

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED	
BID NUMBER:	RFQ031/2022
RFQ ISSUE DATE:	12 May 2022
CLOSING DATE AND TIME:	26 MAY 2022 @ 23H55
RFQ VALIDITY PERIOD	90 DAYS
DESCRIPTION	Procurement of a Lender's Technical Advisor's (LTA's) services for Phase 1: pre-financial close activities for the Social Housing Programme (SHP) to be financed by the Infrastructure Fund (IF) for Project 1 – KwaZulu Natal
BID SUBMISSIONS ELECTRONICALLY	<ol style="list-style-type: none"> 1. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to VusiSCM@dbsa.org – ONLY 2. No – Tender Submission Link requests will be accepted after 16h00 on the 23 May 2022. Any requests after the stipulated date and time will be disregarded. 3. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically. 4. Bidders who have received submission Links that have errors, will be provided with new Links for use.
TENDER TECHNICAL AND GENERAL QUERIES	E-mail address: VusiSCM@dbsa.org
COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS	E-mail address: scmqueries@dbsa.org

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

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

regarding their response to this RFQ. All responses must be submitted to the above-mentioned address at the time specified.



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

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

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		ORIGINAL B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[AN ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS PLEASE COMPLETE AS PER SECTION 3 OF THE TERMS AND CONDITIONS BELOW					

TERMS AND CONDITIONS FOR BIDDING

1. RFQ SUBMISSION

- 1.1. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
- 1.5. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
- 1.6. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
- 1.7. IF THE BIDDER'S SUBMISSION OF A QUOTATION IS SUCCESSFUL, THE DBSA SHALL APPOINT THE BIDDER TO EXECUTE OR PROVIDE THE REQUIRED SERVICES OR GOODS. WHERE NO FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE SUCCESSFUL BIDDER, THE DBSA SHALL PLACE A PURCHASE ORDER WITH THE BIDDER AND THE AFORESAID GENERAL CONDITIONS OF CONTRACT SHALL APPLY TO ANY SUBSEQUENT PURCHASE ORDER. IN THE EVENT THAT A FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE BIDDER, THE PARTIES SHALL EXECUTE A SERVICE CONTRACT AND THEREAFTER THE DBSA SHALL PLACE A PURCHASE ORDER.
- 1.8. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.
- 1.9. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
- 1.10. ANY BIDDER WHO HAS REASONS TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON ANY SPECIFIC BRAND MUST INFORM DBSA IN WRITING BEFORE THE RFQ CLOSING DATE. IT SHOULD HOWEVER, BE NOTED THAT DBSA RESERVES THE RIGHT TO ISSUE BRAND SPECIFIC SPECIFICATIONS "EQUIVALENT" / REQUIREMENTS TENDER.
- 1.11. BIDDERS ARE REQUIRED TO COMPLETE ANNEXURE B FOR ALL PRICE QUOTATIONS EXCEEDING THE VALUE OF R30 000 (VAT INCLUDED) AND ATTACH TO THE FUNCTIONAL/TECHNICAL PROPOSAL WHERE THE TENDERING PROCESS WILL USE A ONE ENVELOPE SYSTEM.
- 1.12. BIDDERS ARE ALSO REQUIRED TO COMPLETE AND SIGN ALL DECLARATIONS AS PART OF THE RFQ

DOCUMENTATION PACK THE STANDARD BIDDING DOCUMENTS (SBD) PRESCRIBED BY THE NATIONAL TREASURY ATTACHED AS ANNEXURE C.

1.13. THE SUCCESSFUL BIDDER WILL BE THE BIDDER THAT SCORES THE HIGHEST NUMBER OF POINTS IN THE PRICE AND PREFERENCE EVALUATION, UNLESS THE DBSA EXERCISES ITS RIGHT TO CANCEL THE RFP, IN LINE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1.14. ALL PRICES MUST BE QUOTED IN SOUTH AFRICAN RAND (ZAR)

1.15. THE COST OF MARKETING AND ADVERTISING, AND OTHER CHARGES MUST BE INCLUDED IN THE TOTAL PRICE QUOTED, IF THESE ITEMS ARE REQUESTED AS PART OF THE DBSA COST TEMPLATE / MODEL OF THIS RFQ. BIDDERS SHOULD UNDER NO CIRCUMSTANCES INCLUDE ANY ADDITIONAL COST ELEMENTS WHICH HAVE NOT SPECIFICALLY BEEN REQUESTED FOR AS PART OF THIS RFQ. IF ADDITIONAL ITEMS ARE SUGGESTED BY ANY BIDDER, THEN THESE ITEMS MUST BE SEPARATELY SPECIFIED WITH A CLEAR MOTIVATION OF WHY THESE ADDITIONAL ITEMS MAY BE REQUIRED. IT SHOULD ALSO BE FURTHER STATED WHETHER THE WORKABILITY OF THE SOLUTION PROPOSED IS DEPENDENT ON SUCH ADDITIONAL ITEMS OR NOT.

1.16. BIDDERS ARE ALSO REQUESTED TO SEPARATELY PROVIDE A DETAILED COST BREAKDOWN OF ALL ITEMS TO BE PROVIDED AS PART OF THEIR RESPONSE TO THIS RFQ, WHICH CLEARLY DEPICTS THE ITEM DESCRIPTION (BRAND NAME, PRODUCT CODE) AND ASSOCIATED QUANTITIES. FAILURE TO PROVIDE THIS INFORMATION WILL INVALIDATE THE RFQ RESPONSE ON THE BASIS OF INCOMPLETENESS. THE TOTAL COST OF THE RFQ RESPONSE BASED ON THE DBSA COST TEMPLATE / MODEL SHOULD EXACTLY MATCH THE TOTAL COST OF THE DETAILED COST BREAKDOWN. IN THE EVENT OF ANY DISCREPANCIES, THEN THE HIGHER AMOUNT OF THE 2 DOCUMENTS WILL BE USED AS BASIS FOR THE PRICE EVALUATIONS OF THIS RFQ RESPONSE.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 2.8 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.1. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

4. COMPLIANCE REQUIREMENTS

- 4.1 All BIDDER MUST SUBMIT THEIR ORIGINAL AND VALID BBBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY OR ORIGINAL SWORN AFFIDAVIT THEREOF, SUBSTANTIATING THEIR BBBEE STATUS.
- 4.2 THE SUBMISSION OF SUCH CERTIFICATES MUST COMPLY WITH THE REQUIREMENTS OF INSTRUCTIONS AND GUIDELINES ISSUED BY THE NATIONAL TREASURY AND MUST BE IN ACCORDANCE WITH THE APPLICABLE NOTICES PUBLISHED BY THE DEPARTMENT OF TRADE AND INDUSTRY IN THE GOVERNMENT GAZETTE.

5. PRE-QUALIFICATION CRITERIA

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

i. **ADHERENCE IN SUBMITTING TENDER AS TWO STAGE FOLDERS:**

FOLDER 1 – PREQUALIFYING AND FUNCTIONALITY PROPOSAL

FOLDER 2 - PRICE PROPOSAL ONLY (ANNEXURE B)

6. FUNCTIONAL EVALUATION

DETAILED IN ANNEXURE A - SECTION 7

7. PRICE AND PREFERENCE EVALUATION

- ~~7.1 THIS RFQ WILL BE EVALUATED IN TERMS OF THE 80/20 PREFERENCE POINT SYSTEM PRESCRIBED BY THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 AS AMENDED. THE ALLOCATION OF POINTS WILL BE AS FOLLOWS:~~

_____ PRICE _____	80
_____ BEE _____	20
_____ TOTAL _____	100 POINTS

8. ORAL PRESENTATIONS

- 8.1 BIDDERS WHO SUBMIT BIDS IN RESPONSE TO THIS RFQ MAY BE REQUIRED TO GIVE AN ORAL PRESENTATION, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, A MARKETING PROPOSAL DEMONSTRATION OF THEIR PROPOSAL TO DBSA. THIS PROVIDES AN OPPORTUNITY FOR THE BIDDER TO CLARIFY OR ELABORATE ON THEIR PROPOSAL. THIS IS A FACT FINDING AND EXPLANATION SESSION ONLY AND DOES NOT INCLUDE NEGOTIATION. DBSA SHALL SCHEDULE THE TIME AND LOCATION OF THESE PRESENTATIONS.
- 8.2 ORAL PRESENTATIONS ARE AN OPTION OF DBSA AND MAY OR MAY NOT BE CONDUCTED. IF SUCH

PRESENTATIONS OR PRODUCT DEMONSTRATIONS ARE REQUIRED, THEN THE COST TO SET UP THESE SESSIONS WILL BE BORNE BY THE BIDDER. IT SHOULD ALSO BE NOTED THAT WHERE A BIDDER CAN ONLY FACILITATE SUCH PRESENTATION AND DEMONSTRATION SESSIONS ABROAD OR EVEN BEYOND THE PROVINCIAL BORDERS OF GAUTENG, THEN ANY ASSOCIATED SUBSISTENCE AND TRAVELING COST OF THE DBSA BID EVALUATION TEAM, WILL BE FOR THE ACCOUNT OF THE BIDDER.

9. REASONS FOR DISQUALIFICATION

9.1 DBSA RESERVES THE RIGHT TO DISQUALIFY ANY BIDDER WHICH DOES ANY ONE OR MORE OF THE FOLLOWING:

- 9.1.1 BIDDERS WHO SUBMITTED INCOMPLETE INFORMATION AND DOCUMENTATION ACCORDING TO THE REQUIREMENTS OF THIS RFQ;
- 9.1.2 BIDDERS WHO SUBMITTED INFORMATION THAT IS FRAUDULENT, FACTUALLY UNTRUE OR INACCURATE, FOR EXAMPLE MEMBERSHIPS THAT DO NOT EXIST, BEE CREDENTIALS, EXPERIENCE, ETC.;
- 9.1.3 BIDDERS WHO RECEIVED INFORMATION NOT AVAILABLE TO OTHER VENDORS THROUGH FRAUDULENT MEANS; AND/OR
- 9.1.4 BIDDERS WHO DO NOT COMPLY WITH ANY OTHER *REQUIREMENTS* AS STIPULATED IN THIS RFQ DOCUMENT.
- 9.1.5 BIDDERS WHO SUBMIT RESPONSE AFTER THE STIPULATED SUBMISSION DATE AND TIME.

10. RIGHT TO CANCEL

DBSA RESERVES THE RIGHT TO CANCEL OR REJECT ANY QUOTE AND NOT TO AWARD THE RFQ TO THE LOWEST BIDDER OR AWARD PARTS OF THE RFQ TO DIFFERENT BIDDERS, OR NOT TO AWARD THE RFQ AT ALL.

11. DECLARATION BY BIDDER

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

- i. I HAVE READ, UNDERSTOOD AND UNCONDITIONALLY ACCEPT THE CONDITIONS OF THIS RFQ.
- ii. I HAVE SUPPLIED THE REQUIRED INFORMATION AND THE INFORMATION SUBMITTED AS PART OF THIS RFQ IS TRUE AND CORRECT.

.....

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

DBSA TERMS OF REFERENCE (TOR)

**Lender's Technical Advisor's (LTA's): SOCIAL
HOUSING PROGRAMME- KwaZulu Natal**

1. BACKGROUND

The Social Housing Programme (**SHP**) is a R144 billion national human settlements initiative aiming to address the national social housing backlogs estimated at 320 000 social housing units (**SHUs**), for approximately 960 000 occupants. Social housing is defined as a rental or co-operative housing option for low-to-medium income households earning between R1 500 to R15 000 per month. The programme is implemented at a level of scale and built form which requires institutionalised management. In other words, social housing excludes individual ownership by residents, including deferred ownership arrangements such as 'rent to buy'.

The primary objectives of the SHP are to:

- Provide residential accommodation for low-to-medium income households;
- Promote urban restructuring through the social, spatial, and economic integration of housing developments into existing areas;
- Facilitate the provision of integrated bulk services and human settlements;
- Revitalise urban areas to integrate, empower and uplift poor communities;
- Promote the establishment of well-managed, quality rental housing options for the poor;
- Promote a safe, harmonious, and socially responsible environment for the project and urban environment;
- Secure tenure for the residents of projects;
- Foster the creation of quality living environments for low to moderate income earners;
- Provide clean, healthy and safe environments within close proximity to services;
- Develop transport routes, clinics, schools, and economic opportunities; and
- Promote community development and integration.

The SHP aims to improve the functioning of the human settlements sector by contributing to the range of housing options that are available to the poor. There are various housing delivery options including subsidised housing, private market rentals, gap market housing and private ownership. However, the beneficiaries of the SHP are not eligible for these options.

The developmental costs of SHUs are funded up to 70 per cent (%) by the Department of Human Settlements (**DHS**) through the Consolidated Capital Grant (**CCG**) that is being administered by the Social Housing Regulatory Authority (**SHRA**). The Social Housing Institutions (**SHIs**) and Other Delivery Agents (**ODAs**) are the entities responsible for building

and operating the SHUs. They are required to raise up to 30% of the construction costs through debt and/or equity.

Most of the SHIs and ODAs are new or emerging cooperatives/companies with minimal or no SHUs development track record. This is resulting in private investors, in particular commercial banks participating less in providing equity or debt financing to the SHIs and ODAs. This, coupled with fiscal constraints on the CCG has slowed down the financing and implementation of the SHP.

2. OBJECTIVES OF THE TERMS OF REFERENCE

Given the low socio-economic profile of social housing sector and the need to accelerate the delivery of the SHUs and stimulate private sector investment, the DHS, SHRA and Infrastructure Fund (**IF** – a ring-fenced division of the Development Bank of Southern Africa-**DBSA**, from herein defined as “**the IF or Lender**”) are in a long-term partnership for the development and financing of the SHP. The partners applied to the National Treasury (**NT**) for fiscal support to the tune of R305 million through the Budget Facility for Infrastructure¹ (**BFI**).

Initially, this funding request aimed at enabling the IF to develop a bridging facility (short-term loan) for the six (6) SHIs and ODAs to accelerate and facilitate financial close for the 6 greenfield social housing projects in four (4) provinces. The project information has since changed as 2 of the projects received debt funding from other financiers. The revised project information is summarised in **Table 1**. The projects are anticipated to deliver 2 804 SHUs at an estimated capital cost of R1.1 billion.

Table 1: Greenfield Social Housing Projects (2021 BFI)

No.	Project Name	Estimated Project Cost (R'000)	Location	Units
1	Project 1	387,471	KwaZulu-Natal:	1,056
2	Project 2	98,889	Gauteng	201
3	Project 3	193,347	Mpumalanga	492
4	Project 4	453 442	Western Cape	1 055
TOTAL		1,133,149		2,804

¹ Budget Facility for Infrastructure is reform to the budget process that establishes structures, procedures, and criteria for committing fiscal resources to public infrastructure spending. It is the process through which the Infrastructure Fund unlocks government's funding support for attracting private financing or investment.

The NT approved the funding request for R305 million for the structuring of the bridging facility for the 6 projects. The IF is currently conducting a due diligence exercise for potential debt funding for 4 projects as summarised in Table 1 above in South Africa. The IF will lend the allocated funding to the SHIs and/or ODAs and will be providing a short-term bridging financing for the development, construction and operation of the 4 projects. The IF will enter into 4 separate facility agreements with each individual project company or institution, however, envisages for the bridge facility to be in place for 4 years, which covers both the construction period and part of the operation period. The intention is for the loan to be either repaid or refinanced within 2 years of commercial operation.

The SHIs and ODAs are expected to enter into construction contracts and operation and maintenance (**O&M**) contracts with various contractors (**Contractors**) for the construction and operational management of the SHUs. The Contractors are appointed and managed by the SHIs and ODAs.

The Lender is seeking proposals from experienced Lender's Technical Advisors (**LTAs**) who are experienced consulting firms to provide customary services in connection with the technical due diligence for each of the 4 projects pertaining to: phase 1: pre-financial close due diligence – 2022/23.

3. DETAILED SCOPE OF WORK

The scope of work to be undertaken by the LTA is described below.

3.1. Phase 1: Pre-financial close due diligence

3.1.1 Design Reviews – The LTA shall:

- 3.1.1.1** Comment on the planning documents of the projects such as the feasibility and market demand studies prepared by the project sponsors or their consultants;
- 3.1.1.2** Review and comment on all key documents required by the SHRA as part of the Consolidated Capital Grant (CCG) Agreement:
 - i. CCG Certification, where applicable, and all related resolutions by the grant recipients;
 - ii. Approved business and project specific plans;

- iii. Independent market analysis reports;
 - iv. Technical inputs into the financial model;
 - v. Project Procurement Strategy to determine alignment with project plans and milestones;
 - vi. Project development schedule;
 - vii. Land ownership documents;
 - viii. Town planning approvals and land use development rights;
 - ix. Approved site development and building plans;
 - x. National Housing Builders Registration Council's (**NHBRC**) approvals or exemptions;
 - xi. Environmental authorisations or exemptions and approved environmental management plans (**EMPs**), where applicable;
 - xii. Confirmation of connector bulk services infrastructure;
 - xiii. Construction and O&M agreements;
 - xiv. Project costs, cash-flow and timelines (draw down schedule); and
 - xv. Any documents traditionally forming part of LTA's scope.
- 3.1.1.3 Comment on the overall technical feasibility of the projects including but not limited to the credibility of planning data, track record of the project owners and Contractors and approval processes for the construction of the projects and site suitability;
- 3.1.1.4 Duly review the design and construction arrangements and technical aspects of the projects' contracts, including compliance with the purpose of the SHP and its objectives;
- 3.1.1.5 Review the conceptual designs of the projects as described in the projects' documentation, including the detailed design documents developed by the Contractors. The projects' design reviews shall encompass and without limitation, the functioning and reliability of all on site facilities to ensure compliance with good engineering practices and industry norms and standards;
- 3.1.1.6 Review the relevant contracts, agreements and other documents for technical consistency;
- 3.1.1.7 Comment on and highlight any inconsistencies that may negatively impact on the technical performance of the projects. Therefore, the LTA may propose enhancements to the project documents for the efficient implementation and operation of the projects;

- 3.1.1.8 Review the Contractors' scope of work and associated costing and pricing methodologies;
- 3.1.1.9 Assess the appropriateness and completeness of all contracts and benchmark the contract provisions with standard market norms;
- 3.1.1.10 Prepare a reasonable cost estimate of project cost overruns that will not be covered by the liquidated damages provision of the construction contract and provide an estimate of O&M cost reserves to be set aside during the operation period;
- 3.1.1.11 Review the adequacy and appropriateness of the construction and O&M security package (including the liability cap) that underpins the performance of the contractors' obligations towards meeting the requirements of the contracts (e.g., sufficiency of liquidated damages to cover fixed costs and rectification costs; defects liability periods and terms, etc);
- 3.1.1.12 Provide comments on the operating risks of the projects given the selected construction methods and technologies;
- 3.1.1.13 Assess the risk of supply and availability of resources for the proposed construction programme and / or construction costs (bearing in mind that these are risks being borne by the construction contractor);
- 3.1.1.14 Assess the quality of the proposed materials and how this could affect the maintenance reserve account;
- 3.1.1.15 Attend selected drafting meetings for the contractors;
- 3.1.1.16 Review and comment on the ability and viability of the SHIs and ODAs to terminate and replace the Contractor in the event of a default under the construction contract, provide a list of suitable replacement contractors available in the local market to potentially take on the construction contract and provide an estimate of the time and cost required to replace the contractors;
- 3.1.1.17 Assess the ability of the contractors to deliver the projects within budget and time, taking into account its experience and expertise;
- 3.1.1.18 Opine on the programme of the project and comment on whether it is realistic, achievable and that the scheduled service commencement date can be met;
- 3.1.1.19 Monitor and ensure compliance and consistency of the proposed construction solution with the required specification;
- 3.1.1.20 Verify the completion or achievement of all conditions of precedents (**CPs**);
and

- 3.1.1.21 Develop and present the pre-financial close due diligence report to the lender and might be requested to present the report to other project stakeholders, as and when required by the lender.

3.2. Deliverables

Phases	Deliverable(s)
Phase 1: 2022/23	<ol style="list-style-type: none">1. Project and programme assurance framework.2. Draft project due diligence report for each project, including a comprehensive technical risk assessment, technical gap assessment and minimum inclusion in building contract (JBCC) for contract management during the construction phase per project.3. Associated presentations (documents and delivery) related to the above.4. Final project due diligence report for each project after consultation with the lender.

4. EXPERTISE AND EXPERIENCE

The LTA must have expertise and experience in the following areas:

- Lender Technical Advisory in the social housing sector;
- Construction design, implementation and management;
- Project and cost management;
- Planning, monitoring and evaluation;
- Project finance; and
- Stakeholder engagement and management.

5. QUALIFICATIONS AND EDUCATION

- The relevant qualifications for the individuals affiliated to LTA firms is at least a postgraduate degree or its equivalent in engineering, construction management, project and contract, management or related built environment field;
- The Specialist LTA firms should have experience and credible track-record in providing LTA services and should specialise in engineering, construction management, project and contract, management or related built environment fields; and
- Both individuals and firms should have a minimum of ten (10) years of relevant experience in rendering LTA services for infrastructure projects. Previous and relevant experience in the social housing sector/ commercial property sector will be an added advantage.

6. MANAGEMENT OF THE LTA

The IF will appoint the LTA and manage its work and deliverables. The LTA will report to the Head: Infrastructure Finance and may from time to time be required to present and submit progress reports within stipulated timeframes. Successful bidders will be expected to confirm professional indemnity cover for the active duration of the instruction/s, once appointed.

7. DURATION

1 year covering the following periods:

- **Phase 1:** Pre-financial close due diligence - one year (2022/23).

8. RULES OF BIDDING, SUBMISSION REQUIREMENTS AND BID EVALUATION

Rules of Bidding

- i. The IF will enter into a contract with the successful LTA for the work set out in these ToR. The LTA must be a LTAs specialist company. Given the scope of this work, no consortium or a joint venture (JV) can participate in this bid;
- ii. The IF reserves the right to terminate this appointment or temporarily defer the work, or any part thereof. If the contract between IF and the LTA is terminated by either party due to reasons not attributable to the LTA, the LTA will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the LTA for the appropriate phase of the project during which the appointment was terminated;

- iii. The person or company procured for professional work on the projects shall remain on the projects unless permission is granted in writing by the IF to change the person or company. Such permission will only be granted in exceptional circumstances;
- iv. The LTA may not use any material or information derived from the provision of the services in terms of the contract for any purpose. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of this appointment shall vest with the IF;
- v. Any confidential information obtained by either party to this contract, or arising from the implementation of this contract, shall be treated as confidential by the party receiving it and shall not be used, divulged or permitted to be divulged to any person not being a party to this contract, without the prior written consent of the other party;
- vi. The costs of preparing proposals and negotiating the contract are not reimbursable;
- vii. The IF is not bound to accept any of the proposals submitted and reserves the right to negotiate the price with the preferred bidder;
- viii. The LTA and its affiliates are disqualified from doing any work or providing any services to any bidding consortium or members of such a consortium and/or the private party or to any eventual project that may result, directly or indirectly from these services;
- ix. LTAs are allowed to bid for more than one of the 4 projects
- x. The IF will not accept any late bid submissions and will return late bid submissions unopened. Bidders may not contact the IF or any participant on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any efforts by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, will result in rejection of the bid; and
- xi. The IF reserves the right to change any information in, or to issue an addendum to this document before the closing time. The IF and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right. Should the IF exercise its right to change information, it may seek amended responses from all bidders.

9. BID SUBMISSION REQUIREMENTS

The LTA, as part of its deliverables, will be required to present two proposals, which will include the following details:

A. The Technical Proposal

The proposal of the prospective LTA for the tender should include the **abridged CVs of individuals assigned by companies and profiles of the associated specialist LTA firms** containing the following information:

- Summary of description of qualifications of the assigned individuals and company profiles explaining suitability of the LTA for the assignment;
- Detailed experience in providing LTA services for similar or related infrastructure projects for assigned individuals and firms;
- Successful project/transaction list of at least 5 projects with a minimum value of R50 million for each project, showcasing the LTA's experience (please complete **Table 4** in the annexure section); and
- A one-page proposal outlining the process and plan with timeframes of conducting the required work and innovation proposal by the LTA in relation to value-for-money for the lender.

B. The Financial Proposal

Bidders are required to state their prices uniformly (please complete **Table 3**) to enable comparison with other bids. The scope of work for the LTA may include a site visits and travelling where necessary, so, bidders are advised to factor these costs in their prices. Where the travelling costs are significant, reimbursement will be considered outside the budget of the tender.

10. SUBMISSION OF BID INFORMATION

The bidders should **ONLY** submit electronic files (contained within a single folder named **LTA Proposal**, comprising three subfolders as specified below:

A. LTA CVs- individuals and/ or Company Profiles:

- 3 pages of the individual CVs with a description of relevant qualifications, employment or track-record history and suitability for the project;
- 2 pages company profiles detailing the company's LTA services experience and credible track-record;
- For both individuals and companies:
 - Detailed experience in socio-economic providing LTA services in the social housing industry or related infrastructure sectors;

- Successful project/transaction list of up to 5 projects with a minimum project value of R50 million, showcasing the LTA's relevant experience (please complete **Table 4** in the annexure section); and
- The certified copies of all relevant academic and professional qualifications or in case of companies, records of successful company work experience and recommendations should be included in the proposal.

B. LTA Plan:

- A one-page proposal outlining the process and plan with timeframes of conducting the required work; and
- Innovation proposal in relation to value-for-money for the lender.

C. Project References:

- Reference letters on relevant completed projects (current and/or past) confirming value and duration of projects; and
- Reference List indicating the names of at least 5 projects that are relevant to the assignment (**Complete Table 4**). Each project description should be no longer than 250 words.

11. EVALUATION PROCESS

The Evaluation Process for this tender will be as follows:

Phase 1 – Responsive evaluation (Section A & B);

Phase 2 – Functional evaluations criteria; and

Phase 3 – Pricing evaluations

The criteria to be used in the adjudication process will be in accordance with the DBSA procurement policy. Responses to this Request for Quotation (**RFQ**) will be evaluated according to the extent to which they are able to fulfil the requirements of the DBSA and weighted with particular emphasis on the areas stipulated in **Section 12**.

12. FUNCTIONAL EVALUATION CRITERIA

Table 2: Functional Evaluation

No	Evaluation Criteria	Scoring for whole element	Weight
1	A Lender's Technical Advisor with a Master's degree in engineering, construction management, project finance, project and contract management or related built environment field.	Master's Degree or above (NQF 9+): 20 points Post Grad / Honours Degree (NQF 8):14 points Degree/B-tech/National Diploma (NQF 7):10 points Diploma Advanced Certificate (NQF 6): 7 points Higher Certificate (NQF 5): 0 point	20
2.	A minimum of ten (10) years of relevant experience in rendering LTA services for infrastructure projects. Previous and relevant experience in the social housing sector will be an added advantage. 10 years' experience in construction design, implementation and management, project and cost management, planning, monitoring and evaluation and stakeholder engagement and management.	10 or more years: 55 points 10 years: 39 points 9 years: 27 points 8y ears: 19 points Anything below 8 years is 0 point	55
3.	Experience in leading Projects/Assignments in urban development and social housing or related infrastructure sectors Number of relevant projects (current and/or past); value and duration of projects; and contactable references. List up to 5 (minimum project value of R50 million) and reference letters.	>5 projects: 25 points 5 projects: 17.5 points 3-4 projects: 12 points 2 projects: 9 points 1 project: 0 point	25
TOTAL			100
MINIMUM THRESHOLD			70

All the bidders will be subjected to the same evaluation criteria and the bidders who achieved a score of 70 points and above from the functional evaluation will proceed to the pricing and shortlisting stage. A minimum threshold of 70 functionality points is required. Bids that do not meet this threshold will automatically be disqualified for further evaluation.

13. 12. FUNCTIONALITY AND PRICE EVALUATION

12.1. Bidders will first be evaluated for functionality as per the evaluation criteria tabulated below and only those who achieve the minimum qualifying score for functionality will have their bid submissions further evaluated for financial offer.

12.2. Only those bidders who achieve the minimum qualifying score of **70 points** for functionality **and** will have their bid submissions further evaluated for pricing.

12.3. All prices must be quoted in South African Rand (ZAR).

12.4. Bidders are requested to **separately provide** a detailed cost breakdown of all activities which are involved in executing the project as indicated in the project scope. Failure to provide this information will invalidate the RFP response on the basis of incompleteness.

12.5. The DBSA reserves the right to accept or not accept any proposed additional items/activities.

12.6. The DBSA reserves the right to award all four transactions to one or more suppliers.

13. ADDITIONAL CONDITIONS TO TENDER

- i. It is the intention of the DBSA to award one (1) RFQ per Service Provider, however the DBSA reserves the right to award more than one (1) RFQ per Service Provider, subject to the Value for Money, Risk Allocation and Risk Profile of the bidder.
- ii. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- iii. Where a bidder is ranked highest in more than one (1) RFQ, the offer of award will be informed by the best value for money principle and subject to point 1 above.
- iv. Where the next highest ranked bidder is being considered for an offer of award (based on the principle of One site per contractor), the DBSA reserves the right to negotiate with the next highest ranked bidder in hierarchical order, to ensure the value for money principle is not compromised.

14. RESERVATIONS

The DBSA expressly reserves the following rights:

To appoint more than one service provider.

To waive any or all irregularities in the proposals submitted.

To retain the right not to select any Service Provider.

15. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Information contained in this Request for Proposals is confidential and is the property of the DBSA. Similarly, the Bank shall hold all property rights such as copyrights, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

Annexure B

PRICING STRUCTURE

Only the bids qualifying from the functional evaluation will be evaluated for pricing. LTA bidders will be required to specify their rates, as well as a binding offer on percentage discounts offered on standard hourly and disbursement rates for the duration of their appointment to the IF. **Table 3** or an equivalent should be filled for this purpose.

Table 3: Pricing Schedule (Phase 1 only)

Cost Item	Normal hourly rate (R/hour)	Discounted hourly rate (R/hour)
Project and programme assurance framework.		
Draft project due diligence report for each project, including comprehensive technical risk assessment, technical gap assessment and minimum inclusion in building contract (JBCC) for contract management during the construction phase.		
Associated presentations (documents and delivery) related to the above.		
Final project due diligence report for each project after consultation with the lender.		
Other (please specify)		
SUB-TOTAL		
15% VAT		
Total		

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

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

.....

- 2.2 Identity Number:

.....

- 2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

- 2.4 Company Registration Number:

.....

- 2.5 Tax Reference Number:

.....

- 2.6 VAT Registration Number:

.....

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

¹ "State" means –

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

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder

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
the appropriate authority to undertake remunerative
work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid
document?

YES / NO

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors /
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

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

2.11.1 If so, furnish particulars:

.....

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

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

May 2011

Annexure D

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017 – N/A**

Annexure E

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

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

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1

CONTRACT FORM - PURCHASE OF GOODS/WORKS**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

-

Annexure F

SBD 8

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES –
N/A**

Annexure G

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION – N/A

Annexure H

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

Annexure I

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

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

Annexure J

Tax Compliant Status and CSD Registration Requirements

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

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

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

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