

<b>YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</b>	
<b>BID NUMBER:</b>	<b>RFP151/2020</b>
<b>NON - COMPULSORY BRIEFING SESSION</b>	Tender briefing will be done online via Microsoft teams. Bidders must advise of their interest to participate in this tender by sending an email to <a href="mailto:fikileSCM@dbsa.org">fikileSCM@dbsa.org</a> and <a href="mailto:fikilem@dbsa.org">fikilem@dbsa.org</a> three (3) working days before the briefing meeting so as to be invited.  <b>08 SEPTEMBER 2020 @ 11h00 - VIRTUALLY</b>
<b>CLOSING DATE:</b>	<b>22 SEPTEMBER 2020</b>
<b>CLOSING TIME:</b>	<b>23H55 via <b>ONE DRIVE LINK</b></b>
<b>VALIDITY PERIOD:</b>	<b>120 days</b>
<b>DESCRIPTION OF BID:</b>	<b>APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A COMPREHENSIVE LOCAL ECONOMIC DEVELOPMENT (LED) IMPLEMENTATION PLAN FOR THE DEPARTMENT OF COGTA</b>
<b>BID SUBMISSIONS ELECTRONICALLY:</b>	<ol style="list-style-type: none"> <li>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</li> <li>2. No – Tender Submission Link requests will be accepted after 16h00 on the 17TH SEPTEMBER 2020. Any requests after the stipulated date and time will be disregarded.</li> <li>3. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.</li> <li>4. Bidders who have received submission Links that have errors, will be provided with new Links for use.</li> </ol>
<b>NAME OF BIDDER:</b>	
<b>CONTACT PERSON:</b>	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>BIDDER'S STAMP OR SIGNATURE</b>	



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

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

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**PART A  
INVITATION TO BID**

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

**BID NUMBER: RFP151/2020**

**CLOSING DATE: 22 SEPTEMBER 2020**

**CLOSING TIME: 23H55**

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A COMPREHENSIVE LOCAL ECONOMIC DEVELOPMENT (LED) IMPLEMENTATION PLAN FOR THE DEPARTMENT OF COGTA**

**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 23H55 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.**

<b>NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:</b>	
<b>POSTAL ADDRESS:</b>	
<b>STREET ADDRESS:</b>	
<b>CONTACT PERSON (FULL NAME):</b>	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	

<b>FAX NUMBER:</b>				
<b>BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED?</b>  <b>[TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>IF YES, WHO ISSUED THE CERTIFICATE?</b>				
<b>REGISTERED WITH THE NATIONAL TREASURY CSD</b>  <b>[TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>CSD REGISTRATION NUMBER</b>				
<b>TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS</b>				

<b>1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]
<b>1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW]
<b>1.1.3 SIGNATURE OF BIDDER</b>	.....
<b>1.1.4 DATE</b>	
<b>1.1.5 FULL NAME OF AUTHORISED REPRESENTATIVE</b>	
<b>1.1.6 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>	

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR 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.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>	

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

## PART C

### CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

**Please adhere to the following instructions**

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

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

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Bid document (clearly marked as FOLDER 1 AND FOLDER 2); separated into <b>FOLDER 1 - Pre-Qualifying and functionality proposal documents, and FOLDER 2 – Financial proposal only</b> <b>(Failure to comply will result in disqualification)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part A:</b> Invitation to Bid
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part B:</b> Terms and Conditions of Bidding
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part C:</b> Checklist of Compulsory Returnable Schedules and Documents
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part D:</b> Conditions of Tendering and Undertakings by Bidders
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part E: Specifications/Terms of Reference</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure A:</b> Price Proposal Requirement
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure B:</b> SBD4 Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure C:</b> SBD6.1 and B-BBEE status level certificate
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure D:</b> SBD8: Declaration of Bidder's Past Supply Chain Practices
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure E:</b> SBD9: Certificate of Independent Bid Determination

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



## PART D

### CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

#### 1. DEFINITIONS

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

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

- 1.16 PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.17 PPPFA Regulations** means the Preferential Procurement Regulations, 2017 published in terms of the PPPFA.
- 1.18 Pre-Qualifying Criteria** means the criteria set out in clause of this Part C.
- 1.19 Price and Preferential Points Assessment** means the process described in clause 27.2 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](mailto:fikilem@dbsa.org)

No questions will be answered telephonically.

## **4. BID TIMETABLE**

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

<b>Activity</b>	<b>Date</b>
Advertisement of tender	01 / 09 / 2020
RFP document available	01 / 09 / 2020
Non-Compulsory Briefing session	08 / 09 / 2020
Closing date for tender enquiries	17 / 09 / 2020 at 16h00
<b>Closing date and time</b>	22 / 09 / 2020 at 23H55
Intended completion of evaluation of tenders	TBA
Intended formal notification of successful Bidder(s)	TBA
Signing of Service Level Agreement	TBA
Effective date	TBA

## 5. SUBMISSION OF TENDERS - ELECTRONICALLY

- i. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to [fikileSCM@dbsa.org](mailto:fikileSCM@dbsa.org) - ONLY
- ii. No – Tender Submission Link requests will be accepted after 16h00 on the 17TH SEPTEMBER 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.

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

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

**6.4.2** the Tendering Process; and

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

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

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

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

**8.1** Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

**8.2** If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).

**8.3** Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

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

**9.1** The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

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

## **10. REPRESENTATIONS**

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

## **11. CONFIDENTIALITY**

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

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

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

**12.2** All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to [fikilescm@dbsa.org](mailto:fikilescm@dbsa.org)

**12.3** Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).

**12.4** The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.

**12.5** Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.

**12.6** In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).

**12.7** A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

### **13. UNAUTHORISED COMMUNICATIONS**

- 13.1** Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 13 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.
- 13.2** Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

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

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

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

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

collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

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

**16.1** Any complaint about the RFP or the Tendering Process must be 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](mailto:scmqueries@dbsa.org))

**16.2** The written complaint must set out:

**16.2.1** the basis for the complaint, specifying the issues involved;

**16.2.2** how the subject of the complaint affects the organisation or person making the complaint;

**16.2.3** any relevant background information; and

**16.2.4** the outcome desired by the person or organisation making the complaint.

**16.3** If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

## **17. CONFLICT OF INTEREST**

**17.1** A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.

**17.2** The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.

**17.3** The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

## **18. LATE BIDS**

**18.1** Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.

- 18.2** Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.
- 18.3** The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 18.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

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

### **19.1** Bidders are responsible for:

- 19.1.1** examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;
  - 19.1.2** fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;
  - 19.1.3** ensuring that their Bids are accurate and complete;
  - 19.1.4** making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;
  - 19.1.5** ensuring that they comply with all applicable laws in 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
  - 19.1.6** submitting all Compulsory Documents.
- 19.2** Bidders with annual total revenue of R10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.



- 19.3** 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.
- 19.4** The DBSA reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the DBSA.
- 19.5** Failure to provide the required information may result in disqualification of the Bidder.

## **20. PREPARATION OF BIDS**

**20.1** Bidders must ensure that:

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

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

**20.3** Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.

**20.4** Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.

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

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

**21.1** Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.

**21.2** The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.

**21.3** The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

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

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

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

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

**23.2** The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:

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

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

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

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

**24.1.1** as required by law;

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

**24.1.3** to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

## **25. USE OF BIDS**

**25.1** Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.

**25.2** Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

**26. BID ACCEPTANCE**

All Bids received must remain open for acceptance for a minimum period of 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.

**27. EVALUATION PROCESS**

**27.1** The Bids will be evaluated and adjudicated as follows:

**27.1.1 FIRST STAGE – RESPONSIVENESS**

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

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)	Bidder to indicate Compliance (Y/N)
1	Adherence in submitting Tender as two-stage folders: <b>Folder 1:</b> Pre-qualifiers and functionality proposal <b>Folder 2:</b> Financial proposal	<b>Pre-Qualifier</b>	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	<b>Pre-Qualifier</b>	Y	
3	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>Pre-Qualifier</b>	Y	

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

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

**C.** Only bids which satisfy the following pre-qualification criteria in respect of minimum qualifications will be evaluated for *Functionality*. *Note that it is a requirement that certified copies of educational qualifications and professional registration must be included for each expert:*

<b>NO</b>	<b>EXPERTS REQUIRED</b>	<b>MINIMUM QUALIFICATIONS</b>
1.	Resource 1: <b>PROJECT MANAGER</b>	Recognised Bachelor's qualification in Economics, Public Management/ Administration, Built Environment or related field. Professional Registration with SACPCMP or PMI.
2.	Resource 2: <b>PUBLIC POLICY EXPERT</b>	Post-graduate qualification in Public Policy, Public Management/ Administration or related field.
3.	Resource 3: <b>PUBLIC FINANCE EXPERT/ DEVELOPMENT ECONOMIST</b>	Relevant post-graduate qualification in Economics, Public Finance, Public Management/Administration or related field.
4.	Resource 4: <b>LOCAL ECONOMIC DEVELOPMENT EXPERT</b>	Relevant post-graduate qualification in Economics, Public Management/ Administration or related field.
5.	Resource 5: <b>SENIOR RESEARCHER</b>	Relevant post-graduate qualification in Research Methodology, Economics, Public Management/ Administration or related field.
6.	Resource 6: <b>STAKEHOLDER AND CHANGE MANAGEMENT EXPERT</b>	Relevant B-degree in Stakeholder Management, Communications, Organisational Development or related field.

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.

## **27.2 SECOND STAGE: FUNCTIONAL EVALUATION**

### **27.2.1. STRUCTURE AND CONTENTS OF TECHNICAL BID PROPOSAL**

The structure and minimum contents of the proposal required from bidders are shown in the table below. The bidder must provide the following minimum information linked to the functionality evaluation criteria indicated under section 27.2.2 below.

<b>SECTION</b>	<b>MINIMUM CONTENTS OF TECHNICAL BID PROPOSAL</b>
<b>A.</b>	Demonstrated experience / track record of the bidding entity in executing work of similar or related nature within the public and local government sector.
<b>B.</b>	Demonstrated knowledge and understanding of the bidding entity of public sector and local government legislation and policies in general and how it pertains to local economic development.
<b>C.</b>	Proposed Approach and Methodology
<b>D.</b>	Key Resources: <ul style="list-style-type: none"> <li>• Summary of qualifications and experience of key resources D1-D6 as per functional evaluation criteria D above.</li> <li>• CVs of key resources D1-D6 and certified copies of educational qualifications and professional registration (where applicable)</li> </ul>

### **SECTION A: DEMONSTRATED EXPERIENCE / TRACK RECORD OF THE BIDDING ENTITY IN EXECUTING WORK OF SIMILAR OR RELATED NATURE WITHIN THE PUBLIC AND LOCAL GOVERNMENT SECTOR**

- a)** The experience of the Tenderer (or that of the constituent member in a joint venture, consortium or association) in the execution of LED projects or related work within the Public and Local Government Sector. 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 / TRACK RECORD OF THE BIDDING ENTITY IN EXECUTING WORK OF A SIMILAR OR RELATED NATURE</b>		
<b>Employer/Client, contact person and telephone number and email address</b>	<b>Description of Professional Services Provided in LED or similar/ related work.</b>	<b>Value of Service provided (inclusive of VAT (Rand))</b>

**SECTION B: DEMONSTRATED KNOWLEDGE AND UNDERSTANDING OF THE BIDDING ENTITY OF PUBLIC SECTOR AND LOCAL GOVERNMENT LEGISLATION AND POLICIES IN GENERAL AND HOW IT PERTAINS TO LOCAL ECONOMIC DEVELOPMENT.**

Tenderer must clearly illustrate its knowledge and understanding of relevant public sector and local government legislation and policies and how it relates to the local economic development context. This should include at least the following minimum information:

- Public sector legislation and policies listed and explained;
- Local government legislation and policies listed and explained; and
- Demonstrated how the above legislation and policies relate to LED.

**SECTION C: PROPOSED APPROACH AND METHODOLOGY**

In the proposed approach and methodology section, the tenderer must clearly articulate the requirements of the project’s Scope of Works by including at least the following minimum information:

- 1) Understanding of the requirements of the scope of work;
- 2) Overall approach and methodology;

- 3) Literature and document review approach;
- 4) Sampling and data collection methodology;
- 5) Activity-based plan aligned to SoW, deliverables, timelines and experts;
- 6) Draft outline of the LED Implementation Plan;
- 7) Quality assurance plan;
- 8) Capacity building and skills transfer; and
- 9) Stakeholder and change management approach.

**SECTION D: EXPERIENCE OF THE TENDERER’S PROPOSED KEY RESOURCES**

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

- (a) Summary of qualifications and experience of key resources as per functional evaluation criteria indicated in 27.2.2 below.
- (b) CVs of key resources certified copies of educational qualifications and professional registration (where applicable).
- (c) All the key staff shall be proficient in the use (both verbal and written) English language.
- (d) 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.

**SUMMARY DETAILS OF QUALIFICATIONS AND EXPERIENCE OF TENDERER’S PROPOSED KEY RESOURCES / EXPERTS**

*Table to be completed for the Key Resources.*

KEY EXPERT 1: PROJECT MANAGER				
Name	Current Job Title	Qualifications	Professional Registration & Registration Nr.	Relevant experience

<b>KEY EXPERT 2: PUBLIC POLICY EXPERT</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Relevant experience</b>
<b>KEY EXPERT 3: PUBLIC FINANCE EXPERT/ DEVELOPMENT ECONOMIST</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Relevant experience</b>
<b>KEY EXPERT 4: LOCAL ECONOMIC DEVELOPMENT EXPERT</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Relevant experience</b>
<b>KEY EXPERT 5: SENIOR RESEARCHER</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Relevant experience</b>
<b>KEY EXPERT 6: STAKEHOLDER AND CHANGE MANAGEMENT EXPERT</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Relevant experience</b>



**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 WITH CERTIFIED COPIES OF QUALIFICATIONS AND PROFESSIONAL REGISTRATION WHERE APPLICABLE.**

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.

<b>Signature:</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Respondent:</b>	

## 27.2.2. DETAILED EVALUATION CRITERIA

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

### SECTION 1:

ITEM	FUNCTIONALITY	MAX. NUMBER OF POINTS	SCORING GUIDELINE
<b>A.</b>	<b>DEMONSTRATED EXPERIENCE / TRACK RECORD OF THE BIDDING ENTITY IN EXECUTING WORK OF SIMILAR OR RELATED NATURE WITHIN THE PUBLIC AND LOCAL GOVERNMENT SECTOR</b>		
	Tenderer has undertaken preferably 5 similar projects or related work within the public and local government space in the past ten years.	15	<b>15 points</b> = 5 projects and more undertaken <b>10 points</b> = 4 projects undertaken <b>7 points</b> = 3 projects undertaken <b>5 points</b> = 2 projects undertaken <b>0 point</b> = 1 project undertaken
<b>B.</b>	<b>DEMONSTRATED KNOWLEDGE AND UNDERSTANDING OF THE BIDDING ENTITY OF PUBLIC SECTOR AND LOCAL GOVERNMENT LEGISLATION AND POLICIES IN GENERAL AND HOW IT PERTAINS TO LOCAL ECONOMIC DEVELOPMENT</b>		
	Tenderer has demonstrated knowledge and understanding of public sector and local government legislation and policies clearly illustrating how it relates to the local economic development context: <ul style="list-style-type: none"> <li>• Public sector legislation and policies listed and explained;</li> <li>• Local government legislation and policies listed and explained;</li> <li>• Demonstrated how the above legislation and policies relate to LED</li> </ul>	10	<b>10 points</b> = Excellent knowledge and understanding of legislation and policies <b>7 points</b> = Good knowledge and understanding of legislation and policies <b>5 points</b> = Acceptable knowledge and understanding of legislation and policies <b>3 points</b> = Poor knowledge and understanding of legislation and policies <b>0 point</b> = No knowledge and understanding of legislation and policies
<b>C.</b>	<b>PROPOSED APPROACH AND METHODOLOGY</b>		
	The bidder clearly articulated the requirements of the project's Scope of Works by including at least the following: <ol style="list-style-type: none"> <li>1) Understanding of the requirements of the scope of work</li> <li>2) Overall approach and methodology</li> <li>3) Literature and document review approach</li> <li>4) Sampling and data collection methodology</li> <li>5) Activity-based plan aligned to SoW, deliverables, timelines and experts.</li> <li>6) Draft outline of the LED Implementation Plan</li> <li>7) Quality assurance plan</li> <li>8) Capacity building and skills transfer</li> <li>9) Stakeholder and change management approach</li> </ol>	25	<b>25 points</b> = Addressed eight or more of the specified requirements of the approach and methodology. Further, some additional innovative approaches and methodologies proposed for undertaking the project which are likely to increase the use/value of the strategy. <b>18 points</b> = Addressed seven of the specified requirements of the approach and methodology. <b>12 points</b> = Addressed five of the specified requirements of the approach and methodology. <b>8 points</b> = Addressed three of the specified requirements of the approach and methodology. <b>0 point</b> = Only one of the specified requirements of the approach and methodology addressed.

## SECTION 2:

<b>D.KEY RESOURCES: MINIMUM QUALIFICATIONS AND EXPERIENCE</b>			
<b>KEY RESOURCE</b>	<b>MINIMUM REQUIREMENTS</b>	<b>MAX. NUMBER OF POINTS</b>	<b>SCORING GUIDELINES</b>
<b>Project Manager</b>	<p>Recognised Bachelor's qualification in Economics, Public Management/Administration, Built Environment or related field.</p> <p>Professional Registration with SACPCMP or PMI.</p> <p>Must have preferably 10 years' experience in project management.</p>	<b>10</b>	<p><b>10 points</b> = more than 10 years' project management experience</p> <p><b>7 points</b> = more than 7 and up to 10 years' project management experience</p> <p><b>5 points</b> = more than 4 and up to 7 years' project management experience</p> <p><b>3 points</b> = more than 2 and up to 4 years' project management experience</p> <p><b>0 point</b> = 0 and up to 2 years' project management experience</p>
<b>Public Policy Expert</b>	<p>Post-graduate qualification in Public Policy, Public Management/ Administration or related field.</p> <p>Must have preferably 10 years' experience in public policy, management and administration</p>	<b>10</b>	<p><b>10 points</b> = more than 10 years' experience in the field of public policy, management or administration</p> <p><b>7 points</b> = more than 7 and up to 10 years' experience in the field of public policy, management or administration</p> <p><b>5 points</b> = more than 4 and up to 7 years' experience in the field of public policy, management or administration</p> <p><b>3 points</b> = more than 2 and up to 4 years' experience in the field of public policy, management or administration</p> <p><b>0 point</b> = 0 and up to 2 years' experience in the field of public policy, management or administration</p>
<b>Public Finance Expert/ Development Economist</b>	<p>Relevant post-graduate qualification in Economics, Public Finance, Public Management/Administration or related field.</p> <p>Must have preferably 5 years' experience in the field of public finance or development economics.</p>	<b>5</b>	<p><b>5 points</b> = 5 or more years' experience in the field of public finance or development economics</p> <p><b>4 points</b> = 4 years' experience in the field of public finance and/or development economics</p> <p><b>3 points</b> = 3 years' experience in the field of public finance and/or development economics</p> <p><b>2 points</b> = 2 years' experience in the field of public finance and/or development economics</p> <p><b>0 point</b> = less than 2 years' experience in the field of public finance and/or development economics</p>

<b>Local Economic Development Expert (LED)</b>	Relevant post-graduate qualification in Economics, Public Management/ Administration or related field.  Must have preferably 10 years' experience in the LED field.	<b>10</b>	<b>10 points</b> = more than 10 years' experience in the LED field <b>7 points</b> = more than 7 and up to 10 years' experience in the LED field <b>5 points</b> = more than 4 and up to 7 years' experience in the LED field <b>3 points</b> = more than 2 and up to 4 years' experience in the LED field <b>0 point</b> = 0 and up to 2 years' experience in the LED field
<b>Senior Researcher</b>	Relevant post-graduate qualification in Research Methodology, Economics, Public Management/ Administration or related field.  Must have preferably 10 years' experience in the field of research.	<b>10</b>	<b>10 points</b> = more than 10 years' experience in the field of research <b>7 points</b> = more than 7 and up to 10 years' experience in the field of research <b>5 points</b> = more than 4 and up to 7 years' experience in the field of research <b>3 points</b> = more than 2 and up to 4 years' experience in the field of research <b>0 point</b> = 0 and up to 2 years' experience in the field of research
<b>Stakeholder and Change Management Expert</b>	Relevant degree in Stakeholder Management, Communications, Organisational Development or related field.  Must have preferably 5 years' experience in stakeholder and change management.	<b>5</b>	<b>5 points</b> = 5 or more years' experience in stakeholder and change management <b>4 points</b> = 4 years' experience in stakeholder and change management <b>3 points</b> = 3 years' experience in stakeholder and change management <b>2 points</b> = 2 years' experience in stakeholder and change management <b>0 point</b> = 1 years' experience in stakeholder and change management
<b>MAXIMUM POINTS TOTAL</b>			<b>100%</b>
<b>THRESHOLD</b>			<b>70%</b>

Only those bidders who achieve the minimum qualifying score of 70 points for functionality will have their bid submissions further evaluated in terms of the 80/20 preference points system (Third Stage) as prescribed by the latest Preferential Procurement Policy Framework Act Regulations.

### **27.3 THIRD STAGE: PRICE AND PREFERENTIAL POINTS ASSESSMENT**

**27.3.1** 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

#### **27.3.2 Price points**

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

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

Where:

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

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

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

#### **27.3.3 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:

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

An unincorporated trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits

their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate Bid.

#### **27.3.4 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.**

## **28. STATUS OF BID**

**28.1** Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.

**28.2** A Bid must not be conditional on:

**28.2.1** the Board approval of the Bidder or any related governing body of the Bidder being obtained;

**28.2.2** the Bidder conducting due diligence or any other form of enquiry or investigation;

**28.2.3** the Bidder (or any other party) obtaining any regulatory approval or consent;

**28.2.4** the Bidder obtaining the consent or approval of any third party; or

**28.2.5** the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.

**28.3** The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).

**28.4** The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

## **29. CLARIFICATION OF BIDS**

**29.1** The DBSA may seek clarification from and enter discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or discussions are had in interpreting the Bid and evaluating the cost and risk of accepting the Bid.

Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.

- 29.2** The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

### **30. DISCUSSION WITH BIDDERS**

- 30.1** The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder's offer.
- 30.2** As part of the evaluation of this Bid, DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.
- 30.3** The DBSA is under no obligation to undertake discussions with, and Bidders.
- 30.4** In addition to presentations and discussions, the DBSA may request some or all Bidders to:
- 30.4.1** conduct a site visit, if applicable;
  - 30.4.2** provide references or additional information; and/or
  - 30.4.3** make themselves available for panel interviews.

### **31. SUCCESSFUL BIDS**

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

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

- 32.1** The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due

to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.

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

### **33. BIDDER WARRANTIES**

- 33.1** By submitting a Bid, a Bidder warrants that:

- 33.1.1** it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
- 33.1.2** it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;
- 33.1.3** it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- 33.1.4** it accepts and will comply with the terms set out in this RFP; and
- 33.1.5** it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

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

- 34.1** Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:

- 34.1.1** cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
- 34.1.2** alter the structure and/or the timing of this RFP or the Tendering Process;
- 34.1.3** vary or extend any time or date specified in this RFP
- 34.1.4** terminate the participation of any Bidder or any other person in the Tendering Process;
- 34.1.5** require additional information or clarification from any Bidder or any other person;
- 34.1.6** provide additional information or clarification;
- 34.1.7** negotiate with any one or more Bidder;
- 34.1.8** call for new Bid;



- 34.1.9 reject any Bid received after the Closing Time; or
- 34.1.10 to split the award based on the value for money, stock availability and lead time to delivery;
- 34.1.11 reject any Bid that does not comply with the requirements of this RFP.

**35. GOVERNING LAWS**

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

**36. MANDATORY QUESTIONS**

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

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

**36.1.1**

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

**36.1.2**

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

**36.1.3**

The DBSA shall not be liable for any costs incurred by the Bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

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.		
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**36.1.4**

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

**36.1.5**

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

**36.1.6**

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

**36.1.7**

The DBSA reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>
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Bidder or award parts of the proposal to different Bidders, or not to award the proposal at all.		
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**36.1.8**

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

**36.1.9**

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

**36.1.10**

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

**36.1.11**

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

**36.1.12**

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

**36.1.13**

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

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

<p>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.</p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>

**36.1.15**

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

**36.1.16**

<p>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.</p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>

**36.1.17**

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

**36.1.18**

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

**36.1.19**

<b>Bidders who make use of subcontractors:</b>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>
1. It is the responsibility of the Bidder to select competent subcontractors that meet all the tender requirements stipulated in this tender document.		
2. The Bidder shall be responsible for all due diligence of the selected subcontractors and will be held liable for any non-performance of the subcontractor.		
3. Bidders are required to provide documentation (such as BBBEE Certificate/Sworn Affidavit, Valid or Active Tax Compliance Status Pin Issued by SARS, CSD Summary Report, Valid or Active CIDB Certificate etc.) for the relevant subcontractor as a minimum in support of the subcontracting arrangement.		
4. Subcontracting must not contradict any Regulation or Legislation.		

<p>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.</p>		
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**36.1.20**

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

**36.1.21**

<p>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.</p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>

**36.1.22**

<p>Evaluation of Bids shall be performed by an evaluation panel established by the DBSA.</p> <p>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.</p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>

**36.1.23**

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

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**36.1.24**

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

**36.1.25**

<p>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.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**36.1.26**

<p>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.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**36.1.27**

<p>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.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**36.1.28**

<p>Tax Compliance Status either on CSD National Treasury Database or SARS eFiling System as a Condition for Appointment/Award of the Bid.</p> <p>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.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**36.1.29**

<p>Company registration with CSD National Treasury Database as a Condition for Appointment/Award of the Bid.</p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>
<p>This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be registered on the CSD National Treasury site prior to appointment/award of the bid.</p>		

**36.1.30**

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

Signature(s) of Bidder or assignee(s)

Date

Name of signing person (in block letters)

Capacity



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Are you duly authorized to sign this Bid?

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Name of Bidder (in block letters)

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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.....



**PART E**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER  
TO DEVELOP A COMPREHENSIVE LOCAL ECONOMIC DEVELOPMENT (LED)  
IMPLEMENTATION PLAN FOR THE DEPARTMENT OF COOPERATIVE  
GOVERNANCE AND TRADITIONAL AFFAIRS (COGTA)  
AS A KEY COMPONENT OF THE DISTRICT DEVELOPMENT MODEL (DDM)  
AND LOCAL GOVERNMENT'S ECONOMIC RECOVERY RESPONSE  
POST COVID-19**

## **1. PURPOSE OF ASSIGNMENT**

The purpose of these Terms of Reference (ToR) is to appoint a service provider to develop COGTA's local economic development (LED) implementation plan in the context of the roll out and institutionalisation of the District Development Model (DDM) and a comprehensive response for the local sphere of government to address the economic and related fiscal, governance and service delivery impacts of the global COVID-19 pandemic.

## **2. INTRODUCTION AND BACKGROUND**

### **2.1. Enabling legislation and policy documents**

The South African Constitution provides that a fundamental objective of local government is to promote social and economic development in municipalities (RSA, 1996). According to Sections 152 (c) and 153 (a) of the Constitution, local government must “promote social and economic development” and it must “structure and manage its administration, and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community”.

A range of key legislation and government policies have informed or contributed to the conceptualisation of LED including, the White Paper on Local Government (1998), Local Government: Municipal Systems Act (2000), National Development Plan (2012), Spatial Planning and Land Use Management Act (2013) and the Integrated Urban Development Framework (2016).

Furthermore, the revised National Framework for LED (2018)<sup>1</sup> recognises the transformative potential of LED, especially in marginalised localities and economically distressed districts and cities, as the sector continues to endure challenges of systematically promoting inclusive economic development. Accordingly, the Framework is underpinned by the need to advance and deepen understanding of LED and its function in national and regional economic development and growth in South Africa and emphasises the importance of the unique characteristics of localities, an innovative approach to development, a local government-led process, multi-stakeholder driven process, and an outcome-based approach in progressive partnerships. The Framework recognises that by 2011, South Africa had developed cases of good LED practices in various areas in terms of actual programme and project implementation, including the informal economy; collaboration with the private sector; cooperative development; small town regeneration; alternative

financing models; small-scale and community-based projects; and catalytic economic development programmes.

In noting the progress made since the implementation of the 2006–2011 National Framework for LED, Wekwete (2014) asserts that South Africa is regarded as one of the leading countries in the field of LED in Southern Africa.<sup>2</sup> Nonetheless, the overall assessment of LED implementation indicates that, although there are pockets of good practices, the country must still deepen its LED effort on and build on previous gains and lessons learned. The Framework appreciates the main residual challenges facing LED implementation as, among others:

- A lack of a shared conceptual understanding of what LED is;
- A lack of integration of sector plans as part of LED planning and implementation;
- Limited funding and financing for municipal LED programmes;
- A lack of a differentiated approach in LED implementation;
- An uncoordinated project approach to developing local economies; and
- A skills deficit and human resource challenges.

## **2.2. National Framework for LED (2018)**

The National Framework for LED (2018) articulates the following **vision** for LED which was shaped after consultation with various stakeholders:

LED will seek to create competitive, sustainable, diverse, innovation-driven and inclusive local economies that are vibrant places in which to live, invest, work, innovate, maximise local opportunities, address local needs, and contribute to South Africa's national development objectives, including sustainable ways of utilising local resources and expand learning capabilities.

The vision is supported by the ensuing **definition** of LED, namely that:

LED is an adaptive and responsive process by which government, public sector entities, citizens, business and non-governmental sector partners work collectively to create better conditions for innovation-driven inclusive economic development that is characterised by knowledge transfer and competence building; employment generation; capacity development; investment attraction and retention; image enhancement and revenue

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<sup>2</sup> Wekwete, K. 2014. Local Government and Local Economic Development in Southern Africa. Paper prepared for the CLGF Regional Conference in Lilongwe, Malawi

generation in a local area in order to improve its economic future and the quality of life for all.

The implementation of the Framework is designed around **six core policy pillars** which are consistent with its vision. These pillars are the central themes for LED planning during the period 2018–2028. Accordingly, municipalities are encouraged to incorporate these pillars into their IDP and LED Strategies/Economic Development Masterplans. Seen as objectives, the pillars reflect the aims of much of government’s socio-economic policy agenda as well as the views of stakeholders during the process of consultation. By including these objectives, municipalities will align LED to national policy objectives and at the same time will set in motion processes to strengthen their local economies in line with the vision of this Framework.



The attainment of objectives or thrusts that are central to LED during 2018–2028 need to be driven by processes of support. In the research leading up to this Framework, five of these processes or “enablers” were identified. The enabling pillars are critical elements of this Framework and the potential for attaining the Framework’s vision for South Africa’s local economies will be severely compromised, if these enabling pillars are not considered. These enabling pillars are:

**i. Research, planning and strategy**

Research, planning and strategy highlight the importance of contextualising LED within intergovernmental planning and strategy instruments. Two factors underpin this from a municipal perspective. Firstly, LED is a constitutional imperative under which local government is mandated to focus not only on the provision of services but also on the planning and delivery of socio-

economic development. Secondly, LED is also a statutory requirement. Each municipality is a locus of development and is empowered and obliged in terms of the Municipal Systems Act to play its part in intergovernmental planning and cooperation. To this end, the national and

## **ii. Funding and finance**

The funding and financial processes of the LED Framework are intended to ensure that there is better targeting of investments for LED. LED funding sources include national sector support from government departments, the MIG, the Neighbourhood Development Partnership Grant (NDPG), the Integrated Urban Development Grant (IUDG), development finance institutions, local government's own revenue, the equitable share and donor funding. The fragmented sources of funding currently available are not enhancing the implementation of strategic LED projects. Better coordination and leveraging private sector and state-owned enterprise resources is encouraged.

## **iii. Organisational and institutional arrangements**

There is a plethora of government and non-governmental organisations as well as private sector organisations, which are active in LED. However, there still exists confusion about the respective roles and responsibilities regarding strategy and implementation among the following various players, that is the three spheres of government; public entities (e.g. science councils, SOEs, universities, agencies, etc.); and businesses, communities and non-governmental organisations.

## **iv. HR and capacity development**

The assessment of LED strategies creates an impression that too many municipalities have limited human capacity to drive LED. Working closely with institutions of higher learning, the SALGA and the DST, the DCoG will set in motion a process of supporting local governments to build their institutional capacities for a more innovation-driven LED planning.

## **v. Monitoring, evaluation and knowledge management**

The DCoG will work closely with identified stakeholders to monitor and evaluate the implementation of this Framework. At a provincial level, the provincial Departments of Cooperative Governance and Traditional Affairs (and Economic Development where applicable) will lead and manage the processes of monitoring and evaluation. Two functions are required. The first is to monitor and assess the implementation of this Framework at the provincial level. The second is based on the observation that many municipalities need support in the monitoring and evaluation of their LED strategies/economic development plans.

The National LED Framework recognises that national economic growth does not equally impact all local economies. To successfully address the underperformance of our local economies requires a better appreciation of the industrial structure of the local economies. This observation

summarises key systemic challenges which continue to prevent the development and growth of local economies.

It is evident that more could be achieved through the DDM approach where different government interventions could be better coordinated and organised to strengthen desired outcomes and impacts at the local government sphere. In this instance, directed interventions that effectively respond to increasing levels of unemployment, poverty and inequality and economic development opportunities accentuated by the COVID-19 pandemic.

### **2.3. The District Development Model**

The 6<sup>th</sup> Administration is focusing on building a coherent State that can enable inclusive economic growth, spatial transformation, strategic infrastructure investment and reliable service delivery for all citizens and communities.

In this vein, the District Development Model (DDM) was adopted by cabinet on the 21<sup>st</sup> August 2019. As part of the cabinet adoption, it was agreed that the DDM will be piloted in two district and one metropolitan development spaces. The district/metropolitan focus emanating from the Cabinet Lekgotla has a bearing on the Department of Cooperative Governance's mandate which includes a district (and metro) based approach to speed up delivery ensuring that municipalities are properly supported and adequately resourced. In giving effect to the vision of Joined-Up government positively impacting lives at local level, the DDM is premised on institutionalising a programmatic approach to IGR having four (4) key strategic objectives:

- i)** To improve integrated planning across government through the design and implementation of Single Plans for the 52 geographic spaces or IGR Impact Zones.
- ii)** To enable streamlined and effective Local Government capacity building by consolidating and strategically coordinating capacity building initiatives and programmes at district level.
- iii)** To ensure that municipalities are enabled to perform their mandated functions and duties effectively and efficiently by mobilizing and making available expertise, key skilled personnel and systems that can be shared between district and local municipalities as needed.
- iv)** To monitor the effectiveness of government and the spatial and developmental impact on communities in the 52 IGR Impact Zones.



**These above DDM objectives are to be realised through:**

An emphasis on the District/Metropolitan spaces as the appropriate scale and arena for intergovernmental planning and coordination.

A focus on the 44 Districts and eight (8) Metros as developmental spaces or IGR Impact Zones that will be strategic alignment platforms for all three spheres of government and social compacting with communities, private sector and other non-government stakeholders.

Producing a Spatially Integrated Single Government Plan (One Plan - as an Intergovernmental Compact) for each of these spaces that guides and directs all strategic investment spending and project delivery across government and forms the basis for accountability through appropriate monitoring and evaluation mechanisms.

Reinforcing an outcomes-based IGR system where there is a systematic IGR programme and process associated with the formulation and implementation of a single government plan. This signifies a shift from highly negotiated Alignment of Plans to a regulated cooperative governance One Plan.

**Taking development to our communities as key beneficiaries of what government does, and where they have a stake.**

**3. PROBLEM STATEMENT**

LED in South Africa is concerned with creating robust and inclusive local economies that exploit local opportunities, address local needs and contribute to national development objectives such as economic growth and poverty eradication. The challenge of LED in South Africa is that most local municipalities do not have adequate economic growth strategies in place that are implementable and therefore are unable to address poverty and unemployment (Meyer 2014)<sup>3</sup>. Nonetheless, the disruptive global COVID-19 pandemic has induced an unprecedented crisis affecting practically all facets of “normal” life with severe economic, health and social impacts in the short-, medium- and long-term.

<sup>3</sup> Meyer, D.F. 2014. Local Economic Development (LED) challenges and solutions: The case of the Northern Free State Region, South Africa. *Mediterranean Journal of Social Sciences*, 5(16).

### **3.1. Economic Context**

The Stats SA Business Survey<sup>4</sup> released on the 21<sup>st</sup> April 2020 aimed at providing close to real-time economic insight into the impact of the COVID-19 pandemic indicated that:

The COVID-19 pandemic has created profound disruptions to our economy and society. Many South African industries are experiencing an adverse impact from the pandemic, which is consistent with other countries fighting the disease. In its response to the crisis, the South African government has (from 27 March 2020) placed the country under a national lockdown to reduce the spread of the virus, resulting in the closure of many businesses. The businesses affected by the national lockdown are those that are not regarded as providing essential services. These industries include, amongst others, those reliant on the movement of goods (supply chain disruptions), the telecommunications sector, selected mining activities due to a decrease in demand for minerals, accommodation and tourism due to travel bans, construction, transport, and various services.

The report further highlights the following key results of the survey:

- Majority of businesses (85,4%) reported turnover below normal;
- 46,4% indicated temporary closure or paused trading activity;
- 50,4% expected their workforce size to stay the same & 36,8% reported to decrease in two weeks after survey;
- 28,3% indicated their workforce has decreased working hours and 19,6% reported laying off staff in the short term;
- 19,1% indicated that prices of materials, goods or services purchased increased more than normal;
- 38,2% of businesses applying for financial assistance reported that they would use government relief schemes;
- 30,6% indicated they can survive less than a month without any turnover, while 54,0% can survive between 1 and 3 months.

### **3.2. COVID-19 Pandemic**

Market trends and other economic data confirm that the coronavirus (COVID-19) pandemic now poses “a clear and present danger” to the South African economy. the ripple effects from the

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<sup>4</sup> <http://www.statssa.gov.za/publications/Report-00-80-01/Report-00-80-01April2020.pdf>

economic dislocation elsewhere and the immense volatility in financial markets have already reached South African shores, coinciding with the risk of widespread contamination from COVID-19 in the country remaining high. South Africa is currently experiencing a decline in exports, a drop in tourist arrivals and a “severe impact” on production, business viability and job creation and retention.

Statistics South Africa have recently indicated that in South Africa, poverty rates have increased from 21,5% to 28%. The country’s Gross Domestic Product have contracted by 1, 4% in the fourth quarter of 2019. This followed a revised 0.8 % contraction in the third quarter. In addition to this, COVID-19 has induced business disruption in South Africa is vast. China is South Africa’s largest supplier of imports and biggest buyer of exports. Mobile phones, for example, are South Africa’s largest import category by value from China, with the latter supplying 85% of South Africa’s mobile phone imports. The disruption has been exacerbated by the lockdown that has been instituted in the whole country.

Worse still, the virus is expected to peak in winter, which means there may be partial lockdowns involving the elderly and the emerging middle class who are at times bread winners and run informal businesses to sustain their families. It is anticipated that most economies, including South Africa, will take up to three years or more to recover post COVID-19. Of immediate relevance is that the consequences of Covid-19 will be dire on local government for the following reasons:

- i)** Previous years of low growth because of various reasons have resulted in reduced tax revenues, which will worsen as households battle to pay taxes because of the impact of the pandemic on jobs. This means Treasury is going to reduce transfers to municipalities; and, secondly, the infrastructure programme will slow down and affect communities;
- ii)** Property rates and taxes account for about 20% of municipal revenues and these are going to be significantly affected as households and businesses battle. Already during the lockdown smaller businesses had difficulty paying their landlords;
- iii)** Revenues from the sale of electricity and water will be affected and, lastly;
- iv)** Municipalities that depend on a single economic sector such as mining, energy etc.; will be adversely affected.

When local government is strained, it means the delivery of services to households will be in jeopardy as, in some instances, job cuts may result and/or salary increases will be suspended. This implies a volatile municipal service sector. Of concern is the situation in the townships, informal settlements and rural areas where the black majority lives, with limited economic opportunities, and

communities that are already reeling from poverty and unemployment and the scourge of unemployed youth.

The COVID-19 pandemic will have the following socio-economic development impact in South Africa:

- i)** Given the positive correlation between population density and influenza mortalities, cities are likely to have greater mortality rates than rural areas. This is more so in South Africa given that the majority of the lower end working class stays in over-populated townships and informal settlements.
- ii)** The worrying factor is that the majority of people stay in under-developed areas and the quality and accessibility to healthcare facilities is limited.
- iii)** Low-income families are less likely to be protected with insurance than are higher-income families. Unfortunately, the majority of South Africans do not have this protection.
- iv)** The local quarantine measures that have been put in place, though necessary, are hurting businesses in the short run. It is estimated that 55 000 SMEs will not be able to open their doors after the lock down period. Closure of businesses will result in massive job losses. It is estimated that 43250 employees that work for these SMMEs will also be laid off.

As the critical engines for and of the national economy, South African municipalities are disproportionately exposed to the economic, political and social fallouts from COVID-19. The impact of the coronavirus is especially experienced in the areas of governance, finances and service delivery and as such, a holistic response is required to counter the economic and related impacts of COVID-19. In the post-COVID period, what is likely required is a combination of short-, medium- and long-term structural interventions to find alternative avenues to finance local development programmes and craft fiscal responses to stabilise local government finances and their sustainable framework for basic service delivery.

#### **4. SCOPE OF THE ASSIGNMENT**

**4.1.** To circumvent the challenges highlighted above, COGTA needs to appoint a service provider to assist government to develop an implementation plan in accordance with the National LED Framework, with a view to advise on immediate, medium- and long-term LED measures to combat the negative impact of COVID-19 in South Africa, much so in light of a depressed economy and mounting unemployment and poverty.

**4.2.** The scope of this project will entail developing a National LED Framework implementation

plan that will leverage considerable financial resources available in the country to be able to tackle the current challenges, this requires a clear articulation of the actions, projects and regulatory reforms which will be required to ensure that all sectors of society can play a decisive and much needed role in the economic recovery of municipalities. This can be achieved through coordinated partnerships (through for instance social contracts between government, labour, business, etc.) for implementation.

**4.3.** This represents critical parts of the LED approach in addressing coordinated inclusive economic development and focused response to the COVID-19 crisis through the lens of the DDM. These include:

- Uplifting townships, informal settlements, rural communities and informal traders;
- Design and implement social and solidarity economic reforms in municipalities;
- Building a labour-intensive economy;
- Redesign fiscal relations and regulations environment;
- Create infrastructure financing that is developmental;
- Generate projects to support electricity supply for municipalities;
- Create a developmental agenda for local government;
- Create competitive economies that benefit local economies, SMMEs and cooperatives;
- Creative and productive agrarian reform that is inclusive;
- Building cohesive community through mining;
- Minimizing the effects of COVID-19 on the local construction industry;
- Social impact investing;
- Digital skills inclusion including government provided free wi-fi in some economic zones;
- Create direct value chain links with producers, manufacturers, suppliers (by-passing intermediaries where possible);
- Decent facilities (trading stands) for informal traders in taxi ranks, next to the road, etc.
- Promote bulk-buying through cooperatives.

**4.4.** The service provider will be required to engage in, amongst others, the following activities to be driven within the different spheres of Government as appropriate:

**a)** Prepare a National LED Framework implementation plan to fundamentally shift and change local government's responses within its developmental mandate as directed by the overall

DDM approach and One Plan. The approach must be forward looking and inclusive; have clear objectives and measures; and must generate strategic actions that can be executed in the short-, medium- and long-term.

b) The National LED Framework implementation plan should be developed taking, amongst others, the following principles and activities into consideration:

- Locate the local economic *initiatives within the DDM approach* and leverage progressive government initiatives;
- Integrate advice from National COVID-19 Command Council into the National LED Framework implementation plan that also combat the *impact of COVID-19 while growing local economies*;
- Provide an integrated framework for mapping of local, district, metropolitan and provincial economies and LED strategies and programmes;
- Prepare a skills development transfer framework working with, where necessary, with relevant institutions locally, and national research institutions, and international development partners for knowledge management and dispersion;
- Propose LED programs in municipalities within the context of the DDM approach including the identification of *local community-based LED initiatives* such as potential enterprise development opportunities and supplier development partnerships;
- Develop a framework for the identification, participation and roles of key LED stakeholders;
- Develop a LED monitoring and evaluation framework;
- Review COGTA's founding regulatory and policy framework and emerging developments in the LED sector;
- Review LED institutional structures and systems within the context of the District Development Model (DDM) and advise on change management practices, required expertise and staffing of the National and Provincial COGTA and municipal LED offices;
- Advise COGTA National office on LED good practices and propose measures to adapt them to the District context;
- Engage Provincial COGTAs and Departments of Economic Development on the implementation plan.

c) Cross cutting activities should include:

- Strategic partnerships with local HEIs, TVETs, Community Colleges, agricultural, construction and mining associations, NGOs/CBOs and other organisations for skills

development;

- The National LED Framework implementation plan to focus on *vulnerable households* and the reality of the South African socio-economic landscape, including townships and rural economies;
- Integration of *women, youth, people with disabilities and other vulnerable groups* in LED programmes;
- Linkages between the formal and informal economies; and
- Monitoring and evaluation at all levels.

## **5. SKILLS, COMPETENCIES AND KNOWLEDGE REQUIREMENTS**

Bidders must provide demonstrable capacity consisting of a team of experts with appropriate skills and experience in at least the following areas:

- 5.1. Advanced public policy analysis and development.
- 5.2. Public finance and development economics.
- 5.3. Local economic development including small business development.
- 5.4. Advanced quantitative and qualitative research.
- 5.5. Programme and project management.
- 5.6. Stakeholder management.
- 5.7. Training, skills development, capacity building and change management.
- 5.8. Knowledge and understanding of public sector and local government legislation and policy insofar as it pertains to local economic development.

## **6. TIMEFRAMES**

6.1. The successful bidder will need to complete the National LED Framework implementation plan as per the agreed milestones in the SLA and to also contribute to the development of the One Plans in the pilot districts of OR Tambo and Waterberg. The draft One Plans are due by 15 January 2021 and the final gazetted One Plan ready for sign-off and adoption by all three spheres of Government by 31 March 2021. The LED service provider will be expected to interface and collaborate with the service providers appointed for the pilot district One Plans. To this end, please see below for high level time frames:

- Draft LED implementation plan and feedback sessions with stakeholders by 08 January 2021.
- Integrate the final LED implementation plans into the pilot district one plans by 12 February 2021.

- 6.2.** The project will commence upon date of signing of the Service Level Agreement (SLA) between the DBSA and the successful bidder/ service provider.

## **7. PERFORMANCE MEASUREMENT/ REPORTING**

To facilitate the performance of Service Providers and monitor their scope of work, the DBSA will:

- 7.1.** Enter into a Service Level Agreement (SLA) that will govern the relationship between DBSA and the service provider. The SLA will include project activities that will address each of the approved project deliverables.
- 7.2.** Establish a Project Steering Committee to manage, monitor and oversee the project deliverables. This committee will ensure that:
- a)** Services are rendered timeously;
  - b)** Timeframes as far as possible are not extended;
  - c)** Will render a quality assurance function; and
  - d)** Will ensure that additional costs are not incurred unnecessarily.
- 7.3.** Ensure that the Service Provider table progress reports for each deliverable contained in the approved project implementation plan and in terms of the SLA.
- 7.4.** Monitor the payment schedule that will be attached to the SLA. Payments will therefore only be approved and processed based on the achievement of deliverables as per the approved project plan.



## 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:

ID	SCOPE OF WORK / KEY DELIVERABLE(S)	RATE	DURATION (Maximum anticipated hours)	TOTAL FEE's
	Resource 1: <b>PROJECT MANAGER</b>		576	
	Resource 2: <b>PUBLIC POLICY EXPERT</b>		240	
	Resource 3: <b>PUBLIC FINANCE EXPERT/ DEVELOPMENT ECONOMIST</b>		240	
	Resource 4: <b>LOCAL ECONOMIC DEVELOPMENT EXPERT</b>		384	
	Resource 5: <b>SENIOR RESEARCHER</b>		384	
	Resource 6: <b>STAKEHOLDER AND CHANGE MANAGEMENT EXPERT</b>		384	
<b>SUB-TOTAL OF PROPOSED FEES (EXCL. VAT)</b>				
<b>VAT @15%</b>				
<b>TOTAL PROPOSED FEE (INCLUSIVE OF VAT)</b>				

\*\*\*\*\* rates/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 **RFP151/ 2020**

**SIGNED ON BEHALF OF TENDERER:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Annexure B

### SBD 4

#### DECLARATION OF INTEREST

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

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

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

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

2.2 Identity Number:  
.....

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

2.4 Company Registration Number:  
.....

2.5 Tax Reference Number:  
.....

2.6 VAT Registration Number: .....

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

<sup>1</sup>"State" means –

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

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person  
connected to the bidder is employed : .....

Position occupied in the state institution: .....

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

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

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

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

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

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

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

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

2.9.1 If so, furnish particulars.  
.....  
.....

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.**

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal Number

**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

## Annexure C

### SBD 6.1

#### 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

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

#### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:

- (e) Price; and
- (f) B-BBEE Status Level of Contributor.

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

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

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

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

## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

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

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

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

Where

$P_s$  = Points scored for price of bid under consideration

Pt = Price of bid under consideration  
Pmin = Price of lowest acceptable bid

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

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

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

#### 5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor:.. = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

#### 7. SUB-CONTRACTING

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



**(Tick applicable box)**

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

7.1.1 If yes, indicate:

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

**(Tick applicable box)**

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

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

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

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

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

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

**8.8** I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been

- applied; and  
(e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE:.....

ADDRESS.....  
.....  
.....

## Annexure D

### SBD 8

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

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

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

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

**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**

## Annexure E

### SBD 9

#### CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

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

(Name of Bidder)

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

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**SBD 9**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
SignatureDate

.....  
Position Name of Bidder

## **Annexure F**

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

## **Annexure G**

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

## **Annexure H**

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

## **Annexure I**

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

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

## Annexure J

### [General Conditions of Contract]

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

**PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL 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:

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

## Annexure K

### Tax Compliant Status and CSD Registration Requirements

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

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

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

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