# REQUEST FOR QUOTATION

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

<table>
<thead>
<tr>
<th><strong>BID NUMBER:</strong></th>
<th>RFQ071/2022</th>
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<tbody>
<tr>
<td><strong>RFQ ISSUE DATE:</strong></td>
<td>28 JULY 2022</td>
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<tr>
<td><strong>CLOSING DATE AND TIME:</strong></td>
<td>16 AUGUST 2022 @ 23H55</td>
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<tr>
<td><strong>RFQ VALIDITY PERIOD</strong></td>
<td>90 DAYS</td>
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<tr>
<td><strong>DESCRIPTION</strong></td>
<td>APPOINTMENT OF A SERVICE PROVIDER TO CREATE A DATABASE OF INDIVIDUALS AND FAMILIES THAT LIVE IN THE OPEN AND UNDER INHUMANE CONDITIONS IN THE LOCAL MUNICIPALITIES OF THE OR TAMBO DISTRICT TOWARDS A POSSIBLE EMERGENCY HOUSING INITIATIVE</td>
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**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 | Musgrave | 4082
SMS: 33490

### SUPPLIER INFORMATION

<table>
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<tr>
<th>Name of Bidder</th>
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<tbody>
<tr>
<td>Postal Address</td>
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<tr>
<td>Street Address</td>
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<td>Telephone Number Code</td>
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<td>Facsimile Number Code</td>
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<td>E-mail Address</td>
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<td>VAT Registration Number</td>
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<tr>
<td>Supplier Compliance Status</td>
<td>Tax Compliance System Pin:</td>
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<tr>
<td>OR</td>
<td>Central Supplier Database No: MAAA</td>
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<tr>
<td>Original and Valid B-BBEE Status Level Verification Certificate or Original Certified Copy</td>
<td>Tick Applicable Box</td>
</tr>
<tr>
<td>Original B-BBEE Status Level Sworn Affidavit</td>
<td>Tick Applicable Box</td>
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<tr>
<td>Are You the Accredited Representative in South Africa for the Goods/Services/Works Offered?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Are You a Foreign Based Supplier for the Goods/Services/Works Offered?</td>
<td>Yes No</td>
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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. **BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.**

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

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.**

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

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

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.**


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.**

9. **LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.**

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.**

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**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td>
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<tr>
<td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td>
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<td>2.8. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td>
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<td></td>
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<tr>
<td>3.1. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td>
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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
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: …………………………………………………………..
Annexure A

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CREATE A DATABASE OF INDIVIDUALS AND FAMILIES THAT LIVE IN THE OPEN AND UNDER INHUMANE CONDITIONS IN THE LOCAL MUNICIPALITIES OF THE OR TAMBO DISTRICT TOWARDS A POSSIBLE EMERGENCY HOUSING INITIATIVE
PURPOSE

The purpose of these terms of reference is to appoint a professional service provider to conduct enumeration of families and individuals living in dilapidated buildings, invaded land, under bridges and in the open at OR Tambo District in order to create a business case for an emergency Housing Scheme for the homeless and those living in squalor.

The United Nations predicts more than half of the world’s population will be living in urban areas, including countries in Africa by 2050. This is a reality that the OR Tambo District is facing in that people migrate from rural areas closer to towns in search of a better life, where they settle in dilapidated buildings, informally erected structures, under bridges, invaded land, etc. Because the district and local municipalities have not prepared for urbanisation this becomes a challenge as these individuals and families tend to live under inhumane and unacceptable conditions. In the towns of Mthatha (King SabathaDalindyebo Municipality), Lusikisiki (Ingquza Hill Municipalility), Libode (Nyandeni), Port St Johns, and Mhlontlo (Tsolo and Qumbu) homelessness is beginning to be a crisis that is further entrenched by poverty.

1. INTRODUCTION AND BACKGROUND

The DDM has been introduced to provide co-ordination for the state to function and perform optimally and effectively, such that every organ of State performs its core functions seamlessly well and work harmoniously with other organs of state in the three spheres of government, with business and with civil society.

The “pattern of operating in silos” at the three spheres of government is a challenge which has led “to lack of coherence in planning and implementation and has made monitoring and oversight of government’s programme difficult”. The consequence has been diminished state capacity, non-optimal delivery of services and diminished development impact on the triple challenges of poverty, inequality and employment. The successful functioning of Local Government is critical in addressing these challenges but insufficient on its own without a more cohesive governance and overall government coordination and functioning.

The President has given emphasis to the District Development Model as a unique form of social compact that involves all key players in every district and metro space to unlock development and economic opportunities, highlighting that “It builds the capacity of the state where it has been most
broken.” The Model is aimed at enhancing state capacity, institutional powers and functions which includes the ability to work in a cooperative manner so that there is greater cohesion and positive development impact.

Section 26 of the Constitution of the Republic of South Africa, 1996, states that “everyone has the right to have access to adequate housing, and the state must take reasonable legislative and other measures, within its available resources, to achieve the progressive realisation of this right”.

Housing is not a local government competence, however the DDM embodies an approach by which the three spheres of government and state entities work in unison in an impact-oriented way and where there is higher performance and accountability for coherent service delivery and development outcomes. The Housing Act 107 of 1997 was promulgated:

To provide for the facilitation of a sustainable housing development process; for this purpose, to lay down general principles applicable to housing development in all spheres of government.

1. Institutional Arrangements with Respect to Emergency Housing

The roles and functions of national, provincial and local government are based on the principles of co-operative governance and subsidiary and the creation of partnerships between the different spheres of government. This thus implies that normally a role or function should be performed at the level most suitable for the circumstances. All parties involved must address prescribed procedures expeditiously, given the circumstances of the emergency. The roles and functions attributed to the three spheres of government and others under this Programme areas follows:

a. RESPONSIBILITIES OF MUNICIPALITIES

It will be the responsibility of a municipality to consider whether specific circumstances in its area of jurisdiction merits the submission of an application for assistance under this Programme, and if so the relevant municipality should:

- Initiate, plan and formulate applications for projects relating to emergency housing situations, which in the case of municipalities, which are not accredited, must be in collaboration with and, under the supervision of the PD;
- Request assistance from the PD on any of the matters concerned if the municipality
lacks the capacity, resources or expertise;
• Submit the application to the relevant PD;
• Implement approved projects in accordance with agreements entered with PDs;
• Assume ownership of the engineering services installed;
• Manage, operate and maintain settlement areas developed under this Programme;
• As a precondition for approval of an application, conduct planning for the development of a permanent housing situation for affected persons, wherever appropriate.
• Ensure as far as possible the availability of bulk and connector engineering services.

1.i.a.1  INCREMENTAL INTERVENTIONS: EMERGENCY HOUSING PROGRAMME | PART 3 (OF THE NATIONAL HOUSING CODE) | 2009 21

• Provide basic municipal engineering services such as water, sanitation, refuse removal services and other municipal services;
• Provide materials, assistance, and support where necessary to enable the installation or repair of engineering services or the repair or construction of shelters by or for the affected persons;
• A district municipality must provide inputs and assistance to a local municipality, and vice versa in appropriate circumstances;
• Liaison with other bodies: A municipality must take steps to establish liaison channels and procedures both within its organisation and with other public and private bodies to deal with emergency situations effectively when they arise;
• Ensure that situations which may qualify for consideration under this Programme are given expeditious treatment. This includes the use of accelerated land use and planning procedures;
• Where appropriate, assisting with the transport of affected persons and their belongings to resettlement sites; and
• The municipality will adhere to the general procedures on local project coordination in executing projects approved under the programme as contained in Annexure D, to the Guidelines for Implementation of Emergency Housing Projects. Undertakings Required from the Municipality Where appropriate, undertakings will be required for:
  • Implementing the project;
  • Taking the necessary steps to ensure the provision of bulk and connector services to a project;
  • The provision of municipal services for purposes of a project;
  • The management and control of land, basic municipal engineering services, and
shelter developed for purposes of the project;
• Keeping and maintaining a register of persons/families who benefited from assistance provided under the Programme;
• Taking responsibility for the assets to be created in the process, except in the case of damaged formal housing;
• Providing relocation assistance to affected persons.

b. RESPONSIBILITIES OF THE PROVINCIAL DEPARTMENTS (PDs)

The PDs will be responsible for the funding and implementation of this Programme in partnership with municipalities. PDs must do everything in their power to assist municipalities to achieve their obligations under this Programme. The PDs must:

• Collaborate with and assist municipalities in the initiation, planning and formulation of applications for projects under this Programme;
• Assume the development responsibility of the municipality in cases where the municipality is clearly not able to fulfil its obligations under the Programme;
• Forward applications to the MEC together with its comments and recommendations including its views on the eligibility for assistance and the capacity of the municipality concerned to undertake and complete the project successfully;
• MECs will have decision-making authority;
• Take appropriate steps in accordance with section 139 of the Constitution of the Republic of South Africa, 1996 (Act no. 108 of 1996), to ensure the performance of the duties and obligations provided for in section 7 of the Housing Act 1997 if the municipality is unable to do so;
• Reserve, reprioritise and allocate funds from its annual budget allocation and manage, disburse and control funds allocated for an approved project, in accordance with an agreement with a municipality;
• Monitor the implementation of a project by a municipality;
• Assist municipalities with the use and implementation of accelerated planning procedures as described in Section 12.3.9 of this Chapter;
• Update the Housing Subsidy System with the details of project beneficiaries under this Programme;
• Assume ownership of the temporary shelter provided and ensure the dismantling and safe storage of prefabricated shelter units after use, for reuse later. The PD may negotiate this matter with the municipality.
c. RESPONSIBILITIES OF THE NATIONAL DEPARTMENT

The National Department must:

- Actively participate in project conceptualisation, assist with project applications and evaluations and participate in project management with the PDs and municipalities;
- Maintain the policy and programme, and assist with interpretation;
- Monitor programme implementation;
- Negotiate the apportionment of funding for the programme and allocate such to provinces for project execution and release allocated funds on a cash flow basis;
- Provide implementation assistance;
- If required, establish a national co-ordinating body to address large scale emergency housing needs. Funding for this purpose will be made available from the National Department's operational budget; and
- Provide assistance with the release of State Land for emergency housing purposes.

2. DISTRICT DEVELOPMENT MODEL (DDM)

2.1. The DDM Concept

The District Development Model (DDM) was adopted by Cabinet in August 2019 as an operational model for improving Cooperative Governance aimed at building a capable, ethical Developmental State.

It is a method of government operating in unison in relation to the district and metropolitan spaces as the impact areas of joint planning, budgeting and implementation. This method refers to all three spheres of government, sector departments and state entities operating like a single unit in relation to achieving developmental objectives and outcomes in relation to the district and metropolitan spaces over a multi-year period and over multi-term electoral cycles.

Although each sphere, sector or entity has its distinct constitutional powers, functions and responsibilities, they cooperate and undertake collaborative planning, budgeting and implementation processes converging efforts at the district/metropolitan level and focusing on the district and metropolitan spaces as strategic developmental spaces for socio-economic transformation and effective service delivery for the country.

2.2. Key Strategic Objectives
In giving effect to the vision of Joined-Up government positively impacting lives at local level, the DDM is premised on institutionalising a programmatic approach to IGR having four (4) key strategic objectives:

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

2.3. **DDM Outcomes**

- State coherence and impact-oriented planning, budgeting and implementation
- Improved State and Local Government Performance
- Improved Cooperative Governance
- Established District/Metro Impact Oriented Planning, Budgeting, Implementation
- Communities Experience Seamless and Consistent service delivery
- Communities Experience living in functional and vibrant places
- All Plans and Budgets across State based on shared understanding of district / metro challenges, dynamics and opportunities using IDPs and SDFs as the base
- All Plans and Budgets follow agreed projections, targets and sustainable spatial growth patterns of districts and metros
To achieve the DDM outcomes, the state especially local government will need to improve its effectiveness and efficiencies in service delivery provision so that communities can experience a seamless and consistent service delivery. Given the current state of service delivery provision, a review is essential / necessary.

**3. PROBLEM STATEMENT**

In 2019, there were 1,006,431 people living in poverty, using the lower poverty line definition, across the OR Tambo District which accounts for 66.5% of the total population. This is significantly higher percentage of the population when compared to the Eastern Cape provincial figure which was at 54.3%. OR Tambo was ranked fourth in terms of the poorest districts in the country.

OR Tambo District has a Gini coefficient of 0.56, which is below the provincial index value of 0.62. In terms of the Gini coefficient for each of the local municipalities within the District, King Sabata Dalindyebo has the highest Gini coefficient, with an index value of 0.58.

In 2018, OR Tambo District had a GDP of R 41.4 billion (up from R 20.2 billion in 2008), which accounted for a contribution of 11% to the Eastern Cape Province GDP and ranked third relative to the other districts in the province. In 2018, the OR Tambo District achieved a negative annual growth rate of -1.15% compared to the Eastern Cape Province's 0.78%.

In OR Tambo District, 1.3% of the households are informal dwellings which is lower than the provincial figure of 7.3% and 33% are formal dwellings which is significantly lower than the provincial figure of 56%. A further 54% of the dwellings are traditional dwellings. 78.9% of the houses are fully owned or paid off which is higher than the provincial figure of 69.1%. There are 9% of the dwellings where people are renting.

The OR Tambo District has experienced a number of disasters in the recent past and the demand for temporary shelters and permanent housing has increased rapidly. There is need for an integrated human settlement plan to address the housing backlogs, informal settlements, eradication of mud houses and rectification of defective structures.

It is against this background that this programme is proposed to cover the district of OR Tambo’s CBD areas where urbanisation that occurs without support by government is posing a crisis to the most vulnerable.
3.1. Emergency Housing

This Programme will apply to emergency situations of exceptional housing need, such situations being referred to as “Emergencies”, as defined below: An emergency exists when the MEC, on application by a municipality and or the PD, agrees that persons affected owing to situations beyond their control: a) Have become homeless as a result of a declared state of disaster, where assistance is required, including cases where initial remedial measures have been taken in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002) by government, to alleviate the immediate crisis situation; b) Have become homeless as a result of a situation which is not declared as a disaster, but destitution is caused by extraordinary occurrences such as floods, strong winds, severe rainstorms and/or hail, snow, devastating fires, earthquakes and/or sinkholes or large disastrous industrial incidents; c) Live in dangerous conditions such as on land being prone to dangerous flooding, or land which is dolomitic, undermined at shallow depth, or prone to sinkholes and who require emergency assistance; d) Live in the way of engineering services or proposed services such as those for water, sewerage, power, roads or railways, or in reserves established for any such purposes and who require emergency assistance; e) Are evicted or threatened with imminent eviction from land or from unsafe buildings, or situations where proactive steps ought to be taken to forestall such consequences; f) Whose homes are demolished or threatened with imminent demolition, or situations where proactive steps ought to be taken to forestall such consequences; g) Are displaced or threatened with imminent displacement as a result of a state of civil conflict or unrest, or situations where pro-active steps ought to be taken to forestall such consequences; or h) Live in conditions that pose immediate threats to life, health and safety and require emergency assistance.

i) Are in a situation of exceptional housing need, which constitutes an Emergency that can reasonably be addressed only by resettlement or other appropriate assistance, in terms of this Programme.

3.2. Land Tenure

Most of the land in the OR Tambo District is either government-owned or falls under a Tribal Authority. Legal forms of land tenure in the district include freehold (mainly concentrated in the urban centres or townships, certain shops in rural areas, providing security to the owner), Permission-To- Occupy (mainly in the rural owners where there is no right of ownership),
leasehold and grazing rights on commonage. Streamlined land access, development planning and design phases: To properly deal with emergency circumstances, this Programme envisages the development of land access processes appropriate to the situation with due regard to municipal integrated development planning.

4. SCOPE OF WORK

The scope is covering the Mthatha (King Sabatha Dalindyebo Municipality). Activities around the collection of data may be done by unemployed local youth under strict supervision, consisting of:

a) Identification of the following categories of individuals and families:
   
   i. Those living under bridges, stormwater pipes, in the open and under trees;
   ii. Those living in flooded areas, wetlands and next to rivers;
   iii. Those living in dilapidated buildings and under shelters that are in danger of collapse;
   iv. Those living in exceptional inhumane physical environments.

b) Profiling

Collecting data associate with affected individuals and households with respect to:

   i. Personal identity;
   ii. Background;
   iii. Reasons for being under current conditions;
   iv. Desired future.

c) Immediate Interventions
   i. Creation of a database of potential beneficiaries of emergency housing with GPS co-ordinated locations.

5. REQUIRED SKILLS, COMPETENCIES, EXPERTISE AND KNOWLEDGE

The bidders must provide demonstrable capacity consisting of a team of experts with appropriate skills, expertise and experience in at least the following areas:
i. Knowledge of Legislative and policy provisions around housing.

ii. Consciousness around poverty, homelessness and under-development.

iii. Advanced public policy analysis and development

iv. Capacity to work with NGOs, CBOs and community political structures

v. Advanced quantitative and Qualitative research

vi. Change and Stakeholder management.

vii. Knowledge and understanding of public sector and local government legislation and policy insofar as it pertains to co-operative governance, as well as powers and functions of various spheres of government with regards to emergency housing.

6. FUNCTIONAL EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Functionality Evaluation Criteria - Technical scorecard</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Demonstrated experience / track record of the bidding entity in executing work of similar or related nature within the public and/or government sector</strong></td>
<td>25</td>
</tr>
<tr>
<td>Tenderer has successfully undertaken enumeration and profiling of vulnerable communities / informal housing / or related similar work within the public and / government space in the past ten years.</td>
<td>25 = 5 Successful Projects and more undertaken&lt;br&gt;17.5 = 4 Successful Projects undertaken&lt;br&gt;12 = 3 Successful Projects undertaken&lt;br&gt;8 = 2 Successful Projects undertaken&lt;br&gt;1 = 1 Successful Project undertaken</td>
</tr>
<tr>
<td><strong>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 poverty, housing and human settlements.</strong></td>
<td>20</td>
</tr>
<tr>
<td>Tenderer has demonstrated knowledge and understanding of public sector and local government legislation and policies clearly articulating how they relate to the poverty and homelessness context:&lt;br&gt;• Applicable public sector legislation and policies listed and explained&lt;br&gt;• Applicable local government legislation and policies listed and explained&lt;br&gt;• Demonstrated how the above legislation and policies relate to homelessness.</td>
<td>20 = Excellent knowledge and understanding of legislation and policies&lt;br&gt;14 = Good knowledge and understanding of legislation and policies&lt;br&gt;10 = Acceptable knowledge and understanding of legislation and policies&lt;br&gt;7 = Poor knowledge and understanding of legislation and policies&lt;br&gt;1 = No knowledge and understanding of legislation and policies</td>
</tr>
</tbody>
</table>
# Prequalification Criteria

## C. Key Resources: Minimum Qualifications and Experience

<table>
<thead>
<tr>
<th>Key resource</th>
<th>Minimum qualifications</th>
<th>Minimum relevant experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Lead Consultant: Public Policy / Social Development</strong></td>
<td>Post-graduate qualification in Public Policy, Public Management / Humanities or related Fields. <strong>Experience:</strong> Must have minimum 10 years’ experience in the fields of public policy, management or administration</td>
<td>10 = more than 10 years’ experience in the field of public policy, management or humanities 7 = more than 7 and up to 10 years’ experience in the field of public policy, management or administration 5 = more than 4 and up to 7 years’ experience in the field of public policy, management or administration</td>
</tr>
<tr>
<td><strong>2. GPS Specialist</strong></td>
<td>Graduate qualification with related course in GPS. <strong>Experience:</strong> Must have minimum 5 years’ experience in the fields of geography, surveying, planning etc.</td>
<td>3.5 = more than 2 and up to 4 years’ experience in the field of public policy, management or administration 2 = 0 and up to 2 years’ experience in the field of public policy, management or administration</td>
</tr>
<tr>
<td><strong>3. Psychologist</strong></td>
<td>Relevant post-graduate qualification in Clinical psychology. <strong>Experience:</strong> Must have minimum 10 years’ experience in the fields of counseling</td>
<td>5 = more than 10 years’ experience in the field of counselling 3.5 = more than 7 and up to 10 years’ experience in the field 2.5 = more than 4 and up to 7 years’ experience in the field 2 = more than 2 and up to 4 years’ experience</td>
</tr>
<tr>
<td>4. Stakeholder and / or Community Development Expert</td>
<td>Relevant degree in Stakeholder Management, Communications, Community Development or related Fields.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td>Must have minimum 5 years' experience in Community Development</td>
<td></td>
</tr>
<tr>
<td>5 = 5 or more years’ experience</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3.5 = 4 years’ experience</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>2.53 = 3 years’ experience</td>
<td>2.53</td>
<td></td>
</tr>
<tr>
<td>1 = 2 years’ experience</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>0 = 1 years’ experience</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**D. Proposed Approach and Methodology**

<table>
<thead>
<tr>
<th>The bidder clearly articulated the requirements of the project’s Scope of Works by including at least the following:</th>
<th>25 = 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Understanding of the requirements of the scope of work</td>
<td>17.5 = Addressed seven of the specified requirements of the approach and methodology.</td>
</tr>
<tr>
<td>• Overall approach and methodology</td>
<td>12 = Addressed six of the specified requirements of the approach and methodology.</td>
</tr>
<tr>
<td>• Literature and document review approach including applicable legislation</td>
<td>8 = Addressed five of the specified requirements of the approach and methodology.</td>
</tr>
<tr>
<td>• Activity-based plan aligned to SoW, deliverables, timelines and experts.</td>
<td>8</td>
</tr>
<tr>
<td>• Quality assurance plan</td>
<td>8</td>
</tr>
<tr>
<td>• Detailed process on the next steps</td>
<td>8</td>
</tr>
<tr>
<td>• Stakeholder and change management approach</td>
<td>8</td>
</tr>
</tbody>
</table>
5 = Addressed four of the specified requirements of the approach and methodology.
3 = Addressed three or less of the specified requirements of the approach and methodology addressed.

<table>
<thead>
<tr>
<th>Total</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threshold</td>
<td>70</td>
</tr>
</tbody>
</table>

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.

7. PERFORMANCE MEASUREMENT / REPORTING

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

i. 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.

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

   d. Services are rendered timeously;
   e. Timeframes as far as possible are not extended;
   f. Will render a quality assurance function; and
   g. Will ensure that additional costs are not incurred unnecessarily.

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

iv. 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.

v. The service provider will report to the Manager at the DBSA OR Tambo Hub in Mthatha.
8. DURATION OF THE SERVICE

3 months

9. 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.

10. 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.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ACTIVITY</th>
<th>NO. OF HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>DATA GATHERING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>INDIVIDUALS/FAMILIES PROFILING</td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td>DATA ANALYSIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>FINAL REPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUB-TOTAL</th>
<th>15% VAT</th>
<th>TOTAL</th>
</tr>
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<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

23
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 interest1 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.2

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 Date

........................................... .................................................................
Position 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></th>
<th>POINTS</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) 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:  \( . = \ldots \ldots \) (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>
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 ORIGINALY 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>
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<td>1. ..............</td>
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<td>2. ..............</td>
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| 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.

<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>
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</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
Annexure G

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION – N/A
Annexure H

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

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

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

Tax Compliant Status and CSD Registration Requirements

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

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

CSD Registration Number: 