

## REQUEST FOR QUOTATION

<b>YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</b>	
<b>BID NUMBER:</b>	<b>RFQ039/2022</b>
<b>RFQ ISSUE DATE:</b>	<b>12 MAY 2022</b>
<b>CLOSING DATE AND TIME:</b>	<b>26 MAY 2022 @ 23H55</b>
<b>RFQ VALIDITY PERIOD</b>	<b>90 DAYS</b>
<b>DESCRIPTION</b>	<b>APPOINTMENT OF A LENDERS INSURANCE ADVISOR:  SOCIAL HOUSING PROGRAMME</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:tebogoSCM@dbsa.org">tebogoSCM@dbsa.org</a> – ONLY</li> <li>2. No – Tender Submission Link requests will be accepted after 16h00 on the 10 May 2022. 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>TENDER TECHNICAL AND GENERAL QUERIES</b>	<b>E-mail address:</b> <a href="mailto:tebogoscsm@dbsa.org">tebogoscsm@dbsa.org</a> and <a href="mailto:tebogoss2@dbsa.org">tebogoss2@dbsa.org</a>
<b>COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS</b>	<b>E-mail address:</b> <a href="mailto:scmqueries@dbsa.org">scmqueries@dbsa.org</a>

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](mailto: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
<b>[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]</b>					
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 <b>THE GOODS /SERVICES /WORKS OFFERED?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS PLEASE COMPLETE AS PER SECTION 3 OF THE TERMS AND CONDITIONS BELOW</b>					

## 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](http://WWW.SARS.GOV.ZA).

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

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

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

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

<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.8 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> 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.	
<b>4. COMPLIANCE REQUIREMENTS</b>	
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.	
<b>5. PRE-QUALIFICATION CRITERIA</b>	
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. <b>ADHERENCE IN SUBMITTING TENDER AS TWO STAGE FOLDERS:</b>	
FOLDER 1 – PREQUALIFYING AND FUNCTIONALITY PROPOSAL	
FOLDER 2 - PRICE PROPOSAL ONLY (ANNEXURE B)	
ii. <b>PROOF OF REGISTRATION WITH A RECOGNIZED PROFESSIONAL BODY/ INSTITUTION:</b>	
LIA MUST BE REGISTERED WITH THE FINANCIAL SECTOR CONDUCT AUTHORITY (FSCA) OR EQUIVALENT INTERNATIONAL AUTHORITY. THEY MUST HAVE DIRECT FSP NUMBER NOT BE A CAPTIVE FOR ANOTHER BROKER.	
<b>6. FUNCTIONAL EVALUATION</b>	
DETAILED IN ANNEXURE A - SECTION 7	
<b>7. PRICE AND PREFERENCE EVALUATION</b>	
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
<b>8. ORAL PRESENTATIONS</b>	
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)**

**LENDERS INSURANCE ADVISOR: SOCIAL HOUSING  
PROGRAMME**



## 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 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 available to the poor. There are other housing delivery options including subsidised housing, private market rentals, gap market housing and private ownership. The social housing beneficiaries do not qualify 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 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 socio-economic profile of social housing sector, in particular the need to accelerate the delivery of the SHUs and address insipid private sector participation, the DHS, SHRA and Infrastructure Fund (**IF** – a ring-fenced division of the Development Bank of Southern Africa-**DBSA**) 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 Infrastructure<sup>1</sup> (**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
<b>TOTAL</b>		<b>1,133,149</b>		<b>2,804</b>

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 is seeking a Lenders Insurance Advisor (**LIA**) to provide an independent review of the

<sup>1</sup> 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.

insurance related aspects of the Projects, as outlined in **Section 3** of the Terms of Reference (**ToR**). Each project will be evaluated on a standalone.

The key deliverables will be:

- 1) Preliminary Report for the Project which covers all the issues set out in the detailed scope of work described below.
- 2) Final Report at financial close for the Project which confirms compliance with all relevant requirements noted in the detailed scope of work described below.

Kindly provide the IF with a proposal for the timelines to complete the scope of work (preferably within 4 weeks) and a detailed fee estimate which includes a cap on such fees/costs..

### **3. DETAILED SCOPE OF WORK**

The scope of work to be undertaken by the LIA is described below. The LIA is required to advise and assist the Lenders with typical insurance matters for housing projects of this nature. The successful service provider is required to prepare a comprehensive LIA report with dedicated and clearly delineated sections for each of the 4 projects covering:

#### **3.1. Phase 1: up to Financial Close**

The LIA's scope of services in the period up to Financial Close/first drawdown will include the following:

1. Review the pertinent insurance related risks of the Contract, the responsibility for these risks between the various interested parties and their insurability (including identification of risks not covered in cases where such risks are commercially non-insured or non-insurable, have limited insurability, or are difficult to insure).
2. Review and comment on the project insurance program as proposed in Contract and confirm that this is comprehensive and appropriate for this kind of Project (for both the development and operating periods) taking into account –
  - Review of local insurance law and its implication for the Project;
  - Review of Loan/Finance Agreement and advise on insurance schedules and requirements;
  - Collection and review of all relevant information (including construction work methods, specifications, work programs, soil conditions etc.,)
  - Review of project contracts, indemnities and liabilities.

3. Review and comment on each of the insurance clauses, for both the construction and operation periods (and any associated clauses) in the Finance and Project Agreements.
4. Analysis of delay in completion, business interruption issues to review coverage of gross annual profit and indemnity period.
5. Uninsurability - Identify and advice on significant risks that are uninsurable or have limited insurability or are difficult or expensive to insure in the South African Market or in the International Market.
6. Ensure that the borrower has entered into all requisite Insurance Contract(s) (including reinsurance, if any), including, inter alia, construction all risks policy, , transit policy, advance loss of profit policies, commercial general liability insurance, workmen's compensation insurance policy, strikes, riots and civil commotion risks, Political violence risk, Property and machine damage risk, and any issues with the insurance provisions in the relevant Finance Agreements and Project Documents in respect of the Project and recommend changes in respect of the project and other assets offered as security for the Facility, during operation phase. The Insurance Contract(s) shall be suitably endorsed in favour of the Lenders.
7. Formulation of the above considerations into a formal insurance program structure for the construction and operation risks including detailed cover requirements.
8. Review and audit the Insurance Policies eventually taken by the project and ensure that lenders are the loss payees / lenders.
9. Advise in relation to the drafting of the final insurance provisions for protection of lenders' interests in Finance Documents.
10. Confirm together with input from the lender/ financial advisor that insurance costs/premiums and related escalation assumed in the Base Case Financial Model are reasonable and acceptable throughout the construction and operating period.
11. Comment on the appropriateness of the reinsurance arrangements, including cut-through provisions and the integrity of the claims procedure.

12. Advise on the acceptability and creditworthiness of the insurer[s] when the policies are placed.

13. Advise on a limited sundry insurance matters as requested from the Lenders from time to time (if any).

14. Liaise with the Finance Party's technical advisor and the project company's insurance advisors where appropriate and assess and analyse the probability of potential magnitude of loss associated with key insurable risks in the Project and how, where possible, such risks could be reasonably mitigated by commercially available insurance. This will include commenting on insurability and coverage for events described in the Lenders' technical advisor's report.

15. Confirm the placement of the insurances once advised by the placement insurer (including confirmation of compliance with market practice and any statutory insurance requirements.

16. Issue a letter to the lenders immediately prior to Financial Close certifying fulfilment of the condition precedent for drawdown from an insurance perspective.

The DHS, SHRA, IF and the SHIs and ODAs will be the primary sources of information for the study. However, the LIA is also required to conduct independent research or use other ways of data collection and verification to obtain or strengthen the project's available information.

### **3.2. Deliverables**

Phases	Deliverable(s)
Phase 1	<ul style="list-style-type: none"><li>▪ Periodic pre-financial close progress reports containing but not limited to variables in section 3.1 of the ToR.</li><li>▪ Final pre-financial close due diligence report.</li></ul>

## **4. EXPERTISE AND EXPERIENCE**

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

- Firm registered with the relevant financial services board as a provider of insurance products and must have been in operation in the last 12 years.

- Detailed experience in lender insurance advisory in the infrastructure sectors and track record, knowledge and experience of your firm in respect of the South African market and Projects of this nature;
- Relevant experience as a provider of lender insurance advisory in large infrastructure projects with a minimum of 5 projects (where large refers to individual projects with a project value of over R50 million or above with focus in Real Estate and Property developments).
- Experience as lender insurance advisor, advising commercial banks and development finance institutions.

## **5. MANAGEMENT OF THE LIA**

The IF will appoint and be responsible for the day-to-day management of the LIA's work. The LIA 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.

## **6. DURATION**

1 year: Phase 1: Pre-financial close due diligence – 2022/23.

## **7. RULES OF BIDDING, SUBMISSION REQUIREMENTS AND BID EVALUATION**

### **Rules of Bidding**

- i. The IF will enter into a contract with the successful LIA for the work set out in these ToR. The LIA can be a company or a Joint Venture;
- 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 LIA is terminated by either party due to reasons not attributable to the LIA, the LIA 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 LIA for the appropriate phase of the project during which the appointment was terminated;
- iii. The firm procured and assigned professionals for the work on the project shall remain on the project unless permission is granted in writing by the IF to change the firm or dedicated professionals. Such permission will only be granted in exceptional circumstances;

- iv. The LIA 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 LIA 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. 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
- x. 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.

## **8. BID SUBMISSION REQUIREMENTS**

The LIA, 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 LIA for the tender should include an **abridged CVs of the LIA individual/team assigned** containing the following information:

- Summary of description of qualifications and/or profiles depicting the suitability of the LIA for the project; and
- Detailed experience in lender insurance advisory in the infrastructure sectors.

The LIA must also include the following in the company profile:

- Successful project/transaction list of at least 5 projects with a minimum value of R50 million for each project, showcasing the LIA's experience in conducting insurance advisory (please complete **Table 4** in the annexure section); and
- A proposal outlining the process and plan with timeframes of conducting the required work.

## **B. The Financial Proposal**

Bidders are required to state their price uniformly (please complete **Table 3**) to enable comparison with other bids. The scope of work included in this assignment is deemed a desktop exercise and it is not foreseen for the successful bidder to travel or visit projects sites. All travelling costs should be included in the price.

## **9. SUBMISSION OF BID INFORMATION**

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

### **A. LIA'S COMPANY AND APPOINTED INDIVIDUAL PROFILE:**

- Detailed Profile of the Company;
- 3 pages of the LIA's team member CVs with a description of relevant qualifications, employment history and suitability for the project of the Project Team;
- Detailed experience in lender insurance advisory in the infrastructure sectors and track record, knowledge and experience of your firm in respect of the South African market and Projects of this nature;
- Detailed experience in lender insurance advisory in the commercial/ social housing / student housing sectors;
- Successful project/transaction list of at least 5 projects with a minimum project value of R50 million, showcasing the LIA's experience in conducting insurance advisory (please complete **Table 4** in the annexure section);
- Certified copies of all relevant company registration with the relevant financial services board;
- The certified copies of all relevant academic and professional qualifications should be included in the proposal.
- Your firm and the proposed team's capacity to commence and execute the scope within timeframes;



- The level of professional indemnity insurance cover that your firm has; and
- Confirmation that no conflicts of interest exist or, if any are identified, a plan for their resolution.

**B. LIA Plan:**

- A proposal outlining the process and plan with timeframes of conducting the required work.

**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 up to 5 projects that are relevant to the assignment (**Complete Table 4**). Each project description should be no longer than 250 words.

## 10. 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 11**.

## 11. FUNCTIONAL EVALUATION CRITERIA

**Table 2:** Functional Evaluation: Individuals

No.	Evaluation Criteria	Minimum score	Points allocation	Maximum points
	(Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety)			<b>Total (100)</b>
1	COMPANY EXPERIENCE			55 OUT OF 100

1.1	Must be registered with the relevant financial services board as a provider of Insurance products and must have been in operation in the last 12 years.	(10.5 is the minimum threshold for this element. A score of anything below leads to disqualification of the proposal)	<b>Points:</b> Registration with the relevant board and with 12 years or more in operation = 15 Points  NO registration with the relevant board and with 12 years or more in operation = 10.5 Points  No registration with the relevant board and no or less than 12 years in operation = 0 Point	<b>15</b>
1.2	Relevant experience as a provider of lender insurance advisory in large infrastructure projects with a minimum of 5 projects: (Where large refers to individual projects with a project value of over R50 million or above with focus in Real Estate and Property developments)  A minimum of one recent traceable project reference of experience should be submitted (Please refer to Table 4 in the annexure).	(28 is the minimum threshold for this element. A score of anything below leads to disqualification of the proposal)	<b>*Points:</b> Number of projects $\geq 5$ projects = 40 Points  Number of projects 5 projects = 28 Points  Number of projects 4 = 20 Points  Number of projects $< 4$ projects = 0 Point  <u>*Note: With at least one traceable reference attached to secure points.</u>	<b>40</b>
<b>2</b>	<b>APPOINTED LENDER INSURANCE ADVISOR</b>			<b>35 OUT OF 100</b>
2.1	<b>Must at least have a Master's degree in the relevant academic field and be a fellow of either the Insurance Institute of South Africa (IISA) or the Actuarial Society of South Africa (ASSA)</b> (i.e., engineering, quantity surveying, actuarial science or mathematics, or any relevant numeric degree)	(7 is the minimum threshold for this element. A score of anything below leads to disqualification of the proposal)	<b>Points:</b> Fellow of IISA or ASSA = 2 points and  Master's degree and above = 8 Points  Fellow of IISA or ASSA = 1 point and  Post Grad / Honours degree = 6 Points  No Fellow of IISA or ASSA and bachelor's degree or lower = 0 Point	<b>10</b>

2.2	<p>Relevant experience in the provision of Relevant experience as a provider of lender insurance advisory in large infrastructure projects for a minimum of 10 years and:</p> <p>(Where large refers to individual projects with a project value of over R 50 million or above)</p> <ul style="list-style-type: none"> <li>• Construction projects insurance.</li> <li>• Financial assessment and risk modelling</li> </ul> <p><b>A minimum of one recent traceable project reference of experience should be submitted</b></p> <p>(Please refer to Table 4 in the annexure).</p>	<p><b>(17.5 is the minimum threshold for this element. A score of anything below leads to disqualification of the proposal)</b></p>	<p><b>Points:</b></p> <p>Experience ≥ 15 years plus 3 or more projects = 25 Points</p> <p>Experience &lt; 10 years &lt; 15 years plus less than 3 projects = 17.5 Points</p> <p>Experience = 10 years plus less than 2 projects = 12.5 Points</p> <p>Experience &lt; 10 years = 0 Point</p> <p>*Note: With at least one traceable reference attached to secure points.</p>	<b>25</b>
<b>3</b>	<b>UNDERSTANDING THE TERMS OF REFERENCE</b>			<b>5 OUT OF 100</b>
3.1	<p><b>Comprehension</b></p> <p>Provide a detailed understanding of the assignment,</p> <ul style="list-style-type: none"> <li>• Show clear analysis of key challenges and risks associated with the assignment and adequate proposals to address these</li> <li>• Concrete suggestions regarding the proposed methodology and approach (do not duplicate the ToRs) and where necessary amendments / additions to the proposed scope.</li> <li>• Detailed level of presentation.</li> </ul>	None allocated	<p>Addresses all requirements, demonstrates a sound understanding of assignment, associated risks and included value add innovations = <b>5 Points</b></p> <p>Addresses most areas of requirements but is generic and does not convey an understanding of assignment and associated risk = <b>3.5 Points</b></p> <p>Partially addresses requirements, but overall is not convincing (i.e. scope is not fully addressed, or timeframes are not reasonable) = <b>2 Points</b></p> <p>Does not address the requirement and is not detailed = <b>0 Point</b></p>	<b>5</b>

<b>4</b>	<b>METHODOLOGY AND APPROACH</b>			<b>5 OUT OF 100</b>
	Demonstrate a detailed proposal through inter alia a: <ul style="list-style-type: none"> <li>Detailed level of presentation;</li> <li>work plan for execution of the scope;</li> <li>project management approach;</li> <li>timeframe where possible,</li> </ul>	None allocated	Provided- addresses all requirements, demonstrates a sound understanding of assignment, associated risks and included value add innovations = <b>5 Points</b>  Partially provided (i.e. scope is not fully addressed, or timeframes are not reasonable) = <b>3.5 Points</b>  Methodology not provided = <b>0 Points</b>	<b>5</b>
	<b>Total</b>			<b>100</b>
	<b>Minimum threshold for technical</b>			<b>70</b>

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.

## 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 SCHEDULE

**Table 3: Pricing Schedule (Phase 1 only)**

<b>Cost Item</b>	<b>Normal hourly rate (R/hour)</b>	<b>Discounted hourly rate (R/hour)</b>
Draft pre financial close Lender Insurance Advisory Report.		
Final pre financial close Lender Insurance Advisory Report		
<b>SUB-TOTAL</b>		
<b>15% VAT</b>		
<b>Total</b>		

**Bidders are to provide a Price Quotation as Annexure B, indicating the pricing or fees in line with the quantities, requirements or scope of work the bidders are expected to deliver (the information provided in this RFQ) on which the bidders are expected to quote.**

### DECLARATION OF INTEREST

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

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

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

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

.....

- 2.2 Identity Number:

.....

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

.....

- 2.4 Company Registration Number:

.....

- 2.5 Tax Reference Number:

.....

- 2.6 VAT Registration Number:

.....

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

<sup>1</sup>"State" means –

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

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



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

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **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 any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, **YES/NO** aware of any relationship (family, friend, other) between

any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members  
**YES/NO**

of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

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

#### (a) 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.**

#### (b) PART 1 (TO BE FILLED IN BY THE BIDDER)

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2. ....

DATE: .....

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

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

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

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1. ....

2. ....

DATE .....

## **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.**

(d)

### 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>	
---------------------------------	--



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