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>BID NUMBER:</th>
<th>RFQ076/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ ISSUE DATE:</td>
<td>11 August 2022</td>
</tr>
<tr>
<td>NON-COMPULSORY BRIEFING SESSION:</td>
<td>Briefing will be done online via Microsoft teams. Bidders are advised to use the link below to join the briefing session.</td>
</tr>
<tr>
<td></td>
<td>Link: Click here to join the meeting</td>
</tr>
<tr>
<td></td>
<td>18 August 2022 @11H00</td>
</tr>
<tr>
<td>CLOSING DATE AND TIME:</td>
<td>31 August 2022 at 23H55</td>
</tr>
<tr>
<td>RFQ VALIDITY PERIOD</td>
<td>120 days (COMMENCING FROM THE RFQ CLOSING DATE)</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>APPOINTMENT OF A CONSULTANT TO CONDUCT THE INTERIM INDEPENDENT EVALUATION FOR THE CLIMATE FINANCE FACILITY (CFF).</td>
</tr>
<tr>
<td>DOCUMENTS DELIVERY ADDRESS:</td>
<td>ELECTRONIC SUBMISSIONS</td>
</tr>
<tr>
<td></td>
<td>a) Bidders that wish to submit a tender response must send an email to <a href="mailto:lihleSCM@dbsa.org">lihleSCM@dbsa.org</a> indicating their participation.</td>
</tr>
<tr>
<td></td>
<td>b) This must be done three (3) working days before submission day.</td>
</tr>
<tr>
<td></td>
<td>c) Bidders will thereafter receive a OneDrive Link to upload their submission documents electronically.</td>
</tr>
<tr>
<td></td>
<td>d) Closing time for the OneDrive Link submissions - 23h55 on the 26th of August 2022 (Telkom Time)</td>
</tr>
<tr>
<td>TENDER TECHNICAL AND GENERAL QUERIES</td>
<td>E-mail address: <a href="mailto:lihleSCM@dbsa.org">lihleSCM@dbsa.org</a></td>
</tr>
<tr>
<td>COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS</td>
<td>E-mail address: <a href="mailto:scmqueries@dbsa.org">scmqueries@dbsa.org</a></td>
</tr>
</tbody>
</table>
NB: All enquiries regarding this RFQ must be forwarded to the stated email address above within the day after the RFQ has been issued. No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. DBSA however reserves the right to clarify any information with any bidder regarding their response to this RFQ.

All responses must be submitted to the above-mentioned address at the time specified.

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

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

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
<th>STREET ADDRESS</th>
<th>TELEPHONE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>CELLPHONE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>FAX NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
<th>VAT REGISTRATION NUMBER</th>
</tr>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPLIER COMPLIANCE STATUS</th>
<th>TAX COMPLIANCE SYSTEM PIN:</th>
<th>OR</th>
<th>CENTRAL SUPPLIER DATABASE No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>MAAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY</th>
<th>TICK APPLICABLE BOX</th>
<th>ORIGINAL B-BBEE STATUS LEVEL SWORN AFFIDAVIT</th>
<th>[TICK APPLICABLE BOX]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**[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>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?</th>
<th>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES/WORKS OFFERED?</th>
<th>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐Yes</td>
<td>☐Yes</td>
<td>☐Yes</td>
</tr>
<tr>
<td>☐No</td>
<td>☐No</td>
<td>☐No</td>
</tr>
<tr>
<td>[IF YES ENCLOSE PROOF]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS PLEASE COMPLETE AS PER SECTION 3 OF THE TERMS AND CONDITIONS BELOW**

**NOTE:** Whether or not you are submitting a bid, please email this schedule to the Procurement Specialist.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
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</table>

We will bid:
1. **RFQ SUBMISSION:**

1.1. RFQ BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RETYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

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. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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

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

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

1.8. 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.

1.9. 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.

1.10. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.

1.11. 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.

1.12. 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.

**OR**

WHERE THE TENDERING PROCESS WILL USE A **TWO FOLDERS SYSTEM** I.E. BIDDERS MUST
SUBMIT THE PRE-QUALIFYING CRITERIA AND FUNCTIONAL PROPOSAL IN ONE ENVELOPE/FOLDER (TOGETHER WITH RELEVANT COPIES) AND THE COMPLETED ANNEXURE B (PRICING) AND PREFERENCE POINTS PROPOSALS IN A SEPARATE ENVELOPE/FOLDER (TOGETHER WITH THE RELEVANT COPIES). BOTH ENVELOPES / FOLDERS MUST BE CLEARLY MARKED.

NOTE: NO PRICE AND/OR RATES MUST BE INCLUDED IN THE FUNCTIONAL/TECHNICAL PROPOSAL AS THIS WILL RESULT IN DISQUALIFICATION.

1.13. 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.


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

1.16. 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.

1.17. 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
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>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Is the bidder a resident of the Republic of South Africa (RSA)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2. Does the bidder have a branch in the RSA?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3.3. Does the bidder have a permanent establishment in the RSA?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3.4. Does the bidder have any source of income in the RSA?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

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

Please ensure you submit the requested information as per eligibility criteria on page 7 and 14. Bidders failing to provide the requested information will lead to disqualification.

### 6. FUNCTIONAL EVALUATION

6.1 Applicable-refer to terms of reference – Eligibility criteria

### 7. PRICE

7.1 Those Bidders which have passed the first and second stages of the tender process will be scored on the basis of the price offered. The price must be fixed, no price adjustment shall be allowed.

### 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 UTRNE 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

10.1 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: ........................................................................................................
**Stage 1: Responsiveness**

Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.

A. Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.

<table>
<thead>
<tr>
<th>Responsiveness Criteria</th>
<th>Prequalifying Criteria</th>
<th>Applicable to this Tender (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adherence to submitting Tender as a two-folder tender. Folder 1 Functionality and returnable submission separate from Folder 2 Pricing proposal submission</td>
<td>Pre-Qualifier</td>
<td>Y</td>
</tr>
<tr>
<td>2. Attendance register for Compulsory Briefing session.</td>
<td>Pre-Qualifier</td>
<td>N</td>
</tr>
<tr>
<td>3. 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</td>
<td>Pre-Qualifier</td>
<td>N</td>
</tr>
<tr>
<td>4. The successful Tenderer, if not itself an EME or QSE with a minimum B-BBEE status level 2, as per Section 4(1)(a) and (b) of the PPR 2017, must subcontract a minimum of 30% of the value of the contract to the following category referred to in Section 4(1)(c) of the PPR 2017: i). an EME or QSE which is at least 51% owned by black people.</td>
<td>Pre-Qualifier</td>
<td>N</td>
</tr>
</tbody>
</table>

B. Tenderers who do not adhere to the indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.

<table>
<thead>
<tr>
<th>Responsiveness Criteria</th>
<th>Clarification Time</th>
<th>Applicable to this Tender (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Standard conditions of tender as required.</td>
<td>48 hours</td>
<td>Y</td>
</tr>
<tr>
<td>6. Returnable documents completed and signed.</td>
<td>48 hours</td>
<td>Y</td>
</tr>
<tr>
<td>7. Submission of Proof of Registration with National Treasury Central Supplier Database (CSD) Summary Report and a Valid and Active Tax Compliance Status Pin issued by SARS for Tax Compliance Status Verification:</td>
<td>7 working days</td>
<td>Y</td>
</tr>
</tbody>
</table>
N.B - Bidder must be fully registered & tax compliant in order to do business with the DBSA.

A list of at least 3 reputable & verifiable references (issued in the past year) from companies and /or trusts the bidder has acted or is acting as a non-executive director and/or a trustee

<table>
<thead>
<tr>
<th>Stage 2: Functional criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Functional Criteria that will be used to test the capability of Bidders are as follows: The technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of 100 points, and only those bids that achieve a threshold of <strong>80 points</strong> for the technical proposal will move to the next level of evaluation where a score for price.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Scoring Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Methodology</strong></td>
<td>Bidder has provided a detailed and customised methodology on how the independent interim evaluation Project will be delivered.</td>
<td>20</td>
</tr>
<tr>
<td><strong>Excellent:</strong></td>
<td>Detailed and customised methodology on the required service provided. The methodology will provide a detailed organogram <strong>Score = 20 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Good:</strong></td>
<td>Detailed but not customised methodology provided. <strong>Score = 16 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Poor:</strong></td>
<td>Generic methodology provided. <strong>Score = 0 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Consultant (and/or team) expertise</strong></td>
<td>Detailed CVs of resources to be deployed to the assignment will be submitted.</td>
<td>20</td>
</tr>
<tr>
<td><strong>Excellent:</strong></td>
<td>- Consultant(s) has advanced university degree in environmental science or social/international development studies, climate change adaptation/mitigation or relevant related fields. - Minimum 10 years of demonstrable experience in the technical areas (e.g., energy, water sector, waste management and climate change adaptation/mitigation sectors) in the context of urban development. = <strong>20 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Good:</strong></td>
<td>- Only one of the above is fulfilled: the consultant(s) has advanced university degree in environmental science or</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Scoring Criteria</td>
<td>Weighting</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
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<td>-----------</td>
</tr>
<tr>
<td>adaptation/mitigation, or related relevant field</td>
<td>social/international development studies, climate change adaptation/mitigation relevant fields OR Minimum 10 years of demonstrable experience in the technical area of energy and climate change mitigation</td>
<td></td>
</tr>
<tr>
<td>- Minimum 10 years of demonstrable experience in the technical area of energy and climate change mitigation</td>
<td><strong>Score = 16 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Poor:</strong></td>
<td>Bidder does not have any of the required expertise <strong>Score = 0 point</strong></td>
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</tr>
<tr>
<td>The deployed consultant/s are expected to have credible experience on the following key requirements listed below:</td>
<td></td>
<td>50</td>
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<tr>
<td>- Experience in undertaking GCF or related such as GEF/LDCF/other donors of at least 2 climate change/adaptation and/or mitigation related projects/programme evaluations (and knowledge of evaluation policies/guidelines)</td>
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<tr>
<td>- Experience with results-based monitoring and evaluation methodologies</td>
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<tr>
<td>- Experience working Africa. Experience in South Africa, a plus.</td>
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<td></td>
</tr>
<tr>
<td>- Project evaluation/review experiences within United Nations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excellent:</strong></td>
<td>Experience in undertaking GCF or related such as GEF/LDCF/other on at least 2 climate/adaptation/mitigation project/programme evaluations (and knowledge of evaluation policies/guidelines) Demonstrated experience with results-based monitoring and evaluation methodologies that are aligned to the GCF. Experience on conducting similar work Africa. Project evaluation/review experiences within United Nations (or other organisations accredited to GCF or similar entity with demonstrable alignment of M&amp;E policies/guidelines to GCF) system will be considered an asset Experience in gender (and sensitivity evaluation). <strong>Score = 50 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Good:</strong></td>
<td>Meets only four of five requirements. <strong>Score = 40 points</strong></td>
<td></td>
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<tr>
<td><strong>Average:</strong></td>
<td>Only three of five requirements. <strong>Score = 32 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Insufficient:</strong></td>
<td>Bidder fulfils two of five requirements. <strong>Score = 0 points</strong></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Scoring Criteria</td>
<td>Weighting</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>system will be considered an asset</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Experience in gender (and sensitivity evaluation)</td>
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<tr>
<td>References</td>
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<tr>
<td>The bidder should provide 2 or more traceable references not older than 5 years from clients that are accredited to the GCF (or similar organisation with demonstrable alignment of M&amp;E procedures to GCF) confirming successful completion of evaluations.</td>
<td>Excellent: 2 reference letters or more submitted clearly describing the following: - Name of organisation, contact person and contact details - Scope of work completed by the bidder (should be in line with requirements of these TORs) Score = 10 points <strong>Good:</strong> 2 reference letters submitted. Score = 8 points <strong>Average:</strong> Only 1 letter provided. Score = 6 points <strong>Poor:</strong> Bidder does not have letters of reference that are relevant to the interim evaluation assignment Score = 0 point</td>
<td>10</td>
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<tr>
<td>Totals</td>
<td></td>
<td>100</td>
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<tr>
<td>Threshold</td>
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<td>80</td>
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</table>
1. Introduction

The Development Bank of Southern Africa (DBSA) implements GCF-funded projects and manages funds in line with the GCF minimum fiduciary standards which are further defined in the Bank’s internal policies. The Interim Independent Evaluation will be conducted in line with the DBSA Monitoring and Evaluation Policy. The Climate Finance Facility (“CFF”) is a programme co-funded by the GCF together with the DBSA. The DBSA plays the role of an implementing agency, responsible for direct submission of reports to the GCF Secretariat and managing specific activities such as the Interim Independent Evaluation.

The objective of the CFF is to fill market gaps and crowd-in private investment, targeting commercially viable technologies that cannot currently attract market-rate capital at scale. It focuses on infrastructure projects that mitigate or adapt to climate change and utilize two main instruments: subordinated debt / first loss and credit enhancements such as tenor extension to projects that are commercially viable but not currently being financed by the private sector financial institutions. Further comprises of the following Outcomes aligned with GCF investment criteria:

- **Outcome 1**: Mitigation of climate change via expanding private investment in climate-friendly infrastructure

- **Outcome 2**: Providing a replicable model for building nation-specific capacity to scale up climate finance in support of Paris climate goals

- **Outcome 3**: Supporting at least eight of the UN Sustainable Development Goals i.e., access to clean water, renewable energy generation, economic growth, development of sustainable infrastructure, reduced inequality in terms of energy access and access to clean water, sustainable cities, and communities, and taking climate action

- **Outcome 4**: Providing necessary financial capacity to meet socio-economic needs related to climate friendly and clean water infrastructure

- **Outcome 5**: National capacity to achieve established climate goals working through local stakeholders,

- **Outcome 6**: Increasing market efficiency through a leverage approach to scaling up
private investment

For more information on the Climate Facility please refer to the following:
https://www.greenclimate.fund/project/fp098

2. Scope of Work

The DBSA seeks to engage a consultant who will execute the independent interim evaluation activities and produce the interim evaluation report for the project. The objective of conducting an Interim Evaluation is to provide an independent assessment of the implementation of the CFF and its alignment with the FAA obligations and Accredited Entity project document. The assessment will be aligned with the GCF evaluation criteria as well as guidance from the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC) criteria. This will be considered in conjunction to DBSA’s monitoring and evaluation criteria. The Interim evaluation will assess progress towards the achievement of the CFF’s objectives and outcomes, and further assess areas of improvement. The aim is to identify the necessary changes required to ensure that the project is on-track to achieve its intended results. The evaluation will further assess the projects overall management, credibility of results/reporting, and achievement of results and/or contributions towards expected results, inclusive of behavioural changes necessary to achieve the expected results.


The interim evaluation will include the assessment of the below key elements of the CFF as a programme which will be henceforth referred to as (the “Project”). The assessment needs to further identify learning and areas where restructuring or changes through adaptive management in the Project implementation are needed in addition, the assessment needs to make evidence-based clear and focused recommendations that may be required for enhancing the Project implementation to deliver expected results, and to what extent these can be verified and attributed to GCF investment.

3.1 RELEVANCE, EFFECTIVENESS AND EFFICIENCY

The evaluator/consultant will assess the below to ascertain results to date and status of the programme:

Relevance
- Was the design of the programme adequate to deliver the intended results?
- What aspects of the Project design facilitate or hinder the achievement of results?
- What, if any, alternative strategies would have been more effective in achieving the Project objectives?
- Are the Project Theory of Change (TOC) and log frame coherent and realistic? Do they need to be adjusted?
- How realistic are the risks and assumptions identified in the risk register of the programme?
- How realistic and how relevant are the Project terms and conditions from a commercial market perspective in the four jurisdictions? What concrete and specific recommendations should be made to the Project terms and conditions to make the Project more palatable from a market perspective?

**Efficiency**

- Are the planned inputs and strategies identified realistic, appropriate, and adequate to achieve the results? Were they sequenced sufficiently and appropriately to efficiently deliver the expected results?
- Have Project resources been utilized in the most economical, effective, and equitable ways possible (considering value for money; absorption rate; commitments versus disbursements and projected commitments; co-financing; etc.)?
  
  Are the Project’s governance mechanisms functioning efficiently?

**Effectiveness**

- Were there clear baselines indicators and/or benchmark for performance measurements? How were these used in project management? To what extent and how the Project applies adaptive management?
- To what extent have the outputs been achieved in a timely manner? Is this achievement supportive of the TOC and pathways identified? What assumptions held/did not hold?
- To what extent is the Project able to demonstrate changes against the baseline (assessment in approved funding proposal) for the GCF investment criteria (including contributing factors and constraints)?
How has the Project contributed to achieving stronger and more coherent integration of shift to low emission sustainable development pathways and/or increased climate resilient sustainable development (GCF RMF/PMF Paradigm Shift objectives)? The Evaluator will need to provide concrete examples and make specific suggestions on how to enhance these roles going forward.

3.2 COHERENCE IN CLIMATE FINANCE DELIVERY WITH OTHER MULTILATERAL ENTITIES

The evaluator/consultant will assess the below:

- Who are the partners of the Project and how strategic are they in terms of capacities and commitment?
- Is there coherence and complementarity by the Project with other actors and climate change interventions such as those funded by other climate funds (e.g., Adaptation Fund, GEF, etc.)?
- To what extent has the Project complemented other on-going local level initiatives (by stakeholders, donors, governments) on climate change adaptation or mitigation efforts?

3.3 GENDER EQUITY

The evaluator/consultant will assess the below:

- To what extent does the Project go beyond sex-disaggregation data in reporting?
- Are financial resources/Project activities explicitly and equitably allocated to enable women to benefit from project interventions?
- Do the project activities and planning account for local gender dynamics and how Project interventions affect women as beneficiaries?
- To what extent are woman beneficiaries aware of the potential and actual benefits from the Project?
- Did the Project sufficiently address cross cutting issues including gender?

3.4 COUNTRY OWNERSHIP OF PROJECTS AND PROGRAMMES

The evaluator/consultant will assess the below:

- To what extent is the Project aligned with national development plans, national plans of action on climate change, or sub-national policy as well as Projects and priorities of the national partners?
– How well is country ownership reflected in the Project governance, coordination and consultation mechanisms or other consultations?
– To what extent are country level systems for Project management or monitoring and evaluation utilized in the Project?
– What level and types of involvement for all Is the Project as implemented responsive to local challenges and relevant/appropriate/strategic in relation to SDG indicators, National indicators, GCF RMF/PMF indicators, DBSA indicators, or other goals?
– Were the modes of deliveries of the outputs appropriate to build essential/necessary capacities, promote national ownership and ensure sustainability of the result achieved?

3.5 INNOVATION IN RESULTS AREAS

The evaluator/consultant will assess the below:
– What role has the Project played in the provision of “thought leadership,” “innovation,” or “unlocked additional climate finance” for climate change adaptation/mitigation in the Project and country context? The Evaluator will need to provide concrete examples and make specific suggestions on how to enhance these roles going forward.

3.6 REPLICATION AND SCALABILITY

The evaluator/consultant will assess the below:
– What are Project lessons learned, failures/lost opportunities to date? What might have been done better or differently?
– How effective were the exit strategies and approaches to phase out assistance provided by the Project including contributing factors and constraints?

3.7 UNEXPECTED RESULTS

The evaluator/consultant will assess the below:
– What has been the Project’s ability to adapt and evolve based on continuous lessons learned and the changing development landscape? There will be a requirement to account for factors both within the AE/EE and external.
– Can any unintended or unexpected positive or negative effects be observed as a consequence of the Project’s interventions?
– What factors have contributed to the unintended outcomes, outputs, activities, results?

3.8 METHODOLOGY/ APPROACH TO INTERIM EVALUATION
The interim evaluation will be aligned with the principles established in GCF’s Evaluation Policy and pending GCF guidance on conflicts of interest in evaluation, UNEG Code of Conduct for Evaluations, that include but are not limited to impartiality, objectivity, independence, relevance, utility, credibility, measurability, transparency, ethics, and partnerships.

The evaluation design will be mixed methods with demonstrable triangulation of findings and results. The proposal should demonstrate the best possible methodological choices to achieve this. The interim evaluation seeks to the extent possible to be inclusive and participatory, involving principal stakeholders and beneficiaries in the analysis. During the interim evaluation, the consultant/evaluator will be expected to apply the following approaches for data collection, analysis, and triangulation of evidence for validation:

I. Desk review of relevant Project documents including the funding proposal, baseline studies, progress reports and any records of surveys conducted during the Project, stakeholder maps, etc.

II. Survey/Questionnaires, focus groups or key informant interviews with relevant stakeholders, beneficiaries, EE’s, possibly national and or local Governments, funders, and where relevant other development partners.

III. Other evaluation approaches and data collection methods as needed (government data/records, field observation visits, CDM verifications, public expenditure reporting, GIS data, etc.) to validate evidence of results and assessments (including but not limited to assessment of TOC, activities delivery, and results/changes occurred)

4. Expected Outputs and Deliverables

The consultant/evaluator will be expected to deliver the following outputs:

i. After an inception workshop, an inception report is to be completed. The report should include the proposed evaluation methodology, work plan, quality assurance process, dissemination and knowledge management plan, and structure of the evaluation report

ii. A draft preliminary evaluation report and presentation, to be presented at a debriefing meeting with the DBSA ‘s project team
iii. Final report, including a 2–3-page executive summary, a set of limited and strategic recommendations (not to exceed 10 recommendations total), and response addressing issues raised during presentation of draft.

iv. Lead a validation meeting for the interim evaluation of the final report

v. A close out report which includes but is not limited to lessons learnt and recommendations on how the DBSA can improve and design future similar assignments

The Project interim evaluation report will include the following structure in its structure:

a) Executive summary.
b) Introduction (including context, scope, methodology described clearly and succinctly);
c) Key strategic findings and conclusions: Where relevant and possible, specifically outline role, impact, and issues in Project assistance/implementation.
d) Lessons Learned
e) Recommendations (corrective actions for on-going and future work and where relevant if major changes are considered necessary to ensure delivery of expected results as per the Funded Activity Agreement (FAA) with the GCF)
f) Annexes (mission reports, list of interviewees, list of documents reviewed, data sources used, etc.)

5. Duration of the Work and Management Arrangements

The detailed schedule of the evaluation and length of the assignment will be discussed with the evaluator/consultant prior to the assignment. Notwithstanding the Final report would need to be submitted to the DBSA by October 2022.

The bidder would need to avail themselves to provide presentation to internal and external DBSA stakeholders on the findings of the interim evaluation and related deliverables
<table>
<thead>
<tr>
<th>Output</th>
<th>Timeline</th>
<th>Target date</th>
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</thead>
<tbody>
<tr>
<td>1. Inception report on proposed interim evaluation methodology, work plan, interview list, and proposed structure of the report</td>
<td>Within 15 days of contracting</td>
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<tr>
<td>2. A draft preliminary interim evaluation report and presentation, to be presented at a debriefing meeting</td>
<td>Within 20 days after conclusion of necessary meetings, field visits and data collection</td>
<td></td>
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<tr>
<td>3. Final interim evaluation report</td>
<td>Within 15 working days after receipt of comments on the draft report</td>
<td></td>
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<tr>
<td>4. Close out report</td>
<td>Within 15 days of finalisation of the final interim evaluation report</td>
<td></td>
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</table>

*Time frames around data collection and field visits will be discussed with appointed evaluator/consultants.

6. Competencies

The service provider must have both the skills and experience necessary to undertake the tasks set out in this Terms of Reference, including knowledge and experience in Project/programme monitoring and evaluation, and independent evaluations. In addition, the service provider must be able to demonstrate a comprehensive understanding of the requirements of the assignment and have proven client relationship management skills and experience and be in good standing in all respects including ethically and professionally and must provide proof of professional registration where applicable. The service provider must be personally available to do the work as and when required to do so.
The bidder has in its employ professionally qualified persons or has a written undertaking from professional service providers who have in their employ qualified professionals who can provide the required services.

The following competencies for the service provider (and team members) are expected:

- Advanced degree (Honours, Masters, PhD) in environmental science, social or international development studies, environment/climate change/social sciences, gender studies or related disciplines.
- At least 10 years of work experience in relevant technical areas related to the evaluation of climate mitigation and/or climate adaptation sectors.
- Experience with results-based monitoring and evaluation methodologies
- Project evaluation/review experiences within United Nations system will be considered an asset
- Experience in gender (and sensitivity evaluation)
- Fluency in oral and written English is required
- Experience conducting similar studies with multilateral supported climate change adaptation and/or mitigation bodies such as GEF/LDCF/other donors, especially with the GCF is an asset.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of high-quality reports
- Ability to analyse complex and diversified data
- Demonstrate strong coordination and facilitation skills.
- Ability to work with a multi-cultural and diverse team.

Note: international bidders are encouraged to apply or partner with a local consultant within the four jurisdictions

7. Evaluation Criteria

7.1 Functional criteria

The proposal submitted by the bidder should meet the functional requirements criteria. The following submissions must be made to facilitate the evaluation of the Proposal:
a) **A resource matrix** indicating the role each individual will fulfill on the team. This matrix should highlight which individuals will fulfill the identified specialist roles. Bidders are encouraged to:

   a.1. Partner with South African, Namibian, Lesotho or Eswatini consultants (as the case may be for international bidders)
   
   a.2. Include graduates from South African, Namibian, Lesotho or Eswatini in the project team
   
   a.3. Include aspects of Gender diversity

b) **CVs for the lead resources** with a clear indication of which specialist the individual will play on the project.

   b.1. The CVs must clearly state the individual’s qualifications and employment history.
   
   b.2. The CVs must also contain brief descriptions of the key projects that the specialists have worked on, including:

       b.2.1. the scope and duration of the project,
       
       b.2.2. the length of the candidate tenure on the project,
       
       b.2.3. their key activities,
       
       b.2.4. responsibilities, and
       
       b.2.5. achievements on the project.
   
   b.3. The CVs should be limited to 3 pages and certified copies of all academic and professional qualifications should be included in the proposal.

c) **A project reference list** indicating the names of projects that are relevant to the assignment.

   This should include:

   o the client whom the project was rendered to;
   
   o the project duration (start and end date);
   
   o the client situation;
   
   o the project approach; and
   
   o the project’s value addition.

   Each project description should be no longer than 150 words

d) **A methodology and approach** proposal to the methodology and approach that will be followed to undertake the interim evaluation of the CFF

   d.1. The methodology and approach should also highlight the approach that will be adopted to ensure skills transfers to local consultants and recently qualified graduates
   
   d.2. Project Implementation plan

Only bidders who score 80 points and above (out of a possible 100) during the functional evaluation will qualify for second stage valuation.
### Table 2: Functional Criteria

<table>
<thead>
<tr>
<th>Description</th>
<th>Scoring Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td><strong>Methodology</strong>&lt;br&gt;Bidder has provided a detailed and customised methodology on how the independent interim evaluation Project will be delivered.</td>
<td><strong>Excellent:</strong> Detailed and customised methodology on the required service provided. The methodology will provide a detailed organogram <strong>Score = 20 points</strong>&lt;br&gt;&lt;br&gt;<strong>Good:</strong> Detailed but not customised methodology provided. <strong>Score = 16 points</strong>&lt;br&gt;&lt;br&gt;<strong>Poor:</strong> Generic methodology provided. <strong>Score = 0 points</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Consultant (and/or team) expertise</strong>&lt;br&gt;Detailed CVs of resources to be deployed to the assignment will be submitted.</td>
<td><strong>Excellent:</strong>&lt;br&gt;- Consultant(s) has advanced university degree in environmental science or social/international development studies, climate change adaptation/mitigation or relevant related fields.&lt;br&gt;- Minimum 10 years of demonstrable experience in the technical areas (e.g., energy, water sector, waste management and climate change adaptation/mitigation sectors) in the context of urban development. <strong>Score = 20 points</strong>&lt;br&gt;&lt;br&gt;<strong>Good:</strong>&lt;br&gt;- Only one of the above is fulfilled: the consultant(s) has advanced university degree in environmental science or social/international development studies, climate change adaptation/mitigation relevant related fields <strong>OR</strong>&lt;br&gt;- Minimum 10 years of demonstrable experience in the technical areas (e.g., energy, water sector, waste management and climate change adaptation/mitigation). <strong>Score = 16 points</strong>&lt;br&gt;&lt;br&gt;<strong>Poor:</strong>&lt;br&gt;Bidder does not have any of the required expertise <strong>Score = 0 points</strong></td>
<td>20</td>
</tr>
<tr>
<td>Description</td>
<td>Scoring Criteria</td>
<td>Weighting</td>
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<tr>
<td>The deployed consultant/s are expected to have credible experience on the following key requirements listed below:</td>
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<tr>
<td>- Experience in undertaking GCF or related such as GEF/LDCF/other donors of at least 2 climate change/adaptation and/or mitigation related projects/programme evaluations (and knowledge of evaluation policies/guidelines)</td>
<td><strong>Excellent:</strong> - Experience in undertaking GCF or related such as GEF/LDCF/other on at least 2 climate/adaptation/mitigation project/programme evaluations (and knowledge of evaluation policies/guidelines) - Demonstrated experience with results-based monitoring and evaluation methodologies that are aligned to the GCF. - Experience on conducting similar work Africa. - Project evaluation/review experiences within United Nations (or other organisations accredited to GCF or similar entity with demonstrable alignment of M&amp;E policies/guidelines to GCF) system will be considered an asset - Experience in gender (and sensitivity evaluation). <strong>Score = 50 points</strong></td>
<td>50</td>
</tr>
<tr>
<td>- Experience working Africa. Experience in South Africa, a plus.</td>
<td><strong>Good:</strong> - Meets only four of five requirements. <strong>Score = 40 points</strong></td>
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<tr>
<td>- Project evaluation/review experiences within United Nations system will be considered an asset</td>
<td><strong>Average:</strong> - Only three of five requirements. <strong>Score = 32 points</strong></td>
<td></td>
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<tr>
<td>- Experience in gender (and sensitivity evaluation)</td>
<td><strong>Insufficient:</strong> - Bidder fulfils two of five requirements. <strong>Score = 0 points</strong></td>
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</tr>
</tbody>
</table>

**References**
The bidder should provide 2 or more traceable references not older than 5 years

| Excellent: |  |
| 2 reference letters or more submitted clearly describing the following: | 10 |
| - Name of organisation, contact person and contact details | |
from clients that are accredited to the GCF (or similar organisation with demonstrable alignment of M&E procedures to GCF) confirming successful completion of evaluations.

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<th>Description</th>
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<tbody>
<tr>
<td>- Scope of work completed by the bidder (should be in line with requirements of these TORs)</td>
<td><strong>Score = 10 points</strong>&lt;br&gt;<strong>Good:</strong> 2 reference letters submitted. <strong>Score = 8 points</strong>&lt;br&gt;<strong>Average:</strong> Only 1 letter provided. <strong>Score = 6 points</strong>&lt;br&gt;<strong>Poor:</strong> Bidder does not have letters of reference that are relevant to the interim evaluation assignment <strong>Score = 0 point</strong></td>
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</table>

**Totals** 100

**Threshold** 80

### 7.2 PRICE AND PREFERENTIAL POINTS

Due to the technical nature of the scope of work, the procurement process will exempt, in line with DBSA approvals, the requirement for a BBBEE requirement.

### 7.3 PRICING SCHEDULE

Bidders will submit a pricing schedule that will be based on the following deliverables and proposed costs in ZAR. Bidders are welcome to submit a USD financial proposal, but this must be accompanied with a ZAR financial proposal with the relevant assumptions on exchange rate etc.

#### Deliverable | Target Delivery Date
--- | ---
1. Inception report | |
2. Preliminary Interim report (draft) | |
3. Interim evaluation report (final) | |
4. Close out Report | |

#### Deliverable | No. of Hours | Rate per hour (ZAR) | Total excl. of Vat (ZAR)
--- | --- | --- | ---
1. Inception report | | | |
2. Preliminary Interim report | | | |
A price inclusive of professional fees and disbursements must be entered against each item in the schedules. An item against which no price is entered will disqualify the bid. The prices in the schedules are to be fully inclusive prices for the work described under the several items. Such prices are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Scope of Work, as well as overhead charges and profit. The price will be inclusive of both the professional or technical services fees (mainly milestone related) and associated operational costs (e.g., travel, printing / copying, etc.).
ANNEXURE A

FEES AND ASSUMPTIONS

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

FORM OF OFFER

THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following services:

RFQ 076/2022 - APPOINTMENT OF A CONSULTANT TO CONDUCT THE INTERIM INDEPENDENT EVALUATION FOR THE CLIMATE FINANCE FACILITY (CFF).

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the consultant under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

________________________________________________________________________

(in words); ZAR (in figures),

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the consultant in the Conditions of Contract identified in the Contract Data.
<table>
<thead>
<tr>
<th>Signature(s)</th>
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<tbody>
<tr>
<td>Name(s)</td>
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<tr>
<td>Capacity</td>
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</table>

For the **Tenderer**

(Name and address of organisation)

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<tr>
<th>Name and signature of witness</th>
<th>Date</th>
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</table>
Annexure B:

DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

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

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

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

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7 Are you or any person connected with the bidder presently employed by the state?  
YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder / member: ..................................................
Name of state institution at which you or the person connected to the bidder is employed:  
..................................................
Position occupied in the state institution: ..................................................

Any other particulars: 
.................................................................................................................................
.................................................................................................................................

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

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

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

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

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

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?  
YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  
YES / NO

2.9.1 If so, furnish particulars:

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

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

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Reference Number</th>
<th>Tax Number</th>
<th>State Employee Number / Personal Number</th>
<th>Employee Number / Persal Number</th>
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4. DECLARATION

I, THE UNDERSIGNED (NAME)………………………………………………………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.................................................................................................................................
Signature                                    Date

.................................................................................................................................
Position                                     Name of bidder

May 2011
CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)………………………………. in accordance with the requirements and specifications stipulated in bid number………………. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

(i) Bidding documents, viz
- Invitation to bid;
- Tax clearance certificate;
- Pricing schedule(s);
- Technical Specification(s);
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
- Declaration of bidder’s past SCM practices;
- Certificate of Independent Bid Determination
- Special Conditions of Contract;
(ii) General Conditions of Contract; and
(iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) ……………………………………
CAPACITY ……………………………………
SIGNATURE ……………………………………
NAME OF FIRM ……………………………………
DATE ……………………………………

WITNESSES
1 …………………
2. …………………
DATE: …………………
CONTRACT FORM - PURCHASE OF GOODS/WORKS

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.

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<th>ITEM NO.</th>
<th>PRICE (ALL APPLICABLE TAXES INCLUDED)</th>
<th>BRAND</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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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 C

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 D

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 E

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.

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 29 49 33
Email: dbsa@whistleblowing.co.za
Free Post: Free Post KZN 665 | Musgrave | 4082
SMS: 33490