

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED	
BID NUMBER:	RFQ120/2022
RFQ ISSUE DATE:	TUESDAY, 13 December 2022
COMPULSORY BRIEFING	<p>25 January 2023 at 13:30pm Microsoft Teams meeting Click here to join the meeting Meeting ID: 377 977 438 249 Passcode: iwcyDS</p>
CLOSING DATE AND TIME:	FRIDAY, 03 February 2023 AT 12H00
RFQ VALIDITY PERIOD	90 DAYS
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO EDIT, REVIEW AND COMPILE COLLOQUIUM RESEARCH PAPERS INTO THE DBSA ANNUAL INFRASTRUCTURE DEVELOPMENT COLLOQUIUM BOOK
ELECTRONIC BID SUBMISSIONS	<ol style="list-style-type: none"> 1. Bidders are advised to request submission link and all other enquiries to Tumim@dbsa.org – ONLY 2. No tender submission link requests and any queries will be accepted after 16h00 on 01 February 2023. 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: tumim@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 | 4062
 SMS : 33490

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
ORIGINAL AND VALID B-BBEE STATUS LEVEL	TICK APPLICABLE BOX]		ORIGINAL STATUS LEVEL AFFIDAVIT	B-BBEE SWORN	[TICK BOX]	APPLICABLE

VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
[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]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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

- a. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- b. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
- c. 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.
- d. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
- e. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
- f. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
- g. 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.
- h. 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.
- i. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
- j. 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.
- k. 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.

- l. 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.
- m. THE SUCCESSFUL BIDDER WILL BE THE BIDDER THAT SCORES THE HIGHEST NUMBER OF POINTS IN THE PRICE AND PREFERENCE EVALUATION, UNLESS THE DBSA EXERCISES ITS RIGHT TO CANCEL THE RFP, IN LINE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.
- n. ALL PRICES MUST BE QUOTED IN SOUTH AFRICAN RAND (ZAR)
- o. 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.
- p. 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

- 1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 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.
- 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.
- 4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 6. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL

SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

8. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
9. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
10. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
11. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

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

4. COMPLIANCE REQUIREMENTS

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.
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

- a. THE FOLLOWING PRE-QUALIFYING CRITERIA WILL BE APPLIED, BIDDERS WHO DO NOT MEET ALL OF THE PRE-QUALIFYING CRITERIA WILL NOT BE EVALUATED FURTHER:

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence in submitting Tender as two stages folders (Folder 1 - Functionality & Folder 2 - Price proposal)	Pre-Qualifier	Y
2	Attendance registers for Compulsory Briefing session – via Microsoft Teams	Pre-Qualifier	Y
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	Pre-Qualifier	Y

- b. Tenderers who do not adhere to the response time indicated for clarification inquiries by the Employer will be deemed non-responsive and not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)												
4	Standard conditions of tender as required.	48 hours	Y												
5	Returnable documents completed and signed.	48 hours	Y												
6	Submission of Proof of Registration with National Treasury Central Supplier Database (CSD) Summary Report or A Valid and Active Tax Compliance Status Pin issued by SARS for Tax Compliance Status Verification: N.B - Bidder must be fully registered & tax compliant to do business with the DBSA.	7 working days	Y												
6. FUNCTIONAL EVALUATION															
Refer to page 17 to 19 for detailed functional evaluation criteria															
7. PRICE AND PREFERENCE EVALUATION															
a. 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:															
<table> <tr> <td>PRICE</td><td>80</td><td></td><td></td></tr> <tr> <td>BEE</td><td>20</td><td></td><td></td></tr> <tr> <td>TOTAL</td><td>100</td><td>POINTS</td><td></td></tr> </table>				PRICE	80			BEE	20			TOTAL	100	POINTS	
PRICE	80														
BEE	20														
TOTAL	100	POINTS													
8. ORAL PRESENTATIONS															
<ul style="list-style-type: none"> 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. 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															
a. DBSA RESERVES THE RIGHT TO DISQUALIFY ANY BIDDER WHICH DOES ANY ONE OR MORE OF THE FOLLOWING:															
<ul style="list-style-type: none"> i. BIDDERS WHO SUBMITTED INCOMPLETE INFORMATION AND DOCUMENTATION ACCORDING TO THE REQUIREMENTS OF THIS RFQ; ii. BIDDERS WHO SUBMITTED INFORMATION THAT IS FRAUDULENT, FACTUALLY UNTRUE OR 															

INACCURATE, FOR EXAMPLE MEMBERSHIPS THAT DO NOT EXIST, BEE CREDENTIALS, EXPERIENCE, ETC.;

- iii. BIDDERS WHO RECEIVED INFORMATION NOT AVAILABLE TO OTHER VENDORS THROUGH FRAUDULENT MEANS; AND/OR
- iv. BIDDERS WHO DO NOT COMPLY WITH ANY OTHER *REQUIREMENTS* AS STIPULATED IN THIS RFQ DOCUMENT.
- v. 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:

1. _____ I HAVE READ, UNDERSTOOD AND
UNCONDITIONALLY ACCEPT THE CONDITIONS OF THIS RFQ.
2. _____ 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 (TOR)

**APPOINTMENT OF A SERVICE PROVIDER TO EDIT, REVIEW AND COMPILE COLLOQUIUM
RESEARCH PAPERS INTO THE DBSA ANNUAL INFRASTRUCTURE DEVELOPMENT
COLLOQUIUM BOOK**



1. CONTEXT

There is a dire need to strengthen the thought leadership output for infrastructure development and related activities in the African continent. The DBSA wishes to use the Infrastructure Development Research Colloquium Publication as a vehicle for the dissemination of research output that would benefit South Africa, the SADC region, and the entire African continent. This would also play a leveraging role in fostering knowledge management as part of the Bank's thought leadership strategy.

The DBSA will host its inaugural annual Infrastructure Development Research Colloquium on **Tuesday, 07 March 2023** in Midrand. The colloquium will bring together development finance professionals, policy makers across the public sector, universities, policy institutes and other partners in the development finance space. It is a platform for researchers to present and discuss research specific to development finance, pursue direct policy impact of their work and exchange ideas for future research. The Colloquium will be held under the theme, ***"Intricacies of the infrastructure-led economic recovery"*** as a daylong event. It will consider submissions that fall in one or more of the following sub-themes:

- *Municipal infrastructure finance*
- *Role of development finance institutions in institutional building*
- *Macroeconomic policy and infrastructure development*
- *Modern sectoral (energy, water, transport, communications) infrastructure solutions*
- *Infrastructure development impact on economies*
- *The construction sector post-lockdown*
- *Sustainable infrastructure development*

2. PURPOSE

- There is currently a void with no authoritative source/publication to systematically analyse and document infrastructure research trends in the region. Such a publication would also serve as a vehicle for the dissemination of research outputs development that would benefit South Africa, SADC, and the entire African continent. It would also play a leveraging role in fostering knowledge management as part of the Bank's thought leadership strategy. As one of the foremost thought leaders in development finance, the Bank can use the publication as a rallying platform to attract

innovative research ideas aimed at promoting and propagating relevant research outputs of interest to the Bank. The purpose of this TOR is therefore to source the services of a suitably qualified service provider to compile and facilitate the DBSA publication.

3. DETAILED SCOPE OF WORK

The appointed service provider will edit, review, compile the colloquium research papers into a book, and secure and maintain an open access platform for the book. As part of the contract, the duties of the appointed service provider will be as follows:

5. Oversee the mission and scope of the publication in consultation with a publisher
 - Ensures alignment between the scope of the publication and the articles published
6. Responsible for overseeing the editorial review process
 - Facilitates the acceptance or otherwise of papers
 - Responsible for ensuring that the review process is both timely and protects the image of the publication in respect of due feedback to authors
7. Provides the manuscript accepted for the publication to the publisher
 - Forwards accepted manuscripts for the publication to the publisher and ensures that they conform to quality specifications, are complete and on schedule
8. Ensures that the publication follows customary ethical policies for scholarly publishing
 - Must ensure that publication processes in respect of the entire value chain adhere to the highest standards of ethical conduct and any breaches hereto will be duly followed up
 - Must ensure that the authors are treated with the highest standard of access fairness
9. Identifies opportunities to promote the publication
 - Will capitalize on any speaking engagements and opportunities to publicise the publication and its scope of coverage and encourage authors to contribute to it
 - Be vigilant and identify relevant events where promotional material on the publication can be sent for promotional purposes
10. Will write the Bank's editorial for the book
11. Will provide the publisher with appropriate information about editorial activities of the publication
 - Must reflect on the inhibiting factors to the quality and time specifications that could impact on the book

In addition to the above, the service provider will provide high quality editing and proofreading services to the publication including categories for developmental/substantive editing, copy editing, light copy editing, proof reading and open-source publication.

- *Category A: Developmental/Substantive Editing*
 - Considers a document's concept and intended use, content, organization, design, and style
 - Make the document functional for its readers, not just to make it correct and consistent
 - Examines the overall structure and helps with the organisation of the content
 - Helps authors fill in blanks and eliminate repetitions and they may suggest that the chapters or paragraphs be rearranged
 - Not only concerned with grammar or spelling, but with the ultimate task to help the authors deliver clear, coherent writing to the intended
 - Makes changes using the 'track changes' function on MS Word which renders them visible
- *Category B: Copy Editing*
 - Performs substantive language editing which aims at improving the overall coverage and presentation of the product, its content, scope, length, level, and organization. The service provider may also suggest improvements for the author(s) to make or may (by agreement with the author(s)) rewrite and rearrange the material. The DBSA Knowledge Management Specialist in charge of coordinating the publication will support the coordination with the authors and getting approvals on edited texts.
 - Detailed editing and checking whether each section express the author's meaning clearly, without gaps and contradictions. This also involves looking at each sentence, the author's choice of words, the use of abbreviations, comparing the data in tables with relevant text, checking text against the illustrations and their captions
 - When applicable, weaving chapters and contributions together to form a coherent and consistent book, including editing to avoid repetition
 - Checking for consistency involves reinforcement of the DBSA Style Guide regarding spelling and language style. This also includes checking the numbering of illustrations, tables and notes, and any cross-references to them, as well as the consistency of bibliographic references
 - Looking out for legal problems such as copyright, plagiarism, and libel
 - Checking quotations or illustrations that may need permission from the copyright owner
 - Creating, when applicable, the list of acronyms and the table of contents as well as providing guidelines for the indexer, when applicable
 - Ensuring clear presentation and format of the material for the typesetter/designer making sure that the material is complete and that all the parts are clearly identified. The document should be formatted in accordance with the DBSA's Word template
 - Makes changes using the 'track changes' function on MS Word which renders them visible

- *Category C: Light Copy Editing*
 - Carry out a thorough check for consistency especially in terms of spelling, style, and headers
 - Ensures a clear presentation and format of the material for the typesetter/designer. The document should be formatted in accordance with the DBSA's Word template
 - Check the spelling and grammar, font sizes and fonts, bullet listings and spaces
 - Check all numbering, paragraphs, headings, sub-headings, to make sure they correspond to the table of contents
 - Check footnotes and endnotes
 - Check that the heading structure is clear and logical
 - Check the title pages, the cover, and the copyright page carefully, verifying consistency in titles, photos/artwork, copyright, etc.
 - Makes changes using the 'track changes' function on MS Word which renders them visible

Category D: Proof Reading

- Carry out a final and thorough check for consistency especially in terms of spelling, style, and headings
 - Check spelling and grammar, font sizes and fonts, bullet listings and spaces
 - Make sure that no text has disappeared or was cut out accidentally during layout
 - Check all numbering, paragraphs, heading, sub-headings, to make sure they correspond to the table of contents
 - Check the pagination of the publication to make sure that it corresponds to the table of contents and index (if such exists)
 - Check footnotes and endnotes
 - Check that the heading structure is clear and logical
 - Check for 'orphans' and 'widows/widowers' (that is when a word or part of a sentence is left on its own at the bottom/top of a page with the continuation on the next/previous page); and
 - Check the title pages, the cover, and the copyright page carefully, verifying consistency in titles, photos/artwork, copyright, etc.

The service provider will deliver the PDF file with each comment and edit visible using the 'Comment and Mark-Up Tool' in Adobe Acrobat.

Category E: Open Access

- Secure and maintain an open access platform to host the book

4. REQUIRED EXPERTISE

The assignment requires an understanding of the development finance and infrastructure development sector of South Africa and the rest of the continent, report writing as well as editing skills. Accordingly, the key expertise required to successfully prepare the report *inter alia* are:

a) Qualifications and Experience

- a. Post-graduate degree in development, economics or other related fields
- b. Minimum of ten (10) years of journal/book publishing experience
- c. Knowledge and publication record on development issues in Africa
- d. Previous experience in journal or book involvement and editing would be highly recommended
- e. Consummate management skills

b) Competencies

Technical

- i. Good comprehension of the journal/book development and dissemination process
- ii. Well-developed integrity, discretion, and honesty
- iii. Competent verbal and written communication skills for the compilation of communiques that may be relevant and/or necessary from time to time
- iv. Collaboration and creating effective relationships
- v. Ability to establish and maintain harmonious working relationships with co-workers, staff, and external contacts, and to work effectively in a professional team environment
- vi. Competent knowledge of the Bank relevant sectors as well as critical information for research purposes
- vii. Solid knowledge of the areas of development, economics, and infrastructure

Behavioural

- i. Having sustained energy and determination in the face of obstacles to set and meet challenging targets in compliance with time, quality, and diversity standards and delivering the required business results
- ii. The ability to adapt to and work with a variety of situations, individuals, and groups
- iii. Working co-operatively across cultures and organizational boundaries to achieve shared goals

- iv. Understanding of own emotions and 'triggers' and how they impact on own behaviour and/or the behaviour of others. It is also about understanding own strengths and limitations
- v. The willingness and ability to give priority to stakeholders and delivering high quality services which meet their needs
- vi. Ability to follow and see things through and be results oriented

c) References

Bidder to provide at least three reference letters and at least two business case proposals developed for local or international organisations. All references should be on a formal letterhead of the referee and signed.

5. TIME FRAMES AND DURATION

It is anticipated that this assignment will be for a duration of up to 8 months from the date of engagement. Upon successful appointment, the Service Provider will be expected to engage with the project sponsor to refine their project plan, deliverables, and key milestones. The services should be initiated in at least one week after signing the acceptance letter.

6. MANAGEMENT AND REPORTING

The successful Professional Service Provider (PSP) shall report to the Project Manager(s) on an ongoing basis and work in close collaboration with any internal clients deemed vital for the successful completion of the assignment (e.g., Chief Economist, KMR, Economics, and Corporate Strategy Units). The Project Manager(s) will review and oversee the completion of this assignment.

It is further envisaged that the payment schedule will be aligned to the milestone achievement and will be paid in accordance with the DBSA's framework order payment process.

7. TECHNICAL EVALUATION OF PROPOSAL

The Bid Evaluation Committee coordinated by the DBSA, will evaluate submissions based on the following criteria:

Description	Evidence	Scoring guidelines	Weighting
Planning/Methodology and approach Bidder to provide a plan that includes: <ul style="list-style-type: none"> Understanding research in the financial sector of South Africa and the continent Understanding of the infrastructure landscape Understanding of the role of DFIs as developmental institutions 	Detailed plan comprising of the following but not limited to: <ol style="list-style-type: none"> Detailed plan and approach from the Call for Papers to the published book Minimum of 5-page approach paper duly signed and dated by the Tenderer. 	Excellent: Detailed satisfactory plan comprising of all points (a-c) = 30 points Good: Plan submitted, but missing one or two (a-c) points = 21 points Fair: Generic plan submitted, and information is insufficient and unsatisfactory = 15 points Insufficient: No plan submitted = 0 point	30
References Bidder to provide at least three (3) references in book publishing both locally and internationally. These references should preferably be from at least one state owned entity/DFI/municipality, and should be relevant to the infrastructure landscape or anything similar	<ol style="list-style-type: none"> Reference letters in book publishing whether for new ventures or diversification of existing offerings The reference letters should indicate: <ul style="list-style-type: none"> Description and summary of scope of work of service rendered for that 	Excellent: three or more relevant references provided and an example(s) of policy reform proposal report(s) compiled = 20 points Good: two relevant references provided = 14 points Fair: one relevant reference	20

Description	Evidence	Scoring guidelines	Weighting
	<p>specific client</p> <ul style="list-style-type: none"> • Duration and contract amount • Rating of 1 – 5 (1 being poor – 5 excellent service) • Contact details and contact person 	<p>provided = 10 points</p> <p>Insufficient: no relevant references provided = 0 point</p>	
<p>Service Provider Experience</p> <p>Company experience of at least 7 years experience and evidence of previous work done</p>	<p>a) The service provider must demonstrate their experience and rigorous approach to book publishing by providing at least Three (3) samples of previously published work in the infrastructure environment or anything similar</p> <p>b) The service provider must provide company profile, with information containing but not limited to experience and number of years in book publishing and also include a list of completed projects</p>	<p>Excellent: 7 years' experience or more with three samples = 30 points</p> <p>Good: 6 - 5 years' experience with three samples = 21 points</p> <p>Fair: between 3 to 4 years' experience with two samples = 15 points</p> <p>Insufficient: less than 3 years with one sample = 0 point</p>	30

Description	Evidence	Scoring guidelines	Weighting
Qualifications of key personnel – Main Editor	Curriculum Vitae of the main editor with the relevant supporting documents/ copies of qualifications. **** For information Bidder to provide an organogram and summary of the supporting team for this project. Kindly note this is compulsory	Master's Degree = 20 points Honours = 14 points Basic Degree and Lower = 0 points	20
Total			100
Threshold			70

Bidders who fail to obtain 70 points or above will not be evaluated further for Price and B-BBEE. The threshold below will be used:

AREA	MAXIMUM POINTS
Price	80
B-BBEE	20
Total	100

PRICING SCHEDULE

Stage	Key Deliverable as Per Scope of Work	Expert Description	Expected Outcome(s)	Total Rate
1.	Planning	Briefing/planning meetings with the appointed Editor, KMR Unit, Office of the Chief Economist, and other internal stakeholders	Project plan for project execution	
2.	Draft report	Detailed Colloquium Book that gives insights into the selected research papers presented at the Research Colloquium.	To outline the research outputs of the selected papers that will be published in the Colloquium Book to contribute to the DBSA's business intelligence and thought leadership imperatives.	
3.	Final report	Colloquium Book including research outputs and recommendations for the DBSA on critical areas to be pursued in future.	Consolidated first edition of the Annual Research Colloquium Book.	
TOTAL OF PROPOSED EXCLUDING VAT				
15% VAT				
TOTAL PROPOSED FEES INCLUDING VAT				

8. RESERVATIONS

The DBSA expressly reserves the following rights:

- To appoint more than one service provider for this assignment.
- To waive any or all irregularities in the proposals submitted.
- To appoint different service providers for different levels of the assigned work.
- To retain the right not to select any Service Provider for this assignment.

9. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Information contained in this Request for Proposals is confidential and is the property of the DBSA. Similarly, the Bank shall hold all property rights such as copyright, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

BIDDER'S DISCLOSURE

f. 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.

g. 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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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 they are bidding for this contract? **YES/NO**

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.

- If so, furnish particulars:

.....
.....

• **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 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.
- 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

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.

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

• **GENERAL CONDITIONS**

- 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).
- - 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
- Points for this bid shall be awarded for:
 - viii. Price; and
 - ix. B-BBEE Status Level of Contributor.
- The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

- 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.
- 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 regarding preferences, in any manner required by the purchaser.

• DEFINITIONS

“B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

“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;

“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;

“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

“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;

“functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

“prices” includes all applicable taxes less all unconditional discounts;

“proof of B-BBEE status level of contributor” means:

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

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

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

“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;

“rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

90/10

80/20

or

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

BID DECLARATION

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

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

B-BBEE Status Level of Contributor: . =(maximum of 10 or 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.

SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, indicate:

- vii. What percentage of the contract will be subcontracted.....%
- viii. The name of the sub-contractor.....
- ix. The B-BBEE status level of the sub-contractor.....
- x. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- xi. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are military veterans	<input type="checkbox"/>	<input type="checkbox"/>
OR		
Any EME	<input type="checkbox"/>	<input type="checkbox"/>
Any QSE	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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-BBE 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:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 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;
- 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 –

disqualify the person from the bidding process;

recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

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;

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

forward the matter for criminal prosecution.

WITNESSES

.....

.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

.....

ADDRESS

.....

• **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)**

- 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.
- The following documents shall be deemed to form and be read and construed as part of this agreement:
 - Bidding documents, viz
 - 10.** Invitation to bid;
 - 11.** Tax clearance certificate;
 - 12.** Pricing schedule(s);
 - 13.** Technical Specification(s);
 - 14.** Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - 15.** Declaration of interest;
 - 16.** Declaration of bidder's past SCM practices;
 - 17.** Certificate of Independent Bid Determination
 - 18.** Special Conditions of Contract;
 - General Conditions of Contract; and
 - Other (specify)
- 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.
- 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 fulfilment of this contract.
- I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

WITNESSES	
1
a)
DATE:	

SIGNATURE

NAME OF FIRM

DATE

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

• PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES	
•
•

WITNESSES	
•
•

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Standard Bidding Document must form part of all bids invited.

It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be disregarded if that bidder, or any of its directors have-
abused the institution's supply chain management system;
committed fraud or any other improper conduct in relation to such system; or
failed to perform on any previous contract.

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p>		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? e Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

.....
Position

.....
Name of Bidder

ANNEXURE G

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

I have read and I understand the contents of this Certificate;

I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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 consortium³ will not be construed as collusive bidding.

Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:

- prices;

- geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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 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.

SBD 9

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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure H

Bidders are required to include, as Annexure H 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 I to their Bids, supporting documents to their responses to the Pre- Qualifying Criteria.

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

TAX COMPLIANT STATUS AND CSD REGISTRATION REQUIREMENTS

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

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

CSD Registration Number:	
---------------------------------	--



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

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