   | ☐  | Annexure B: SBD4 Declaration of Interest
| ☐   | ☐  | Annexure C: SBD6.1 and B-BBEE status level certificate
| ☐   | ☐  | Annexure D: SBD8: Declaration of Bidder’s Past Supply Chain Practices
| ☐   | ☐  | Annexure E: SBD9: Certificate of Independent Bid Determination
Annexure F: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation

Annexure G: Certified copies of latest share certificates, in case of a company.

Annexure H: (if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.

Annexure I: Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.

Annexure J: General Condition of Contract

Annexure K: 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 0 (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 26 (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.

1.17 **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 of this Part C.

1.19 **Price and Preferential Points Assessment** means the process described in clause 26.2 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**

   Queries pertaining to this tender must be directed to:

   DBSA Supply Chain Management Unit

   Email: fikilem@dbsa.org

   No questions will be answered telephonically.
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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement of tender</td>
<td>03 / 08 / 2020</td>
</tr>
<tr>
<td>RFP document available</td>
<td>03 / 08 / 2020</td>
</tr>
<tr>
<td>Non-Compulsory Briefing session</td>
<td>None Applicable</td>
</tr>
<tr>
<td>Closing date for tender enquiries</td>
<td>20 / 08 / 2020 at 16h00</td>
</tr>
<tr>
<td><strong>Closing date and time</strong></td>
<td><strong>25 / 08 / 2020 at 18h00</strong></td>
</tr>
<tr>
<td>Intended completion of evaluation of tenders</td>
<td>TBA</td>
</tr>
<tr>
<td>Intended formal notification of successful Bidder(s)</td>
<td>TBA</td>
</tr>
<tr>
<td>Signing of Service Level Agreement</td>
<td>TBA</td>
</tr>
<tr>
<td>Effective date</td>
<td>TBA</td>
</tr>
</tbody>
</table>

4. SUBMISSION OF TENDERS

**ELECTRONICALLY**

i. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to fikileSCM@dbsa.org - ONLY

ii. No – Tender Submission Link requests will be accepted after 16h00 on the 20TH AUGUST 2020. Any requests after the stipulated date and time will be disregarded.

iii. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.

iv. Bidders who have received submission Links that have errors, will be provided with new Links for use.

5. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

5.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part C.
5.2 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.

5.3 All Bidders are deemed to accept the rules contained in this RFP Part C.

5.4 The rules contained in this RFP Part C apply to:

5.4.1 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure;

5.4.2 the Tendering Process; and

5.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

6. STATUS OF REQUEST FOR PROPOSAL

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.

7. ACCURACY OF REQUEST FOR PROPOSAL

7.1 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.

7.2 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).

7.3 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.
8. **ADDITIONS AND AMENDMENTS TO THE RFP**

8.1 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.

8.2 If the DBSA exercises its right to change information in terms of clause 9.1, it may seek amended Tenders from all Bidders.

9. **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 between the DBSA and the successful Bidder.

10. **CONFIDENTIALITY**

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.

11. **REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION**

11.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.

11.2 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 fikilescm@dbsa.org.

11.3 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).

11.4 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.

11.5 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.
11.6 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).

11.7 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.

12. UNAUTHORISED COMMUNICATIONS

12.1 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 12 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.

12.2 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.

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

13.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.

13.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.

13.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

14. ANTI-COMPETITIVE CONDUCT

14.1 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:

14.1.1 the preparation or lodgement of their Bid

14.1.2 the evaluation and clarification of their Bid; and

14.1.3 the conduct of negotiations with the DBSA.

14.2 For the purposes of this clause 14, 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.

14.3 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.

15. COMPLAINTS ABOUT THE TENDERING PROCESS

15.1 Any complaint about the RFP or the Tendering Process must be submitted 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)

15.2 The written complaint must set out:
   15.2.1 the basis for the complaint, specifying the issues involved;
   15.2.2 how the subject of the complaint affects the organisation or person making the complaint;
   15.2.3 any relevant background information; and
   15.2.4 the outcome desired by the person or organisation making the complaint.

15.3 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.

16. CONFLICT OF INTEREST

16.1 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.

16.2 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.

16.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.
17. LATE BIDS

17.1 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.

17.2 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.

17.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.2, 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.

18. BIDDER’S RESPONSIBILITIES

18.1 Bidders are responsible for:

18.1.1 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;

18.1.2 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;

18.1.3 ensuring that their Bids are accurate and complete;

18.1.4 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;

18.1.5 ensuring that they comply with all applicable laws in regard 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

18.1.6 submitting all Compulsory Documents.
18.2 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.

18.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a 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.

18.4 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.

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

19. PREPARATION OF BIDS

19.1 Bidders must ensure that:

19.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.

19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.

19.3 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.

19.4 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.

19.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

20.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.
20.2 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.

20.3 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.

21. 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.

22. RESPONSIBILITY FOR BIDDING COSTS

22.1 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.

22.2 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:

22.2.1 the Bidder is not engaged to perform under any contract; or

22.2.2 the DBSA exercises any right under this RFP or at law.

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

23.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:

23.1.1 as required by law;

23.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;

23.1.3 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.

24. **USE OF BIDS**

24.1 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.

24.2 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.

25. **BID ACCEPTANCE**

All Bids received must remain open for acceptance for a minimum period of 120 (One hundred and Twenty) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

26. **EVALUATION PROCESS**

26.1 The Bids will be evaluated and adjudicated as follows:

26.1.1 **FIRST STAGE – RESPONSIVENESS**

A. Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.

<table>
<thead>
<tr>
<th>Responsiveness Criteria</th>
<th>Prequalifying Criteria</th>
<th>Applicable to this Tender (Y/N)</th>
<th>Bidder to indicate Compliance (Y/N)</th>
</tr>
</thead>
</table>
| 1 Adherence in submitting Tender as two-stage folders:  
  **Folder 1:** Pre-qualifiers and functionality proposal  
  **Folder 2:** Financial proposal | Pre-Qualifier | Y | |
| 2 In terms of the DBSA Transformation Imperative Targets, the DBSA will consider companies that are EME’s and QSE’s with a minimum B-BBEE status of Level 2 who will contribute to meaningful B-BBEE initiatives as part of the tender process | Pre-Qualifier | Y | |
The successful Tenderer, if not itself an EME or QSE with a minimum B-BBEE status level 2, as per Section 4(1)(a) and (b) of the PPR 2017, must subcontract a minimum of 30% of the value of the contract to the following category referred to in Section 4(1)(c) of the PPR 2017:

(i). an EME or QSE which is at least 51% owned by black people.

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.

<table>
<thead>
<tr>
<th>Responsiveness Criteria</th>
<th>Clarification Time</th>
<th>Applicable to this Tender (Y/N)</th>
<th>Bidder to indicate Compliance (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Standard conditions of tender as required.</td>
<td>48 hours</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>5 Returnable documents completed and signed.</td>
<td>48 hours</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
| 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                                |                                     |

Only those Bidders which satisfy all the Pre-Qualifying Criteria will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria will not be evaluated further.
26.2 **SECOND STAGE: FUNCTIONAL EVALUATIONS**

27.2.1. **EVALUATION CRITERIA**

The proposed methodology and approach paper must respond to the scope of work and outline the proposed approach / methodology including that relating to township establishment. The approach paper should articulate what value-add the respondent will provide in achieving the stated objectives for the project.

The respondent must explain his / her understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should include the methodologies to be adopted to achieve the intentions of the proposed approach. The approach should include a work programme, project plan and allocation of resources and tasks as well as timelines to achieve requirements. Further, it ought to indicate risk management, quality assurance measures to be effected, and acceleration delivery methods to be used to ensure delivery within anticipated project timelines.

The functional evaluation for this bid will be based on the criteria outlined in the table below:
Table 3: EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FUNCTIONALITY</th>
<th>MAX NUMBER OF POINTS</th>
<th>SCORING GUIDELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. TENDERERS PROPOSED KEY RESOURCES/EXPERTS: Lead Tenderer and Entities in JV, Consortium, Association, etc.): Tenderer’s experience and track record in providing professional services required in Township Establishment Projects and associated project support services for the establishment of townships (attach CVs and proof of registration)</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Town Planner (Project Manager and Team Leader): Professional registration with SACPLAN as a Professional Town and Regional Planner/Urban and Regional Planner. Must have BSC/BTech/Master’s Degree in Town &amp; Regional Planning/Urban &amp; Regional Planning/City Planning. Should preferably have 10 Years’ experience (post registration) in: # land use management in a Municipal Environment # management processes as it relates to the Built Environment (including administrative processes required to carry out a successful township establishment process).</td>
<td>10</td>
<td>Excellent: 10 years’ experience and above in township establishment applications = 10 points Good: Above 7 years and up to 9 years’ experience in township establishment applications = 7 points Acceptable: Above 4 years and up to 6 years’ experience in township establishment applications = 5 points Poor: Above 2 years and up to 3 years’ experience in township establishment applications = 3 points Non-responsive: Below 2 years’ experience in township establishment applications = 0 point</td>
<td></td>
</tr>
<tr>
<td>2. Land Surveyor: Professional registration with the SAGC. Must have BSC/BTech degree in Land Surveying. Should preferably have 8 years’ experience (post registration) in land surveying inclusive of drafting layouts required in township establishment application.</td>
<td>8</td>
<td>Excellent: 8 years’ experience and above of general survey work required in township establishment application = 8 points Good: 6 years to 7 years’ experience in general survey work required in township establishment application = 6 points Acceptable: 4 years to 5 years’ experience in general survey work and drafting of layout plans required in township establishment application = 4 points</td>
<td></td>
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<td>---</td>
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<td></td>
</tr>
</tbody>
</table>
| Poor: 2 years to 3 years’ experience in general survey project and drafting of layout plans required in township establishment application = 2 points  
Non-responsive: Below 2 years’ experience in general survey projects and drafting of layout plans required in township establishment application = 0 point |   | 6 |
| Excellent: 8 years’ experience and above environmental impact assessments required in township establishment application = 6 points  
Good: 6 years to 7 years’ experience in environmental impact assessments required in township establishment application = 5 points  
Acceptable: 4 years to 5 years’ experience in environmental impact assessments required in township establishment application = 3 points  
Poor: 2 years to 3 years’ experience in environmental impact assessment required in township establishment application = 1 point  
Non-responsive: Below 2 years’ experience in environmental impact assessments required in township establishment application = 0 point |   | 6 |

3. **Environmentalist:**  
Professional registration with SACNASP.  
Must have BSC/MSC in Environmental Science or equivalent qualification.  
Should preferably have 8 years’ experience in undertaking the environmental impact assessment and obtaining a Record of Decision from the relevant Provincial Authorizing Department.

4. **Conveyancing Attorney:**  
Be admitted as an attorney by the Law Society of South Africa.  
Must have a Bachelor’s degree in Law (LLB).  
Should preferably have 8 years’ experience and be able to offer services in drawing up legal documentation, agreements and contracts as well as experience in relation to the registration of all

- Excellent: 8 years’ experience and above in conveyancing work required in township establishment application = 6 points  
- Good: 6 years to 7 years’ experience in conveyancing work required in township establishment application = 5 points
| 5. Civil Engineer: | 6. Excellent: 8 years and above Civil Engineering Services Reports required in township establishment application = 6 points
|                  | Good: 6 years to 7 years’ experience in Civil Engineering Services Reports required in township establishment application = 5 points
|                  | Acceptable: 4 to 5 years’ experience in Civil Engineering Services Reports required in township establishment application = 3 points
|                  | Poor: 2 years to 3 years’ experience in Civil Engineering Services Reports required in township establishment application = 1 point
|                  | Non-responsive: Below 2 years’ experience in Civil Engineering Services Reports required in township establishment application = 0 point

Professional registration with ECSA as a Professional Engineer or a Professional Engineering Technologist.
Must have a BSC / BTech Civil Engineering Degree.
Should preferably have 8 years’ experience (post registration) in conducting compiling a Civil Engineering Services report required in compiling a Township Establishment Application.
### Geotechnical Engineer:
Professional registration with ECSA as a Professional Engineer or a Professional Engineering Technologist. Must have a BSC / BTech Civil Engineering Degree. Should preferably have 8 years’ experience in geotechnical investigation required for compiling Township Establishment Application.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Experience Required</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>8 years’ experience and above geotechnical investigations projects required in township establishment application</td>
<td>6</td>
</tr>
<tr>
<td>Good</td>
<td>6 to 7 years’ experience in geotechnical investigation projects required in township establishment application</td>
<td>5</td>
</tr>
<tr>
<td>Acceptable</td>
<td>4 to 5 years’ experience in geotechnical investigation projects required in township establishment application</td>
<td>3</td>
</tr>
<tr>
<td>Poor</td>
<td>2 to 3 years’ experience in geotechnical investigation project required in township establishment application</td>
<td>1</td>
</tr>
<tr>
<td>Non-responsive</td>
<td>Below 2 years’ experience in geotechnical investigation project required in township establishment application</td>
<td>0</td>
</tr>
</tbody>
</table>

### Traffic Engineer:
Professional registration with ECSA as a Professional Engineer or a Professional Engineering Technologist. Must have BSC / BTech Civil Engineering Degree. Should preferably have 8 years’ experience in transportation engineering and conducting traffic investigation studies required for compiling Township Establishment Application.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Experience Required</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>8 years’ experience and above of traffic impact assessment studies required in township establishment application</td>
<td>6</td>
</tr>
<tr>
<td>Good</td>
<td>6 to 7 years of traffic impact assessment studies required in township establishment application</td>
<td>5</td>
</tr>
<tr>
<td>Acceptable</td>
<td>4 to 5 years of traffic impact assessment studies required in township establishment application</td>
<td>3</td>
</tr>
<tr>
<td>Poor</td>
<td>2 to 3 years’ experience of traffic impact assessment study required in township establishment application</td>
<td>1</td>
</tr>
<tr>
<td>Non-responsive</td>
<td>Below 2 years’ experience of traffic impact assessment studies required in township establishment application</td>
<td>0</td>
</tr>
</tbody>
</table>
### 8. Electrical Engineer:
Registration with ECSA as a Professional Engineer or as a Professional Engineering Technologist in terms of the Engineering Professions Act, 2000.
Must have at least 8 years’ experience in Electrical Engineering Services report required in compiling a Township Establishment Application

<table>
<thead>
<tr>
<th>Rating</th>
<th>Experience Required</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>8 years’ experience and above in Electrical Engineering Services Reports required in township establishment application</td>
<td>6 points</td>
</tr>
<tr>
<td>Good</td>
<td>6 years to 7 years’ experience in Electrical Engineering Services Reports required in township establishment application</td>
<td>5 points</td>
</tr>
<tr>
<td>Acceptable</td>
<td>4 years to 5 years’ experience in Electrical Engineering Services Reports required in township establishment application</td>
<td>3 points</td>
</tr>
<tr>
<td>Poor</td>
<td>2 years to 3 years’ experience in Electrical Engineering Services Reports required in township establishment application</td>
<td>1 point</td>
</tr>
<tr>
<td>Non-responsive</td>
<td>Below 2 years’ experience in Electrical Engineering Services Reports required in township establishment application</td>
<td>0 point</td>
</tr>
</tbody>
</table>

### 9. GIS Specialist:
Professional registration with the SAGC.
Must have relevant qualification in Geographical Information System or related discipline.
Should preferably have 8 years’ experience in visualisation/mapping using GIS software and have knowledge of South African spatial data sets.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Experience Required</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>8 years’ experience and above GIS projects (mapping/spatial data analysis) required in township establishment application</td>
<td>6 points</td>
</tr>
<tr>
<td>Good</td>
<td>6 years to 7 years’ experience in GIS projects (mapping/spatial data analysis) required in township establishment application</td>
<td>5 points</td>
</tr>
<tr>
<td>Acceptable</td>
<td>4 years to 5 years’ experience in GIS projects (mapping/spatial data analysis) required in township establishment application</td>
<td>3 points</td>
</tr>
<tr>
<td>Poor</td>
<td>2 years to 3 years’ experience in GIS project (mapping/spatial data analysis)</td>
<td>1 point</td>
</tr>
<tr>
<td>Non-responsive</td>
<td>Below 2 years’ experience in GIS project (mapping/spatial data analysis)</td>
<td>0 point</td>
</tr>
</tbody>
</table>
|   | EXPERIENCE OF THE TENDERER  
(LEAD TENDERER AND ENTITIES IN JV, CONSORTIUM, ASSOCIATION, etc) |   |
|---|---|---|
| **B.** | Tenderer has completed 5 projects in some of the following:  
1. Town Planning (Township establishment process, Rezoning, Subdivision);  
2. Other related professional field whose inputs are required in the compilation of the township establishment application that will enable approval the application and that a township register be opened. | **30** |
| **B1.** | Excellent: 5 Projects and above = 30 points  
Good: 4 projects = 20 points  
Acceptable: 3 Projects = 15 points  
Poor: 2 projects = 10 points  
Non-responsive: 1 Project = 0 point | **30** |
| **C.** | PROPOSED APPROACH AND METHODOLOGY:  
Details of the proposed methodology and approach that the Tenderer intends to follow with regard to the effective provision of the professional services required in township establishment and associated project support services for the delivery of the said project. | **10** |
<p>|   | The Tenderer clearly articulates on the requirements of the project’s Scope of Works (SOW), provides in-depth understanding of the objectives and how they will be realized. The approach clearly details how the objectives will be met, which particular human resources for all the aspects/ stages of the township establishment process, to be used including the project governance, organogram, Professional Registration and relevant experience | <strong>10</strong> |
|   | Excellent: = 10 point |   |</p>
<table>
<thead>
<tr>
<th></th>
<th>The tenderer articulates on the requirements of the project’s SOW, provides understanding of the objectives and how they will be realized. The approach details how the objectives will be met, provides 90% of particular human resources required for all the aspects/stages of the township establishment process, to be used including the project governance organogram, their qualifications Professional Registration and relevant experience.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td><strong>Good</strong> = 7 points</td>
</tr>
<tr>
<td></td>
<td>The tenderer has covered significant areas of the requirements of the project’s SOW, provides a generic understanding of the objectives and how they will be realized. The approach does not adequately detail how the objectives will be met, provides 70% of human resources required for all the aspects/stages of the township establishment process, and a corresponding project organogram, their qualifications, Professional Registration and relevant experience.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Acceptable</strong> = 5 points</td>
</tr>
<tr>
<td></td>
<td>The Tenderer has provided poor understanding of the project’s SOW, failed to articulate the desired outcome of the project and how they will be realized. The approach poorly details how the objectives will be met, provides 40% of human resources required for all the aspects/stages of the township establishment process, and a corresponding project organogram, their qualifications, Professional Registration and relevant experience.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Poor</strong> = 3 points</td>
</tr>
<tr>
<td></td>
<td>No response. Failed to address the understanding of the projects scope of Works and objectives, Proposed Methodology and Approach and project governance.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Non-responsive</strong> = 0 point</td>
</tr>
</tbody>
</table>

| **Threshold** | 70 |
| **Maximum points total** | 100 |

27.2.2. EXPERIENCE OF THE TENDERER’S PROPOSED KEY EXPERTS

The tenderer shall provide information in respect of the key personnel who will be engaged on the contract by completing this schedule.

(a) The tenderer must consult the Tender Documentation which indicates the list of minimum key personnel required as well as qualifications.

(b) All the key staff shall be proficient in the use (both verbal and written) English language.
(c) In addition to the Personnel Schedule, the Tenderer shall also provide a Contract project organisational chart showing the team composition for each activity/phase/stage giving the team member names (only key team members need be included by name), position on team, and reporting relationship to other team members.

(d) Key professional staff of the tenderer should be permanently employed forming part of the Tenderer or have an extended and stable working relationship with the applicable Bidder. In addition, the staff should be readily available to the employer for discussions at, typically, less than a week’s notice.

### 27.2.3. SUMMARY DETAILS OF QUALIFICATIONS AND EXPERIENCE OF TENDERER’S PROPOSED KEY RESOURCES / EXPERTS

*Table to be completed for the Key Resources*

<table>
<thead>
<tr>
<th>KEY EXPERT 1</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>Current Job Title</td>
<td>Qualifications</td>
<td>Professional Registration &amp; Registration Nr.</td>
<td>Related work completed over the past 3 Years</td>
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<thead>
<tr>
<th>KEY EXPERT 2:</th>
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<tbody>
<tr>
<td>Name</td>
<td>Current Job Title</td>
<td>Qualifications</td>
<td>Professional Registration &amp; Registration Nr.</td>
<td>Related work completed over the past 3 Years</td>
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<tr>
<th>KEY EXPERT 3:</th>
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<tbody>
<tr>
<td>Name</td>
<td>Current Job Title</td>
<td>Qualifications</td>
<td>Professional Registration &amp; Registration Nr.</td>
<td>Related work completed over the past 3 Years</td>
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<tr>
<td>Name</td>
<td>Current Job Title</td>
<td>Qualifications</td>
<td>Professional Registration &amp; Registration Nr.</td>
<td>Related work completed over the past 3 Years</td>
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</table>

**KEY EXPERT 4:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Job Title</th>
<th>Qualifications</th>
<th>Professional Registration &amp; Registration Nr.</th>
<th>Related work completed over the past 3 Years</th>
</tr>
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<tbody>
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</table>

**KEY EXPERT 5:**

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<thead>
<tr>
<th>Name</th>
<th>Current Job Title</th>
<th>Qualifications</th>
<th>Professional Registration &amp; Registration Nr.</th>
<th>Related work completed over the past 3 Years</th>
</tr>
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</tbody>
</table>

**KEY EXPERT 6:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Job Title</th>
<th>Qualifications</th>
<th>Professional Registration &amp; Registration Nr.</th>
<th>Related work completed over the past 3 Years</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Name</td>
<td>Current Job Title</td>
<td>Qualifications</td>
<td>Professional Registration &amp; Registration Nr.</td>
<td>Related work completed over the past 3 Years</td>
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</table>
### 27.2.4. EVALUATION SCHEDULE: EXPERIENCE / TRACK RECORD OF THE TENDERING ENTITY IN EXECUTING WORK OF SIMILAR NATURE

a) The experience of the Tenderer (or that of the constituent member in a joint venture, consortium or association) in the execution of projects within the provision of town planning/development applications pertaining to township establishment, subdivision of a property into 10 or more erven in the municipal environment over the past 3 years will be evaluated. Tenderers should very briefly describe their experience in this regard and attach same to this schedule. The description should be put in the Tables provided below and attached to this schedule.

b) **Experience of Key Experts:** Provide CVs demonstrating experience of the resource in respect with the town planning/development applications pertaining to township establishment, subdivision of a property into 10 or more even within the municipal environment over the past 3 years. Tenderers should very briefly describe the experience in this regard.

### KEY EXPERT 8:

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Job Title</th>
<th>Qualifications</th>
<th>Professional Registration &amp; Registration Nr.</th>
<th>Related work completed over the past 3 Years</th>
</tr>
</thead>
</table>

### KEY EXPERT 9:

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Job Title</th>
<th>Qualifications</th>
<th>Professional Registration &amp; Registration Nr.</th>
<th>Related work completed over the past 3 Years</th>
</tr>
</thead>
</table>

Note: A CV of each of the proposed team members of not more than 5 pages should be attached to this schedule after the above summary details tables.
EXPERIENCE / TRACK RECORD OF THE TENDERER OVER THE PAST 3 YEARS IN:  TOWNSHIP ESTABLISHMENT PROCESS.

<table>
<thead>
<tr>
<th>Employer, contact person and telephone number and email address</th>
<th>Description of Professional Services Provided in Township Establishment Process.</th>
<th>Value of Service provided (inclusive of VAT (Rand))</th>
<th>Date Service Commenced</th>
<th>Date Service Ended</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

<table>
<thead>
<tr>
<th>Signature:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>Respondent:</td>
<td></td>
</tr>
</tbody>
</table>
27.2.5 A minimum of 70 points out of a 100 for the functional/evaluation will qualify the Bid to move on to the second stage of evaluation, which is price and BBBEE. Bidders that do not score 70 points or higher at this stage of the evaluation will not be disqualified.

26.3 **THIRD STAGE: PRICE AND PREFERENTIAL POINTS ASSESSMENT**

26.3.1 The Third 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

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

\[
Ps = 80(1-(Pt-Pmin)/Pmin)
\]

Where:
- \( Ps \) = Points scored for comparative price of tender or offer under consideration;
- \( Pt \) = Comparative price of tender or offer under consideration; and
- \( Pmin \) = Comparative price of lowest acceptable tender or offer.

26.3.3 **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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level</th>
<th>Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
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<tr>
<td>4</td>
<td>12</td>
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<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
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.

### 26.3.4 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).

**NB:** Bidders are required to submit, as Annexure J to their Bids, any documentation which supports the responses provided in respect of the Eligibility Criteria below.

## 27. STATUS OF BID

27.1 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.

27.2 A Bid must not be conditional on:

- **27.2.1** the Board approval of the Bidder or any related governing body of the Bidder being obtained;
- **27.2.2** the Bidder conducting due diligence or any other form of enquiry or investigation;
- **27.2.3** the Bidder (or any other party) obtaining any regulatory approval or consent;
- **27.2.4** the Bidder obtaining the consent or approval of any third party; or
- **27.2.5** the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.

27.3 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).
27.4 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.

28. CLARIFICATION OF BIDS

28.1 The DBSA may seek clarification from and enter 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.

28.2 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.

29. DISCUSSION WITH BIDDERS

29.1 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.

29.2 As part of the evaluation of this Bid, DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.

29.3 The DBSA is under no obligation to undertake discussions with, and Bidders.

29.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:
   29.4.1 conduct a site visit, if applicable;
   29.4.2 provide references or additional information; and/or
   29.4.3 make themselves available for panel interviews.

30. SUCCESSFUL BIDS

30.1 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.

30.2 The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.
30.3 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.

31. NO OBLIGATION TO ENTER INTO CONTRACT

31.1 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.

31.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

32. BIDDER WARRANTIES

32.1 By submitting a Bid, a Bidder warrants that:

32.1.1 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;

32.1.2 it did not use the improper assistance of DBSA’s employees or information unlawfully obtained from them in compiling its Bid;

32.1.3 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;

32.1.4 it accepts and will comply with the terms set out in this RFP; and

32.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

33. DBSA’S RIGHTS

33.1 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:
33.1.1 cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
33.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
33.1.3 vary or extend any time or date specified in this RFP
33.1.4 terminate the participation of any Bidder or any other person in the Tendering Process;
33.1.5 require additional information or clarification from any Bidder or any other person;
33.1.6 provide additional information or clarification;
33.1.7 negotiate with any one or more Bidder;
33.1.8 call for new Bid;
33.1.9 reject any Bid received after the Closing Time; or
33.1.10 to split the award based on the value for money, stock availability and lead time to delivery;
33.1.11 reject any Bid that does not comply with the requirements of this RFP.

34. GOVERNING LAWS

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

35. MANDATORY QUESTIONS

35.1 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 √ 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.

35.1.1

<table>
<thead>
<tr>
<th align="left">This Bid is subject to the General Conditions of Contract stipulated in this RFP document.</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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35.1.2

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<tr>
<th align="left">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.</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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35.1.3

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<tr>
<th align="left">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.</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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35.1.4

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<th align="left">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.</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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35.1.5

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

### 35.1.6
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.

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### 35.1.7
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.

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<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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### 35.1.8
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.

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<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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### 35.1.9
By submitting a proposal in response to this RFP, the Bidders accept the evaluation criteria as it stands.

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<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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### 35.1.10
Where applicable, the DBSA reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.

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<tr>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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<tbody>
<tr>
<td>35.1.11</td>
<td>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.</td>
</tr>
<tr>
<td>35.1.12</td>
<td>Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.</td>
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<tr>
<td>35.1.13</td>
<td>The Bidder should not qualify the proposal with own conditions. <strong>Caution:</strong> 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.</td>
</tr>
<tr>
<td>35.1.14</td>
<td>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.</td>
</tr>
<tr>
<td>35.1.15</td>
<td>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</td>
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</table>
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.

<table>
<thead>
<tr>
<th>35.1.16</th>
<th>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.</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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</thead>
</table>

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<tr>
<th>35.1.17</th>
<th>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.</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>35.1.18</th>
<th>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.</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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<thead>
<tr>
<th>35.1.19</th>
<th>Bidders who make use of subcontractors:</th>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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</thead>
<tbody>
<tr>
<td>1. It is the responsibility of the Bidder to select competent subcontractors that meet all the tender requirements stipulated in this tender document.</td>
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<tr>
<td>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.</td>
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</table>
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.

35.1.20

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

35.1.21

| 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. | Comply/Accept | Do not comply/Do not accept |

35.1.22

| 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. | Comply/Accept | Do not comply/Do not accept |
### 35.1.23

If the successful Bidder disregards contractual specifications, this action may result in the termination of the contract.

<table>
<thead>
<tr>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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### 35.1.24

The Bidders’ response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.

<table>
<thead>
<tr>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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### 35.1.25

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.

<table>
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<tr>
<th>Comply/Accept</th>
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### 35.1.26

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.

<table>
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<tr>
<th>Comply/Accept</th>
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### 35.1.27

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.

<table>
<thead>
<tr>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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### 35.1.28

Tax Compliance Status either on CSD National Treasury Database or SARS eFiling System as a Condition for Appointment/Award of the Bid.

<table>
<thead>
<tr>
<th>Comply/Accept</th>
<th>Do not comply/Do not accept</th>
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<tbody>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>35.1.29</th>
<th>Company registration with CSD National Treasury Database as a Condition for Appointment/Award of the Bid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>35.1.30</th>
<th>The following will be grounds for disqualification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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</td>
</tr>
<tr>
<td>2</td>
<td>The bidder or any of its directors have committed a corrupt or fraudulent act in competing for the appointment; and/or</td>
</tr>
<tr>
<td>3</td>
<td>The bidder or any of its directors have been convicted of fraud or corruption in the last 5 years; and/or</td>
</tr>
<tr>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>5</td>
<td>Bids received after the stipulated closure time will be immediately disqualified; and/or</td>
</tr>
<tr>
<td>6</td>
<td>Bidders whom have recently completed or currently performing, or to commence work on specific categories of services may be excluded to enable the Bank to manage its concentration risk. This threshold is currently set at R10 million for consultancy services.</td>
</tr>
</tbody>
</table>
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: ........................................
TERMS OF REFERENCE FOR THE APPOINTMENT OF A MULTIDISCIPLINARY TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESS FOR MODJADJISKLOOF, GREATER LETABA LOCAL MUNICIPALITY, IN MOPANI DISTRICT MUNICIPALITY, LIMPOPO PROVINCE
1. INTRODUCTION

The Development Bank of Southern Africa (DBSA) is one of Africa’s leading Development Finance Institutions (DFIs) in infrastructure financing, planning, project preparation and institutional development for municipal infrastructure. Owned by the Government of South Africa, the DBSA seeks to support the shareholder’s social and economic development imperatives partnering with both the public and the private sectors.

In responding to the shareholder’s imperatives the DBSA is positioned to provide dedicated support to municipalities through the Local Government Support Unit (LGSU) under the Coverage Division which facilitates an integrated delivery approach that includes lending and non-lending services and products offered by the Project Preparation Division, Transacting Division, Infrastructure Delivery Division, Innovation Unit, Investment Support Unit and the Research Unit. In each of these areas there are dedicated skills focused on built environment and infrastructure development supported by the Local Government Support Unit in extending non-lending capacity development including revenue enhancement, project and contract management, and technical advisory support.

The GLM spatial configuration is influenced by the amalgamation of areas that were previously under the homeland administration, namely Ga-Kgapanke, Senwamokgope and a conglomeration of villages as well as those areas (economically viable towns of Modjadjiskloof and Mooketsi which is the biggest tomato producer in the world) which were under the erstwhile Transvaal.

As part of the Development Bank of Southern Africa’s (DBSA) legislative mandate/strategic intent to assist municipalities to have proclaimed townships, with registered and rateable erven, the DBSA together with Greater Letaba Local Municipality (GLM) have entered into a partnership to develop a new project in the area of Modjadjiskloof.

The GLM IDP has identified the project as an integral part of the “Access to Land and Human Settlements Project” to promote property ownership in economically viable areas by previously disadvantaged individuals. Furthermore, the 2019 SDF has prioritised the Modjadjiskloof precinct, which is a Provincial Growth Point for development that promotes the revitalization of the Modjadjiskloof town through mixed use development. This includes among others, the provision of new housing opportunities (diverse housing typology) closer to economic activities and improved social amenities.
The current layout (that previously proposed that the subject area be subdivided into 350 erven) is not aligned to the vision and “Smart Growth Scenario” that advocates a sustainable approach as espoused in the 2019 GLM SDF. The Smart Growth approach will result in the following spatial outcomes:

- A range of uses and activities being attracted to vibrant main business and mixed-use areas.
- A mix of activities clustering at sub centres.
- Publicly assisted housing being better located.
- Development of appropriate facilities in areas of need and renewed use of existing facilities.
- Firm protection of environmental, heritage and amenity value of the municipality.

The DBSA requires the services of a multidisciplinary team of professionals who should be experienced, skilled and registered with professional body(ies) to undertake a township establishment process on Portion 15 of the Farm Vrystaat 437-LT that will include a conceptual re-layout which must accommodate a diverse housing mix and typologies. The extent of the study area is 35ha.

2. SITE INFORMATION

The Greater Letaba Municipality (GLM) is situated in the north-eastern quadrant of the Limpopo Province within the Mopani District Municipality. GLM is bordered by Greater Tzaneen LM to the south; Greater Giyani LM to the east; Molemole LM to the west; and Makhado LM to the north. Access points to the area include Modjadjiiskloof in the south and Sekgopo in the west. GLM includes the proclaimed towns of Modjadjiiskloof and Ga-Kgapane, which are located on the south; and Senwamokgope towards the north-west of the of the municipal area.
3. PROJECT OBJECTIVES

The project objectives to finalise the township establishment process in support of the GLM are as follows:

- To create an integrated space economy that includes previously disadvantaged groups;
- To address the housing backlog (with the requisite infrastructure services) and employment requirements;
- To increase rateable properties, thereby increasing the municipality’s revenue base; and
- To position itself for future sustainable service delivery as well as improved municipal financial position.
4. **SCOPE OF WORK**

The detailed scope of works to be executed by the PSP is provided in table 1 below. The Parts have further been subdivided into tasks and outputs so as to provide details of work to be undertaken in each Part. The PSP will be required to prepare all the aspects by covering all Parts and associated tasks as detailed in Table 3 below.

In addition to the broadly defined scope of works contained hereunder, the outputs of the proposed work should generally be delivered in the depth and extent outlined hereunder:

**Table 1: Scope of Works**

<table>
<thead>
<tr>
<th>ID</th>
<th>KEY ACTIVITY</th>
<th>SCOPE OF WORK AND DELIVERABLES</th>
<th>OUTPUTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Situational and Site Analysis</td>
<td>Planning assessment and assessment of the strategic development framework giving direction to land use and development objectives for the site. Deliverables/Outputs: As-is Report/Formal documentation, which will be provided on conclusion of the investigation and a proposed way forward to completing the process.</td>
<td>Status Quo Report</td>
</tr>
</tbody>
</table>
| 2. | Feasibility & Specialist Studies | Conduct the following site analyses and Specialist Studies and/or:  
  - Environmental Scoping/Environmental Impact Assessment (EIA) – if triggered  
  - Geotechnical Investigation  
  - Topographical Survey  
  - Traffic Impact Assessment (TIA)  
  - Market Analysis (includes Socio-Economic Impact)  
  - Heritage Impact Assessment (HIA) – if triggered  
  - Financial Modelling | Environmental Scoping Report  
  EIA report (if EIA is triggered)  
  Heritage Study (if it is triggered)  
  Geotech Report  
  TIA Report  
  Financial Modelling (costing of property markets in line housing mix and informed by engineering services investigation) |
| 3. | **Bulk Engineering Investigations** | Preparation of engineering services reports investigating and detailing the capacity required by the development including modelling of current and future access demand. The investigation will cover the following elements of bulk infrastructure capacity: -
  ❖ Water infrastructure services
  ❖ Sewer infrastructure services
  ❖ Electrical infrastructure services
  ❖ Storm-water conditions in the area
  ❖ Investigate the external supply networks.
  ❖ Roads and accessibility to and from the property.
  ❖ Model current and future access demands.
**Deliverables/Outputs:**
Formal documentation which will be provided at the conclusion of the investigation will include a report detailing the investigation procedure, findings, interpretations and recommendations for each service involved. Reports will be provided including all supporting data. |
| 4. | **Prepare a layout plan compliant with legislation, standards of the relevant authorities and municipal by laws** | Prepare a layout plan compliant with legislation, standards of the relevant authorities and municipal by laws.
The layout plan will incorporate all planning parameters that includes among others: -
  ❖ Contours mapping
  ❖ Existing buildings, topographical features, existing and planned roads of the areas abutting the proposed development, dimensions indicating the size of the erven and street widths, specific uses of erven must be indicated clearly, 50- and 100-year flood lines if applicable, soil zones as per the geotechnical reports, servitudes.
  ❖ Locality plan of where the township is located.
  ❖ Table indicating the area to the proposed township, total number of erven and special residential zoning, erven for specific uses, length and width of streets, percentage of the area covered by roads and what percentage are open spaces.
  ❖ Major land use activities and drivers. |
### General Plan

<table>
<thead>
<tr>
<th></th>
<th>Prepare and lodge the General Plan (GP) for approval with the Surveyor General (SG) once the municipality has approved the township.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Lodgement of the General Plan (GP) for approval with the Surveyor General (SG) once the municipality has approved the township.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- The SG ensures that the GP conforms to standards, keeps the plan &amp; registers new servitudes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- On receipt of the approved GP, the township amendment scheme is prepared by the municipality where the new township is included in the greater township area.</td>
<td></td>
</tr>
</tbody>
</table>

* It is the responsibility of the service provider to identify any other specialist studies/activities that may be required in order to obtain a fully compliant SPLUMA approval. Such activities shall be quantified in terms of scope of cost.

** Furthermore, the professional service provider will submit the work as outlined in the scope of work and in a format that is possible to calibrate and be compatible with other GIS related tools and CAD software (DWG/DXF). Soft copies of all report are also required.
5. **PRICE SCHEDULE/COSTING MODEL**

A financial proposal should be included in a separate envelope. Pricing evaluation will be based on a fixed amount for work conducted to undertake the township establishment Process on Portion 15 of the Farm Vrystaat 437-LT.

5.1 **Fixed cost proposal**

The fixed cost will allow for:

- Computation of the work completed to date i.e. the status quo on the establishment process (confirming the resolution of land legal impediments).
- Topographical Survey
- Environmental Impact Assessment.
- Geotech Report
- Traffic Impact Assessment
- Market Analysis
- Financial Modelling
- Layout Plan
- Engineering Services Investigation
- Preparation and Lodgement of the General Plan

The bidder should price for the fixed amount component of work as outlined under Section 4 Scope of Work.

- All expenditure and disbursements should be provided for in the above price schedule.
- All prices/fees should exclude VAT.

6. **PROJECT DURATION**

The successful bidder will be allowed 24 months to complete the tasks as outlined in the ToRs. A detailed project schedule should be included as part of the bid submission clearly indicating different tasks, interdependencies and task durations.

7. **CONTACT PERSON**

Technical queries to be directed to the DBSA technical team through the DBSA Procurement Unit via email to fikilem@dbsa.org and the tender reference number is to be quoted.
8. **PROJECT GOVERNANCE**

The successful bidder will report to the GLM Project Steering Committee (PSC). The PSC will provide a governance and oversight function.

The Project governance structures will function as follows:

- Chaired by the dedicated GLM Project Manager for the duration of the Project
- Staff representing the GLM and DBSA
- Providing strategic direction to the project and responsible for the high-level decision making on the project scope and budget.
- Monitoring and evaluation of all elements of the project progress.
- Monthly meeting frequency.
- Final approval of changes to any project scope, project execution and or budget.

9. **PROPOSED PROJECT TEAM**

9.1 **Minimum Requirements**

The professional service team should be composed of a minimum of the following professionally registered team members in order to illustrate the capacity to successfully implement the project in its entirety as outlined in the table below:

<table>
<thead>
<tr>
<th>KEY RESOURCE</th>
<th>PRIMARY OUTPUTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Planner (Project Leader/Team Leader)</td>
<td>Preliminary layout, land use and zoning Plan, Development Framework.</td>
</tr>
<tr>
<td>Land Surveyor</td>
<td>Topographical Survey, consolidation Diagrams, lodging of GP.</td>
</tr>
<tr>
<td>Environmentalist</td>
<td>Environmental Scoping, Basic Assessment or full EIA with specialist studies.</td>
</tr>
<tr>
<td>Conveyancing Attorney</td>
<td>Land ‘Legal’ issues, including opening of the township register</td>
</tr>
<tr>
<td>Geotechnical Engineer</td>
<td>Geotechnical Investigation, including 1:100 flood line.</td>
</tr>
<tr>
<td>Traffic Engineer</td>
<td>Traffic Impact Assessment.</td>
</tr>
<tr>
<td>Civil Engineer</td>
<td>Preliminary design and report of sewer, roads and stormwater.</td>
</tr>
<tr>
<td>Electrical Engineer</td>
<td>Preliminary design and report on electricity network.</td>
</tr>
<tr>
<td>GIS and CAD</td>
<td>Mapping and spatial analysis</td>
</tr>
</tbody>
</table>
10. PROJECT PROPOSAL

A detailed project proposal, project team structure and project implementation schedule must be provided. The project proposal must describe and demonstrate the approach and methodology for carrying out the outlined activities.

It will be expected from the Professional Services Provider to prepare a Project Implementation Plan (PIP) setting out the project deliverables against which to measure the progress of the project and the project budget and to ensure compliance with the obligations of the Professional Service Provider within 7 days after the inception meeting. This should be accompanied by a cash-flow projection and a risk management register.
Annexure A

PRICING SCHEDULE

(Note: This section must be separated from the pre-qualifying and functional electronic proposal. ELECTRONIC PRICING SUBMISSION MUST BE IN A SEPARATE FOLDER MARKED “PRICING”. 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. Failure to complete this form in full may result in the disqualification of the Bid.

This assignment will be based on a lump sum (fixed price) contract in ZAR Rands. Bidders are required to price total contract price using the following table:

<table>
<thead>
<tr>
<th>ID</th>
<th>SCOPE OF WORK / KEY DELIVERABLE(S) -</th>
<th>FEE BASIS</th>
<th>DURATION (Maximum)</th>
<th>TOTAL PROFESSIONAL FEE FOR SCOPE OF WORK (Excl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Project inception, Stakeholder engagement and Compilation of the Project Implementation Plan (PIP).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Situational and Site Analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Geotech Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Traffic Impact Assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Market Analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Financial Modelling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Layout Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Engineering Services Investigation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Preparation and Lodgement of the General Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL OF PROPOSED FEES (EXCL. VAT)**

VAT @15%

**TOTAL PROPOSED FEE (INCLUSIVE OF VAT)**

***** prices quoted are inclusive of all costs, Professional fees including disbursements (travel, accommodation, printing and stationery and any relevant administrative work)
**Note:** The Tenderer is to attach an Electronic Breakdown of the total proposed fee per deliverable to this page. The breakdown is to clearly indicate the scope of work or key deliverable, the elements of the scope of work, the resources applied, the estimated duration and rates of the applied resources for each element of the scope of work.

I, the undersigned, do hereby declare that the above is a proper pricing data forming part of this Contract Document upon which my/our tender for RFP080/2020

**SIGNED ON BEHALF OF TENDERER:** __________________________

Date: ___________
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 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, 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:

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

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

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 / 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:

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

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

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.

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

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

2.10 Are you, or any person connected with the bidder, YES / NO
   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?

2.10.1 If so, furnish particulars.

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

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

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 / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1.1.6.1

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 or 90/10 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

(e) Price; and

(f) B-BBEE Status Level of Contributor.

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

<table>
<thead>
<tr>
<th>Points for Price and B-BBEE Status Level of Contribution</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>
</tbody>
</table>

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:

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

Where

\begin{align*}
Ps & = \text{Points scored for price of bid under consideration} \\
Pt & = \text{Price of bid under consideration} \\
P_{min} & = \text{Price of lowest acceptable bid}
\end{align*}
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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

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.

WITNESSES
1. .............................................
2. .............................................

SIGNATURE(S) OF BIDDERS(S)

DATE:...........................................
ADDRESS...........................................
.............................................
DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.

1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

\[ LC = \left[ 1 - \frac{x}{y} \right] \times 100 \]

Where
x is the imported content in Rand
yis the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.


1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Minimum Threshold for Local Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Steel Conveyance Pipes</td>
</tr>
<tr>
<td>ii.</td>
<td>Electrical Cable Products</td>
</tr>
<tr>
<td>iii.</td>
<td>Plastic Pipes</td>
</tr>
<tr>
<td>iv.</td>
<td>Pumps, Medium Voltage (MV) Motor and Associated Accessories</td>
</tr>
<tr>
<td>v.</td>
<td>Steel Conveyance Pipes: 500MM to 350 (width dependent)</td>
</tr>
<tr>
<td>vi.</td>
<td>Steel Products and Component for Construction</td>
</tr>
<tr>
<td>vii.</td>
<td>Steel Value-added Products</td>
</tr>
<tr>
<td>viii.</td>
<td>Valve Products and Actuators</td>
</tr>
<tr>
<td>ix.</td>
<td>Solar PV Component</td>
</tr>
</tbody>
</table>

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):
<table>
<thead>
<tr>
<th>Currency</th>
<th>Rates of exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Dollar</td>
<td></td>
</tr>
<tr>
<td>Pound Sterling</td>
<td></td>
</tr>
<tr>
<td>Euro</td>
<td></td>
</tr>
<tr>
<td>Yen</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.
LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. ..........................................................

ISSUED BY: (Procurement Authority / Name of Institution):
..................................................................................................................

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ........................................................................................................ (full names), do hereby declare, in my capacity as ......................................................... ...........
of .........................................................................................................................(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

   (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

<table>
<thead>
<tr>
<th>Bid price, excluding VAT (y)</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported content (x), as calculated in terms of SATS 1286:2011</td>
<td>R</td>
</tr>
<tr>
<td>Stipulated minimum threshold for local content (paragraph 3 above)</td>
<td></td>
</tr>
<tr>
<td>Local content %, as calculated in terms of SATS 1286:2011</td>
<td></td>
</tr>
</tbody>
</table>

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** __________________________  **DATE:** __________

**WITNESS No. 1** __________________________  **DATE:** __________

**WITNESS No. 2** __________________________  **DATE:** __________
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>
</table>
| 4.1  | 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 audi alteram partem rule was applied).  
   The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | Yes ☐ No ☐ |
| 4.1.1| If so, furnish particulars:                                                                                                                                                                               |     |    |
| 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) by clicking on its link at the bottom of the home page. | Yes ☐ No ☐ |
<p>| 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 ☐ |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
</tr>
<tr>
<td>4.4</td>
<td>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?</td>
</tr>
<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
</tr>
</tbody>
</table>

**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 consortium³ 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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:  

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