REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

BID NUMBER: RFQ069/2022

RFQ ISSUE DATE: 28 JULY 2022

CLOSING DATE AND TIME: 16 AUGUST 2022 @ 23H55

RFQ VALIDITY PERIOD 90 DAYS

DESCRIPTION

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE STUDY AND FEASIBILITY OF PHOTOVOLTAIC SYSTEMS AT LOCAL MUNICIPAL OFFICES WITHIN THE OR TAMBO DISTRICT

BID SUBMISSIONS ELECTRONICALLY

1. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to fikileSCM@dbsa.org – ONLY
2. No – Tender Submission Link requests will be accepted after 16h00 on the 11 August 2022. Any requests after the stipulated date and time will be disregarded.
3. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.
4. Bidders who have received submission Links that have errors, will be provided with new Links for use.

TENDER TECHNICAL AND GENERAL QUERIES

E-mail address: fikilescm@dbsa.org and fikilem@dbsa.org

COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS

E-mail address: scmqueries@dbsa.org

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

NB: All enquiries regarding this RFQ must be forwarded to the stated email address above within the day after the RFQ has been issued. No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. DBSA however reserves the right to clarify any information with any bidder regarding their response to this RFQ. All responses must be submitted to the above-mentioned address at the time specified.
The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption. Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree: 0800 20 49 33
Email: dbsa@whistleblowing.co.za
Free Post: Free Post KZN 665 | Muongave | 4062
SMS: 33460

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
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<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>TELEPHONE NUMBER</td>
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<td>CODE NUMBER</td>
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<td>STREET ADDRESS</td>
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<td>CODE NUMBER</td>
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**SUPPLIER COMPLIANCE STATUS**

<table>
<thead>
<tr>
<th>TAX COMPLIANCE SYSTEM PIN</th>
<th>CENTRAL SUPPLIER DATABASE No</th>
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<tr>
<td>OR</td>
<td>MAAA</td>
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**ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY**

[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]

<table>
<thead>
<tr>
<th>TICK APPLICABLE BOX</th>
<th>ORIGINAL B-BBEE STATUS LEVEL SWORN AFFIDAVIT</th>
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<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
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**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**

[IF YES ENCLOSE PROOF]

<table>
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<th>Yes</th>
<th>No</th>
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**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?**

[IF YES, ANSWER THE QUESTIONNAIRE BELOW]

<table>
<thead>
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<th>Yes</th>
<th>No</th>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS PLEASE COMPLETE AS PER SECTION 3 OF THE TERMS AND CONDITIONS BELOW**
TERMS AND CONDITIONS FOR BIDDING

1. RFQ SUBMISSION

1.1. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

1.5. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.

1.6. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.

1.7. IF THE BIDDER’S SUBMISSION OF A QUOTATION IS SUCCESSFUL, THE DBSA SHALL APPOINT THE BIDDER TO EXECUTE OR PROVIDE THE REQUIRED SERVICES OR GOODS. WHERE NO FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE SUCCESSFUL BIDDER, THE DBSA SHALL PLACE A PURCHASE ORDER WITH THE BIDDER AND THE AFORESAID GENERAL CONDITIONS OF CONTRACT SHALL APPLY TO ANY SUBSEQUENT PURCHASE ORDER. IN THE EVENT THAT A FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE BIDDER, THE PARTIES SHALL EXECUTE A SERVICE CONTRACT AND THEREAFTER THE DBSA SHALL PLACE A PURCHASE ORDER.

1.8. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.

1.9. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.

1.10. ANY BIDDER WHO HAS REASONS TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON ANY SPECIFIC BRAND MUST INFORM DBSA IN WRITING BEFORE THE RFQ CLOSING DATE. IT SHOULD HOWEVER, BE NOTED THAT DBSA RESERVES THE RIGHT TO ISSUE BRAND SPECIFIC SPECIFICATIONS “EQUIVALENT” / REQUIREMENTS TENDER.

1.11. BIDDERS ARE REQUIRED TO COMPLETE ANNEXURE B FOR ALL PRICE QUOTATIONS EXCEEDING THE VALUE OF R30 000 (VAT INCLUDED) AND ATTACH TO THE FUNCTIONAL/TECHNICAL PROPOSAL WHERE THE TENDERING PROCESS WILL USE A ONE ENVELOPE SYSTEM.

1.12. BIDDERS ARE ALSO REQUIRED TO COMPLETE AND SIGN ALL DECLARATIONS AS PART OF THE
RFQ DOCUMENTATION PACK THE STANDARD BIDDING DOCUMENTS (SBD) PRESCRIBED BY THE NATIONAL TREASURY ATTACHED AS ANNEXURE C.


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

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

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

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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

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

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

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

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

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

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

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

4. COMPLIANCE REQUIREMENTS

4.1 All bidder must submit their original and valid BBBEE status level verification certificate or original certified copy or original sworn affidavit thereof, substantiating their BBBEE status.

4.2 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the national treasury and must be in accordance with the applicable notices published by the department of trade and industry in the government gazette.

5. PRE-QUALIFICATION CRITERIA

5.1 The following pre-qualifying criteria will be applied, bidders who do not meet all of the pre-qualifying criteria will not be evaluated for functionality:

   i. Adherence in submitting tender as two stage folders:

   FOLDER 1 – PREQUALIFYING AND FUNCTIONALITY PROPOSAL
   FOLDER 2 - PRICE PROPOSAL ONLY (ANNEXURE B)

   ii. In terms of the DBSA transformation imperative targets, the DBSA will consider companies that are EME’s and QSE’s with a minimum B-BBEE status of level 2 who will contribute to meaningful B-BBEE initiatives as part of the tender process

6. FUNCTIONAL EVALUATION
DETAILED IN ANNEXURE A - SECTION 7

7. PRICE AND PREFERENCE EVALUATION

7.1 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the preferential procurement regulations 2017 as amended. The allocation of points will be as follows:

    PRICE  80
    BEE    20
    TOTAL 100 POINTS

8. ORAL PRESENTATIONS

8.1 Bidders who submit bids in response to this RFQ may be required to give an oral presentation, which may include, but is not limited to, a marketing proposal demonstration of their proposal to DBSA. This provides an opportunity for the bidder to clarify or elaborate on their proposal. This is a fact finding and
EXPLANATION SESSION ONLY AND DOES NOT INCLUDE NEGOTIATION. DBSA SHALL SCHEDULE THE TIME AND LOCATION OF THESE PRESENTATIONS.

8.2 ORAL PRESENTATIONS ARE AN OPTION OF DBSA AND MAY OR MAY NOT BE CONDUCTED. IF SUCH PRESENTATIONS OR PRODUCT DEMONSTRATIONS ARE REQUIRED, THEN THE COST TO SET UP THESE SESSIONS WILL BE BORNE BY THE BIDDER. IT SHOULD ALSO BE NOTED THAT WHERE A BIDDER CAN ONLY FACILITATE SUCH PRESENTATION AND DEMONSTRATION SESSIONS ABROAD OR EVEN BEYOND THE PROVINCIAL BORDERS OF GAUTENG, THEN ANY ASSOCIATED SUBSISTENCE AND TRAVELING COST OF THE DBSA BID EVALUATION TEAM, WILL BE FOR THE ACCOUNT OF THE BIDDER.

9. REASONS FOR DISQUALIFICATION

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

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

10. RIGHT TO CANCEL

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

11. DECLARATION BY BIDDER

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

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

………………………………………………………………………………………………..

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:

………………………………………………..

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

DATE: ………………………………………………………

6
TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
THE STUDY AND FEASIBILITY OF PHOTOVOLTAIC SYSTEMS AT LOCAL MUNICIPAL
OFFICES WITHIN THE OR TAMBO DISTRICT
1. PURPOSE

The purpose of these terms of reference is to appoint a professional service provider to conduct a detailed feasibility study on the financial viability of connecting the local municipality buildings via Photovoltaic (PV) systems and only utilize Eskom supply as back up and supply during the evenings. The service provider must assist in drafting a proposal for the change in Tariffs per municipality according to the savings they will gain from the installation of the PV Systems.

2. INTRODUCTION AND BACKGROUND

Most municipalities in the country battle to keep up with Energy supply bills. In some cases, it gets to a point where they get disconnected at specific times of the day until an arrangement is made to pay the Electrical supply utility. The non-payment which results in interruption of supply puts a burden in service delivery as officials would be having to work without power and access to a lot of systems. 4 of the 5 Local Municipalities (Nyandeni, Mhlonlto, Port St John’s and Ingquza Hill) in OR Tambo District are not licenced as Electricity Distributors and occasionally fall behind in their electricity bill for the municipal offices and street lighting in the towns.

The aim of this study is to alleviate the burden on the municipalities by providing them with an alternative supply during the working hours which should be inclusive of an inverter to incorporate all equipment used in the offices. As a cost saving mechanism, the installation of batteries will need to be investigated as part of the study and the benefits highlighted considering costs for implementation; only at that stage will a decision be made to install batteries for power storage or not.

3. SCOPE OF WORKS

The service provider will be expected to undertake the following work.

3.1 Feasibility Study

A financial viability study must be conducted at Nyandeni Local Municipalities mentioned above that is not a Licensed Distributor in the District to see the return on investment over a period looking at the current utility bills compared to the installation of the panels costs and
savings anticipated on the current utility bills if batteries are installed and if they are not installed as part of the Photovoltaic Systems.

The offices in Nyandeni Municipality are at Nqeleni and Libode, the service provider must further advise if the current Tariffs the municipalities are on should remain unchanged and if they are to change, propose the tariff to move to which will be most beneficial to the Local Municipalities.

3.2 Cost Benefit Analysis

The Cost Benefit Analysis must show the current expenditures and compare that with installation costs per municipality and maintenance costs if any. Then further reflect on cost benefit in terms of potential savings each municipality will be looking at.

4. REQUIRED SKILLS, COMPETENCIES, EXPERTISE AND KNOWLEDGE

The service providers must provide demonstrable capacity consisting of a team of experts with appropriate skills, expertise, and experience in at least the following areas:

- Wiring Code SANS 10142-1 and electrical designs for building services
- Skills and knowledge in the implementation of Renewable Energy roof top designs (Solar Panels)
- NERSA 048 Quality of Supply

5. FUNCTIONAL EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Functionality Evaluation Criteria - Technical scorecard</th>
<th>Weight</th>
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<tbody>
<tr>
<td>A. Demonstrated experience / track record of the bidding entity in executing work in the PV System designs and installation in the commercial, Public and/or Government sectors</td>
<td>40</td>
</tr>
<tr>
<td>Tenderer has successfully undertaken at least 5 projects in design and implementation monitoring of Commercial Solar Development.</td>
<td>40</td>
</tr>
<tr>
<td>40 = 5 Successful Projects and more undertaken; 28 = 4 Successful Projects undertaken; 20 = 3 Successful Projects undertaken; 16 = 2 Successful Projects undertaken; 0 = 1 Successful Project undertaken.</td>
<td>40</td>
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</table>
### B. Key Resources: Minimum Qualifications and Experience

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<tr>
<th>Key resource</th>
<th>Minimum qualifications</th>
<th>Minimum relevant experience</th>
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</table>
| **1. Lead Engineer: Electrical Engineer** | BSc or B.Eng. qualification in Electrical Engineering with registration as a Pr. Eng. from the Engineering Council of South Africa (ECSA). | 15 = more than 10 years’ experience in the field of household electrification design and building services wiring designs  
10 = more than 7 and up to 10 years’ experience in the field of household electrification design and building services wiring designs  
7 = more than 4 and up to 7 years’ experience in the field of household electrification design and building services wiring designs  
5 = more than 2 and up to 4 years’ experience in the field of household electrification design and building services wiring designs  
0 = 0 and up to 2 years’ experience in the field of household electrification design and building services wiring designs |
| **2. Technologist/Technician** | B-Tech Degree and or National Diploma in Electrical Engineering with Professional registration from ECSA.  
Must have minimum 10 years’ experience in the fields of wiring and electrification. | 10 = more than 10 years’ experience in the Wiring and electrification field  
7 = more than 7 and up to 10 years’ experience in the Wiring and electrification field  
5 = more than 4 and up to 7 years’ experience in the Wiring and electrification field  
3 = more than 2 and up to 4 years’ experience in the Wiring and electrification field  
0 = 0 and up to 2 years’ experience in the Wiring and electrification field |
| **3. Draughtsman**           | Relevant qualification for drafting  
Must have minimum 5 years’ experience in computer-aided design and drafting (CADD). | 5 = 5 or more years’ experience in computer-aided design and drafting (CADD).  
3.5 = 4 years’ experience in computer-aided design and drafting (CADD).  
2.5 = 3 years’ experience in computer-aided design and drafting (CADD).  
2 = 2 years’ experience in computer-aided design and drafting (CADD).  
0 = 1 years’ experience in computer-aided design and drafting (CADD). |
C. Proposed Approach and Methodology

The bidder clearly articulated the requirements of the project’s Scope of Works by including at least the following:

- Understanding of the requirements of the scope of work;
- Overall approach and methodology;
- Literature and document review; approach including applicable legislation
- Activity-based plan aligned to SoW; deliverables, timelines and experts;
- Quality assurance plan;
- Detailed process on the next steps; and
- Stakeholder and change management approach.

30 = Addressed all the 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.

17.5 = Addressed seven of the specified requirements of the approach and methodology.

12 = Addressed six of the specified requirements of the approach and methodology.

8 = Addressed five of the specified requirements of the approach and methodology.

6 = Addressed four of the specified requirements of the approach and methodology.

0 = Addressed three or less of the specified requirements of the approach and methodology addressed.

Total 100
Threshold 70

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

6. PERFORMANCE MEASUREMENT / REPORTING

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

- 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;

- Establish a Project Steering Committee to manage, monitor and oversee the project deliverables. This committee will ensure that:
Services are rendered timeously;
Timeframes as far as possible are not extended;
Will render a quality assurance function; and
Will ensure that additional costs are not incurred unnecessarily.

Ensure that the Professional Service Provider tables progress reports for each deliverable contained in the approved project plan and in terms of the SLA;
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; and
The service provider will report to the Contracts Manager at the DBSA PMO.

7. DURATION OF THE SERVICE

3 months

8. RESERVATIONS

The DBSA expressly reserves the following rights:

a) To appoint more than one service provider.
b) To waive any or all irregularities in the proposals submitted.
c) To retain the right not to select any Service Provider.

9. 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

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.

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<thead>
<tr>
<th>ITEM NO.</th>
<th>ACTIVITY</th>
<th>RATE</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>1.</td>
<td>INCEPTION REPORT</td>
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<td>2.</td>
<td>PRELIMINARY REPORT</td>
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<td>3.</td>
<td>FINAL REPORT</td>
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<td>4.</td>
<td>CLOSE-OUT REPORT</td>
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<td></td>
<td><strong>SUB-TOTAL</strong></td>
<td>15% VAT</td>
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<td><strong>TOTAL</strong></td>
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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 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Name of State institution</th>
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1 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.
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:

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

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 consortium2 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

---

2 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.
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.

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

.................................................................................................................................
Position .........................................................................................................................

.................................................................................................................................
Date .................................................................................................................................

.................................................................................................................................
Name of bidder
Annexure D
SBD 6.1

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

1.1.6.1

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.


1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contributor.

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

<table>
<thead>
<tr>
<th>POINTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

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

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

(a) "**B-BBEE**" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "**B-BBEE status level of contributor**" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) "**bid**" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) "**Broad-Based Black Economic Empowerment Act**" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) "**EME**" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) "**functionality**" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) "**prices**" includes all applicable taxes less all unconditional discounts;

(h) "**proof of B-BBEE status level of contributor**" means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) "**QSE**" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) "**rand value**" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. **POINTS AWARDED FOR PRICE**

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

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

\[
P_s = 80 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)
\]
Where
\[ Ps = \text{Points scored for price of bid under consideration} \]
\[ Pt = \text{Price of bid under consideration} \]
\[ P_{\text{min}} = \text{Price of lowest acceptable bid} \]

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

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

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

5. **BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: \( \_ = \_ \) (maximum of 20 points)

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

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?
7.1.1 If yes, indicate:
   i)  What percentage of the contract will be subcontracted: .........................%  
   ii) The name of the sub-contractor: ...............................................................  
   iii) The B-BBEE status level of the sub-contractor: ......................................  
   iv) Whether the sub-contractor is an EME or QSE  
       (Tick applicable box)  
       YES  □  NO  □  
   v)  Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number: ..................................................................................
8.3 Company registration number:……………………………………………………………………

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………

8.6 COMPANY CLASSIFICATION

☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

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

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

(c) cancel the contract and claim any damages which it has
suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

<table>
<thead>
<tr>
<th>WITNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. .................................</td>
</tr>
<tr>
<td>2. .................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE(S) OF BIDDERS(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE: ..........................</td>
</tr>
<tr>
<td>ADDRESS ........................</td>
</tr>
</tbody>
</table>

1. ..................................

2. ..................................
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                         | ......................................................... |

<table>
<thead>
<tr>
<th>WITNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
</tr>
</thead>
</table>
**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.

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

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
CERTIFICATE OF INDEPENDENT BID DETERMINATION – N/A
Annexure H

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

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

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

Tax Compliant Status and CSD Registration Requirements

All prospective bidders must have a tax compliant status either on the Central Supplier Database (CSD) of the National Treasury or SARS e-filing prior to appointment/award of the bid.

Registration on the CSD site of the National Treasury is a compulsory requirement for a bidder to be appointed, to conduct business with the DBSA. The onus is on the successful bidder to register on the CSD site and provide proof of such registration prior to appointment/award of the bid.

CSD Registration Number:

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

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