

## 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>RFQ040/2022</b>
<b>RFQ ISSUE DATE:</b>	<b>16 MAY 2022</b>
<b>CLOSING DATE AND TIME:</b>	<b>31 MAY 2022 @ 23H55</b>
<b>RFQ VALIDITY PERIOD</b>	<b>90 DAYS</b>
<b>DESCRIPTION</b>	<b>APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT SPECIALISED RESEARCH RELATING TO THE ESTABLISHMENT OF A PORT CITY DEVELOPMENT AGENCY FOR THE ETHEKWINI METRO</b>
<b>BID SUBMISSIONS ELECTRONICALLY</b>	<ol style="list-style-type: none"> <li>1. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to <a href="mailto:fikileSCM@dbsa.org">fikileSCM@dbsa.org</a> – ONLY</li> <li>2. No – Tender Submission Link requests will be accepted after 16h00 on the 25 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:fikilescm@dbsa.org">fikilescm@dbsa.org</a> and <a href="mailto:fikilem@dbsa.org">fikilem@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 THE GOODS /SERVICES /WORKS OFFERED?		<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
<p>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.</p>		
<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)	
5.2	ONLY BIDS WHICH SATISFY THE FOLLOWING PRE-QUALIFICATION CRITERIA IN RESPECT OF MINIMUM QUALIFICATIONS WILL BE EVALUATED FOR FUNCTIONALITY:	
<b>NO.</b>	<b>KEY RESOURCE</b>	<b>MINIMUM QUALIFICATION FOR EACH KEY RESOURCE</b>
1	LEAD CONSULTANT/ ECONOMY DEVELOPMENT EXPERT / PORT OR MARITIME EXPERT	POST-GRADUATE QUALIFICATION IN ECONOMICS, OR DEVELOPMENT STUDIES OR RELATED FIELDS.
2	RESEARCHER	DEGREE OR DIPLOMA IN ECONOMICS, OR DEVELOPMENT STUDIES.
3	DESKTOP PUBLISHER	RELEVANT QUALIFICATION IN PUBLISHING
<b>6. FUNCTIONAL EVALUATION</b>		
DETAILED IN ANNEXURE A		
<b>7. ORAL PRESENTATIONS</b>		
7.1	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.	

**7.2** 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.

#### **8. REASONS FOR DISQUALIFICATION**

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

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

#### **9. 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.

#### **10. 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:** .....

## **Annexure A**

### **TERMS OF REFERENCE**

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT SPECIALISED RESEARCH  
RELATING TO THE ESTABLISHMENT OF PORT CITY DEVELOPMENT AGENCY FOR THE  
ETHEKWINI METRO**

## **1. PURPOSE**

The purpose of these terms of reference is to appoint a professional service provider to conduct a Specialized Professional Advisory Services to the eThekweni DDM Hub with specific reference to research relating to the establishment of a Port City Development Agency.

## **2. BACKGROUND AND INTRODUCTION TO THE DDM ONE PLAN**

eThekweni Municipality is located on the east coast of South Africa. The Durban Port is a gateway to global trade and is one of the 52 demarcated geo-economic spaces in the country. Government, through the District Development Model (DDM), views each of these spaces strategically and in relation to their unique conditions, endowments and potentials. This more focused approach and development of each of these spaces will collectively and drastically improve overall inclusive economic growth and development of the country. eThekweni is one of three DDM pilots that were announced in August 2019 when the DDM was approved by Cabinet for implementation across the country. A key component of the DDM methodology is the development of a co-created plan across the three spheres of government.

Through various IGR engagements the municipality was able to produce a co-created plan which was adopted by the eThekweni Full Council in June 2021. Central to the One Plan was the creation of a new vision which proposes that, by 2050 eThekweni Municipality would be a Leading Smart Port City Region that is Just, Safe, Sustainable, Socially Cohesive and Culturally Expressive. In realising Vision 2050 there are several choices, shifts and trade-offs that will have to be managed as there are constraints on both fiscal and natural resources. The creation of a Port City Development agency is seen to be a strategic institutionalization mechanism that would assist in realizing Vision 2050.

The overarching strategic objective of the Port City Development Agency is therefore to act as an advisory think-tank to the leadership and administration of City and the Port aimed at propelling long-term, holistic and catalytic socio-economic development of Durban and its people.

## **3. STUDY OBJECTIVES AND SCOPE**

It is envisaged that the Port City Development Agency would be tasked to carry out the following responsibilities, amongst others:

- 3.1. The service provider must conduct a comprehensive assessment of all Port and Port-City initiatives being carried out by National Government Departments, Provincial Government



Departments, eThekweni Municipality and the various operating divisions of Transnet. The aim of this exercise would be to establish all legislation, policies, plans and infrastructure being proposed for the Port of Durban and Port-City of eThekweni related to the Port.

3.2. The most successful global Ports are used as essential economic tools for National and Provincial growth and investment; these Ports also have been developed with harmonious and integrated Port-City planning within the Municipalities they are located. It is essential that a thorough and comprehensive investigation and interrogation be carried out to determine international best practice for Port- City institutional arrangements, ownership and organizational models between Port authorities, Municipalities, Provincial Governments, National Governments and private sector. Once appointed, the service provider in conjunction with DBSA, DCOG and eThekweni Municipality will agree on a minimum of 10 international Port-Cities to interrogate and investigate.

It would be essential to assess each port city and determine:

- i. the governance, ownership and institutional relationships that give effect to successful integrated Port-City planning and infrastructure development;
- ii. how port and city imperatives are balanced, or disputes resolved for each Port-City, looking more specifically at how planning and integrated infrastructure are developed logistics ports operations, energy port operations, tourism port functions and recreational port functions;
- iii. financial implications for all parties involved in financing large scale Port infrastructure and associated land side infrastructure;
- iv. how National economic imperatives of Port and Port-City development are balanced with Local needs of Municipalities (inclusive of how negative externalities of Ports on local cities) are factored in and resolved;
- v. how rail operations and rail ownership models are factored into Port-City Plans;
- vi. how Intermodal Hubs and Dry Ports are developed through these Port-City Institutional Arrangements in other Port-Cities;
- vii. how stakeholder participation is managed and facilitated in these various Port-City environments; and
- viii. The service provider should conduct a thorough SWOT analysis of each Port-City investigated, key would be assessing the institutional arrangements in place and how these would impact the Port-City of eThekweni. Further the service provider in conjunction with National Government, Provincial Government and eThekweni Municipality recommend an institutional and ownership model that would best balance and benefit the various levels of governments' requirements and needs.

4. Advise Political and Administrative Port and City principals on the process and content of developing a defined geographic area which is of mutual benefits to both institutions and aligned with the strategic objectives and targets of the National Development Plan and the Provincial Growth and Development Strategy and the One Plan. This would also need to take cognizance of recommendations for any new institutional arrangements suggested from item 2 above. In this regard, more emphasis will be placed on the conceptualisation of specific, integrated action plans that need to be developed, co-ordinated and budgeted for at various spheres of government to ensure the realisation of the One Plan and Vision 2050.
5. Guide the administration on strategies to address any new institutional arrangements recommended, as well as in relation to port city services. Emphasis will be particularly placed on the need for transport networks, economic hubs, tourism and recreational port features that are supportive of development of an efficient city that promotes port growth and operations.
6. Advise and guide the administration on how to push forward strategic and radical economic transformation agenda and to organize the formulation of comprehensive port city development policies, such as but not limited to, maritime, modern logistics, petro-chemical, automotive, tourism and leisure, manufacturing, agriculture, bio-technology, renewable energy, financial services and the development of high-tech industries.
7. Guide the administration on the effective mechanisms that must be put in place to mobilise broader stakeholder participation in developing the port city interface and influencing its content and spelling out the actions that each stakeholder needs to take to implement the strategy.
8. Guide the undertaking of research or studies to ensure that the formulation and updating of the port city development policies are done.
9. Monitor macroeconomic and development trends and provide forecast warning and information guidance in terms of economic and infrastructural performance, global and macro-economic factors which are likely to impact on port city efficiencies.
10. Assist administration on the formulation of urban development policies and practices to guide the reconfiguration of the City's spatial landscape and the implementation of urban renewal strategies and other place-based development interventions.
11. Develop resilient, sustainable implementation frameworks for monitoring and evaluation to meet the objectives of the One Plan and Vision 2050.
12. Review investment performance of the Port and City regarding the promotion and marketing of Durban to investors, for example:
  - i. Examine the internal environment and culture towards investors;
  - ii. Examine core capacities in Units involved with investors and determine areas needing improvement; and

iii. Examine the tools that the Port and City has for investors and improve them.

**13.** Benchmark the Port City current investment practices against those found in other Cities in South Africa and abroad. To facilitate the creation of the Port City Development Agency, the DBSA would encourage professional consultancy services to provide the following research:

- i. Provide research on well performing Port City Development Agencies (Best Practice research);
- ii. Arising from best practice study, provide a set a recommendation for the establishment of a Port City Development Agency within the existing Regulatory Frameworks;
- iii. Propose a human capital framework for the Agency at an advisory and administration level; and Identify possible funding mechanisms for the operation of the Agency.

#### **14. Project Team Requirements**

The project team will be required to possess the following knowledge and/or experience:

- i. Team leader
  - a) Post-graduate qualification in Economics, or Port Development Studies or Maritime Law/ Studies.
  - b) Five to seven years' experience in economic research, economic modelling/forecasting and economic strategy development;
  - c) A minimum of five years' project management experience;
  - d) Extensive knowledge of key economic sectors in the eThekwinini region;
  - e) Extensive knowledge of industrial development;
  - f) Extensive knowledge and understanding of the functions of Metropolitan Municipalities powers and functions related to investment promotion and facilitation functions;
  - g) Extensive knowledge of economic development and facilitation processes, activities, and their value chain;
  - h) Extensive knowledge of economic planning, and facilitation methodologies;
  - i) Extensive experience in strategy formulation and development; and
  - j) Available for the duration of the project.

- ii. Researcher
  - a) Degree or diploma in Economics, or Development Planning or Maritime Studies.
  - b) Five to seven years' experience in economic research, economic modelling/forecasting and economic strategy development.
  - c) Economic strategy development skills; and
  - d) Available for the duration of the project
- iii. Desktop publisher
  - a) Three to five years' experience in desktop publishing; and
  - b) Available of the duration of the project.

## 15. TECHNICAL EVALUATION CRITERIA

- i. All bids duly submitted will be evaluated to determine compliance with bid requirements and conditions. All bid proposals that do not comply with the requirements of the bid will be disqualified. Only bid proposals that comply with the specified administrative requirements and conditions, will be further evaluated in accordance with the functionality criteria.
- ii. Only those bidders who achieve the minimum qualifying score of 70 points for functionality.
- iii. 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.

Functionality Evaluation Criteria - Technical scorecard		Weight
<b>A. Demonstrated experience / track record of the bidding entity in executing work of similar or related nature within the public and/or government sector</b>		<b>20</b>
The service provider must have conducted at least 5 projects of comprehensive assessment of all Port and Port-City initiatives being carried out by National Government Departments, Provincial Government Departments to develop legislation, policies, plans and infrastructure and/ or related similar work within the public and / government space in the past ten years.	<b>20</b> = 5 Successful Projects and more undertaken <b>14</b> = 4 Successful Projects undertaken <b>10</b> = 3 Successful Projects undertaken <b>7</b> = 2 Successful Projects undertaken <b>1</b> = 1 Successful Project undertaken	

<b>B. Demonstrated knowledge and understanding of the bidding entity of public sector and local government legislation and policies in general and how it pertains to how bulk infrastructure and land can be utilised</b>			<b>20</b>
<p>Tenderer has demonstrated knowledge and understanding of public sector and local government legislation and policies clearly articulating how they relate to regional bulk infrastructure and use of land context:</p> <ul style="list-style-type: none"> <li>• Applicable public sector legislation and policies listed and explained</li> <li>• Applicable local government legislation and policies listed and explained</li> <li>• Demonstrated how the above legislation and policies relate to how land and bulk infrastructure can be utilized.</li> </ul>	<p><b>20</b> = Excellent knowledge and understanding of legislation and policies</p> <p><b>14</b> = Good knowledge and understanding of legislation and policies</p> <p><b>10</b> = Acceptable knowledge and understanding of legislation and policies</p> <p><b>7</b> = Poor knowledge and understanding of legislation and policies</p> <p><b>1</b> = No knowledge and understanding of legislation and policies</p>		
<b>Prequalification Criteria</b>			<b>Weight</b>
<b>C. Key Resources: Minimum Qualifications and Experience</b>			<b>30</b>
<b>Key resource</b>	<b>Minimum qualifications</b>	<b>Minimum relevant experience</b>	
<b>1. Lead Consultant/ Economy Development expert / Port or Maritime Expert</b>	<p>Post-graduate qualification in Economics, or Port Development Planning or Maritime Law / Studies.</p> <p><b>Experience:</b></p> <p>Must have minimum a minimum of ten years' project management experience, extensive in economic sectors and industrial development and strategy formulation.</p>	<p><b>12</b> = 10 years' or more experience in project management experience, extensive in economic sectors and industrial development and strategy formulation</p> <p><b>8</b> = more than 8 and up to 10 years in project management experience, extensive in economic sectors and industrial development and strategy formulation.</p> <p><b>6</b> = more than 6 and up to 8 years project management experience, extensive in economic sectors and industrial development and strategy formulation.</p> <p><b>4</b> = minimum 5 up to 6 years project management experience, extensive in economic sectors and industrial development and strategy formulation.</p> <p><b>0</b> = less than 5 years project management experience, extensive in economic sectors and industrial development and strategy formulation.</p>	<b>12</b>
<b>2. Researcher</b>	<p>Degree or diploma in Economics, or Development Studies.</p> <p><b>Experience:</b></p> <p>Minimum seven years' experience in economic</p>	<p><b>12</b> = 7 or more years' experience in the economic research, economic modelling/forecasting and economic strategy development.</p> <p><b>8</b> = 6 – 7 years' experience in economic research, economic modelling/forecasting and economic strategy development.</p>	<b>12</b>

	research, economic modelling/forecasting and economic strategy development.  Economic strategy development skills	<b>6</b> = 5 up to 6 years' experience in economic research, economic modelling/forecasting and economic strategy development. <b>0</b> = less than 5 years' experience in economic research, economic modelling/forecasting and economic strategy development.	
<b>3. Desktop publisher</b>	Relevant qualification in publishing  <b>Experience:</b>  Minimum five years' experience in desktop publishing; and Available of the duration of the project.	<b>6</b> = more than 5 years' or more experience in the field of counselling <b>4</b> = more than 4 and up to 5 years' experience in the field <b>3</b> = more than 3 and up to 4 years' experience in the field <b>2</b> = more than 2 and up to 3 years' experience in the field <b>0</b> = less than 2 years' experience in the field	<b>6</b>
<b>D. Proposed Approach and Methodology</b>			<b>30</b>
<p>The bidder clearly articulated the requirements of the project's Scope of Works by including at least the following:</p> <ol style="list-style-type: none"> <li>1. Understanding of the requirements of the scope of work</li> <li>2. Overall approach and methodology</li> <li>3. Literature and document review approach including applicable legislation</li> <li>4. Activity-based plan aligned to SoW, deliverables, timelines and experts</li> <li>5. Quality assurance plan</li> <li>6. Detailed process on the next steps</li> <li>7. Stakeholder and change management plan</li> </ol>		<p><b>30</b> = Addressed all 7 specified requirements of the approach and methodology. Furthermore, has some additional innovative approaches and methodologies proposed for undertaking the project which are likely to increase the use/value of the strategy</p> <p><b>25</b> = Addressed seven of the seven specified requirements of the approach and methodology</p> <p><b>15</b> = Addressed six of the seven specified requirements of the approach and methodology.</p> <p><b>10</b> = Addressed five of the seven specified requirements of the approach and methodology.</p> <p><b>5</b> = Addressed four of the seven specified requirements of the approach and methodology.</p> <p><b>1</b> = Addressed three or less of the seven specified Requirements of the approach and methodology addressed.</p>	
<b>Total</b>			<b>100</b>
<b>Threshold</b>			<b>70</b>

## 16. TIMEFRAMES

- a) Total timeframe of 6 months. The consultant's proposal should provide a detailed project schedule incorporating milestone deliverables.

- b) The payment schedule will be included in the inception report and will be based on a combination of the budget and project schedule, projecting payments based at milestone achievement.

## **17. PERFORMANCE MEASUREMENT / REPORTING**

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

17.1. Enter into a Service Level Agreement (SLA) that will govern the relationship between DBSA and the professional service provider. The SLA will include project activities that will address each of the approved project deliverables.

17.2. Establish a Project Steering Committee to manage, monitor and oversee the project deliverables. This committee will ensure that:

- i. Services are rendered timeously;
- ii. Timeframes as far as possible are not extended;
- iii. Will render a quality assurance function; and
- iv. Will ensure that additional costs are not incurred unnecessarily.

17.3 Ensure that the Professional Service Provider tables progress reports for each deliverable contained in the approved project plan and in terms of the SLA.

17.4 Monitor the payment schedule that will be attached to the SLA. Payments will therefore only be approved and processed based on the achievement of deliverables as per the approved project plan.

17.5 The service provider will report to the Manager at the DBSA OR eThekweni Hub.

## **18. 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.

## **19. 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

### PRICE EVALUATION

- i. All prices must be quoted in South African Rand (ZAR).
- ii. 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 RFQ response based on incompleteness.

### PRICING SCHEDULE

ACTIVITY	RATE	NO. OF HOURS	TOTAL
Inception report			
Preliminary report			
Final Report			
Close Out Report			
Disbursements			
Sub-total			
Vat @15%			
Total			

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. This will be a fixed price contract based on the total amount appearing in the schedule above.

## Annexure C

### SBD 4

#### BIDDER'S DISCLOSURE

##### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

##### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## **Annexure D**

### **SBD 6.1**

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

### 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: .....	

## SBD 7.1

### 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.

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

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

--

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



## **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**

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

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

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

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