

REQUEST FOR QUOTATION

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

BID NUMBER:	RFQ 015/2023
RFQ ISSUE DATE:	27 February 2023
CLOSING DATE AND TIME:	13 March 2023 @ 23:55pm
RFQ VALIDITY PERIOD	90 days (COMMENCING FROM THE RFQ CLOSING DATE)
DESCRIPTION OF BID:	THE APPOINTMENT OF A SERVICE PROVIDER FOR AN EMERGENCY ARMED RESPONSE SECURITY SERVICES AND OTHER SECURITY SUPPORT SERVICES AS AND WHEN REQUIRED FOR THE DEVELOPMENT BANK OF SOUTHERN AFRICA FOR A PERIOD OF 36 MONTHS
RESPONSES TO THIS RFQ SHOULD BE SUBMITTED ELECTRONICALLY TO:	<ul style="list-style-type: none"> a) Bidders are required to click on the Tender Submission Link as provided as soon as bidders are ready to submit. b) Bidders are to ensure the documents being loaded are correct and accurate - once they are loaded, they cannot be accessed again or deleted. c) If incorrect documents are loaded, the new document loaded must include the wording "Corrected". d) Only Files can be loaded, not folders. e) As such, Folders with all its required content should be created on the Bidders PC, then be converted to either a Compressed or Zipped Folder. f) This will allow Bidders to load the whole Compressed/ Zipped Folder as a file format to the Tender Submission Link. g) Once documents have been loaded, the Bidder will receive a confirmation email of the upload. h) Uploading of submission must be in the structure and order as prescribed in this tender and MUST BE LABELLED CORRECTLY.
TENDER TECHNICAL AND GENERAL QUERIES	E-mail address: sbongam@dbsa.org
COMPLAINTS ABOUT THIS	E-mail address: scmqueries@dbsa.org

RFQ OR TENDER PROCESS

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 VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		ORIGINAL B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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					

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

	YES	NO
We will bid:		

TERMS AND CONDITIONS FOR BIDDING

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 RE-TYPED) 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, 2022, 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, THE SUPPLIER HAS RECEIVED A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER.
- 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 ENVELOPE SYSTEM I.E. BIDDERS MUST SUBMIT THE PRE-QUALIFYING CRITERIA AND FUNCTIONAL PROPOSAL IN ONE ENVELOPE (TOGETHER WITH RELEVANT COPIES) AND THE COMPLETED ANNEXURE B (PRICING) AND PREFERENCE POINTS PROPOSALS IN A SEPARATE ENVELOPE (TOGETHER WITH THE RELEVANT COPIES). BOTH ENVELOPES 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.

1.14. 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 RFQ, IN LINE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

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 ANY BIDDER SUGGESTS ADDITIONAL ITEMS, 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 DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

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

4. COMPLIANCE REQUIREMENTS

4.1 ALL BIDDER MUST SUBMIT THEIR ORIGINAL AND VALID BBBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY OR ORIGINAL SWORN AFFIDAVIT THEREOF,

SUBSTANTIATING THEIR BBBEE STATUS.

4.2 THE SUBMISSION OF SUCH CERTIFICATES MUST COMPLY WITH THE REQUIREMENTS OF INSTRUCTIONS AND GUIDELINES ISSUED BY THE NATIONAL TREASURY AND MUST BE IN ACCORDANCE WITH THE APPLICABLE NOTICES PUBLISHED BY THE DEPARTMENT OF TRADE AND INDUSTRY IN THE GOVERNMENT GAZETTE.

5. PRE-QUALIFYING CRITERIA

THE FOLLOWING PRE-QUALIFYING CRITERIA WILL BE APPLIED, BIDDERS WHO DO NOT MEET ALL OF THE PRE-QUALIFYING CRITERIA WILL NOT BE CONSIDERED FOR AWARD OF THE BID:

- **RESPONSE VEHICLE: LDV WITH A CLEAR COMPANY AND RESPONSE DECALS**
- **CERTIFICATION: VALID PSIRA GRADE B WITH FIREARM COMPETENCY CERTIFICATE**
- **CERTIFICATION: WEAPONS CERTIFIED AND LICENCED**

ONLY BIDS WHICH SATISFY THE ABOVE PRE-QUALIFICATION CRITERIA WILL BE EVALUATED FOR PRICE AND PREFERENCE

6. PRICE AND PREFERENCE EVALUATION

With reference to the PPPFA 2022, the evaluation shall be based on the **80/20** preference point system.

Evaluation Criteria		Points
1.	Price	80
2.	Specific Goals namely, BBBEE status level of contributor	20
3.	Total	100

7. ORAL PRESENTATIONS

7.1 BIDDERS WHO SUBMIT BIDS IN RESPONSE TO THIS RFQ MAY BE REQUIRED TO GIVE AN ORAL PRESENTATION, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, A MARKETING PROPOSAL DEMONSTRATION OF THEIR PROPOSAL TO DBSA. THIS PROVIDES AN OPPORTUNITY FOR THE BIDDER TO CLARIFY OR ELABORATE ON THEIR PROPOSAL. THIS IS A FACT FINDING AND EXPLANATION SESSION ONLY AND DOES NOT INCLUDE NEGOTIATION. DBSA SHALL SCHEDULE THE TIME AND LOCATION OF THESE PRESENTATIONS.

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

8. REASONS FOR DISQUALIFICATION

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

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

9. RIGHT TO CANCEL

9.1 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.

10. DECLARATION BY BIDDER

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

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

.....

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

THE PROVISION OF ARMED SECURITY RESPONSE
SERVICES AND OTHER SECURITY SUPPORT SERVICES
AS AND WHEN REQUIRED FOR THE DEVELOPMENT BANK
OF SOUTHERN AFRICA

1. Preface

The DBSA requires the following professional security services;

1. A Professional Emergency Armed Security Support and Response Service Provider,
2. The “as required” provision of Professional PSiRA grade security officers to supplement and complement its security service on and around its campus which is situated on Headway Hill in Midrand. The DBSA Campus covers an area of 20 hectares. (See addendum 1) The campus is split into twelve prioritised security zones including the perimeter fence that borders the entire campus.

The Contract period is for three years.

This Service will be managed and monitored by DBSA Security via a Service Level Agreement that will be jointly developed to ensure the performance hereto.

2. Scope of Emergency Armed Security Support and Response Service

The Emergency Armed Security Support and Response Service will generally be related to responding to an emergency call outs services related to Security issues as outlined in this document. However, as it relates to emergency support and response it may not be limited to the issues as outlined in the final instance.

As a result, the successful Emergency Armed Security Support and Response Service Provider will be required to provide the envisaged service as a dynamically integrated part of the DBSA Security and Emergency/Disaster Management program.

The DBSA has five panic alarm transmitter nodes located at five different positions on its campus. In total there are five mobile panic buttons.

The Emergency Armed Security Support and Response Service Provider will be responsible for interlinking the five transmission nodes through to their Control Room Panic Alarm system and monitoring these nodes 24/7/365. The Emergency Armed Security Support and Response Service Provider will be responsible for immediately deploying the response team and simultaneously verifying the activation with the DBSA Security Control Centre.

• Armed Response Support

The Emergency Armed Security Support and Response Service Provider will be expected to provide an armed support and response service concerning the DBSA Campus and its environments as and when required to do so.

• Periodic DBSA Campus Patrol

The Emergency Armed Security Support and Response Service Provider will be expected to provide an after-hours periodic armed patrol service around the external and internal perimeter and patrol selected internal security zones no less than once but not more than three times in any calendar week. The time and zone patrol requirement and schedule will be made known two hours before the Service Provider is expected to effect said service.

• Peak Season and/or High-Risk Period Patrols

The Emergency Armed Security Support and Response Service Provider may be required to provide ad hoc specialised patrols and or additional backup Security support during Peak High-Risk periods. This requirement does not form part of this enquiry. However, this support service

may be required and if so, it will be negotiated in line with the rates provided as part of this enquiry.

- **Emergency Management Practice Drill Participation**

The Emergency Armed Security Support and Response Service Provider will be expected to fully participate, within their scope of service provision, in the formal DBSA Emergency and Disaster Management practice drills. This will occur no less than once but not more than twice in any calendar year.

- **Personnel on Standby**

The Emergency Armed Security Support and Response Service Provider will ensure that appropriately skilled and certificated personnel are on immediate stand by to react to all incidences/occurrences requiring armed response and support within the minimum time delay and within the agreed response time. The desired response time including arrival time on the DBSA campus is fifteen minutes from the moment there is a formal acknowledgement of the reported incident/occurrence at the Service Provider's Control Room. The first notification will be affected by radio call with the correct DBSA authentication code.

- **Handling of Emergencies**

The Emergency Armed Security Support and Response Service Provider will ensure that its armed response personnel are able and trained to handle all foreseeable scenarios in an efficient, effective, and Statutory and Legally compliant manner, and provide back-up support as per the support and emergency management procedures to be defined in a Service Level Agreement (SLA).

- **Reaction Time**

The Emergency Armed Security Support and Response Service Provider will ensure that all formally notified emergencies/support calls are reacted to immediately and that the response team is at the scene of the incidence on the DBSA Campus and at the incident/occurrence location within 15 (fifteen) minutes of the call being made and acknowledged by the Service Provider's Control Room.

The DBSA reserves the right to inspect the Emergency Armed Security Support and Response Service's Control Centre without notification and at any time to verify any aspect of the Service Provision.

- **Armed Response Service Integration**

The Emergency Armed Security Support and Response Service Provider will be expected to participate, at their own expense, in the development and formal adoption of the Standing Operation Procedures (SOP) and Service Level Agreement (SLA) that will govern the Service Scope, Service Intervals, and Service Performance, Service and Contract Compliance and integration with the DBSA Security Service.

3. Ad Hoc provision of Professional PSiRA grade security officers

The Emergency Armed Security Support and Response Service Provider will be required to provide on request; professional PSiRA grade security officers to supplement the DBSA security service from time to time. The scale of the service provision and the service response timeline is summarised below. DBSA may request proof of vetting report for the Officers who will be providing service to its campus.

4. Service Compliance Criterion

In the main these relate to the standards contained in the broader PSiRA statutes.

5. Service Summary

5.1. Contract Period

- Three years

5.2. Armed response requirement

- Service availability time cycle: 24/7/365
- Service response expectation – acknowledgement time: 90 seconds
- Situation and client confirmation time: 120 seconds
- Travel time (quantifiable expectations – adverse weather, traffic etc) 15 to 30 minutes

5.3. Response

- Response Vehicle LDV with a clear company and response decals
- Certification PSIRA Grade B with firearm competency certificate
- Certification Weapons certified and licenced
- Number of Officers Two (2)

5.4. Business Continuity

Response to Emergency Drill exercise

- Notification timeline: Prior 2-day formal notification period
- Service availability time cycle: Business weekdays; 08h00 to 17h00
- Exclusion: Public holidays and defined bank closure periods
- Services expectation:
 - Response vehicle: LDV with clear company response decals
 - Number of Officers: Three (3)
 - Certification: PSIRA Grade B
 - Participants: DBSA-trained Security Officers

6. Periodic Provision of Support Security Officer(s)

6.1. Immediate Availability

- Service availability cycle: 24/7/365
- Minimum service period: 2 days and/or night shift periods
- Shift period: 06h00 to 18h00 and 18h00 to 16h00
- Number of Officers required: As per request
- Certification: PSIRA Grade B
- Participants: Trained Security Officer
- Travel: For Service provider

6.2. Formal Prior Notice Period

- Service availability time cycle 24 hours' notice period – 12/365
- Minimum service period 2 day and/or night shift periods
- Shift period 06h00 to 18h00 and 18h00 to 06h00
- Number of Officers required As per request
- Certification PSIRA Grade B
- Participants Trained security officers
- Travel For Service provider

6.3. Formal Prior Notice Period

- Service availability time cycle: 48 hours' notice period – 12/365
- Minimum service period: 4 days and/or night shift periods
- Shift period: 06h00 to 18h00 and 18h00 to 06h00
- Number of Officers required: As per request
- Certification: PSIRA Grade B
- Participants: Trained security officers
- Travel: For Service provider

6.4. Schedule Service Provision

6.1 Annual Reservation

- Service availability time cycle: 48 hours' notice period – Nov or Dec
- Minimum service period: 1 day and night shift
- Shift period: 06h00 to 18h00 and 18h00 to 16h00
- Number of Officers required: 16 day and 8-night shift
- Certification: PSIRA Grade B
- Participants: Trained security officers
- Travel: For Service provider

7. Service Requirement Criterion

7.1. Security Competencies

The following are the minimum competencies requirements of the Emergency Armed Security Support and Response Service Provider.

- Be able to assume emergency support in the shortest time possible.
- Be able to operate X-ray and Metal detect equipment systems.
- Be able to operate Visitor Management System and Asset Tracking System.
- Demonstrate strong organisational and situation leadership skills.
- Security company must be PSIRA (Private Security Industry Regulatory Authority) registered.
- The Service Provider must have a well-established and equipped 24/7/365 Security Control Centre.
- Must have a roadworthy and vehicle serviced in accordance with the manufacturer's maintenance plan to conduct and appropriately respond to emergency response services site patrols and situations.
- Must have a neat and clearly identifiable company uniform with clearly visible Security Emergency Support Service Insignia.
 - Said support personnel will be properly attired for all season weather and environmental conditions, e.g., including fire.
 - Said support personnel will be properly equipped with the requisite support equipment and systems for the envisage functions outlined in the SLA.

7.2. Security Officer Grading

- PSIRA registered (minimum grade B) and possess the necessary training.
- Must not have a criminal record.
- Must have at least six (6) years' experience as a security officer with Emergency Situation and Disaster Recovery management skill and experience.
- Must be able to communicate clearly and concisely in addition to having above average reading and writing skills in English and 1 other official language.
- Must always be of sober habits and portray a professional attitude.

7.3. Security Officer Requirements

- **Appearance**
The Emergency Armed Security Support and Response Service Provider will ensure that the appearance of the nominated Security Officers' will be always neat and that the Security Officers will be well groomed and in uniform.
- **Identity Tags**
The Emergency Armed Security Support and Response Service Provider will ensure that the Security Officers are issued with, and always display, clip-on identity tags depicting the officers' name.
- **Professionalism**
The Emergency Armed Security Support and Response Service Provider will ensure that whilst the Security Officers are on duty at the DBSA, they are professional, sober and courteous towards all persons on the DBSA campus.
- **Knowledge of the Premises**
The Emergency Armed Security and Response Support Service Provider will ensure that their Security Officers;
 - Have full knowledge of the DBSA Campus, perimeter, and environs as well as the infrastructure services/ facilities related to the Emergency Service Scope of Service Supply.
 - Can pass relevant information to the nominated responsible persons on the DBSA Campus related to their Scope of Service Supply and that this information is compliant with all the DBSA Communication and Information Policies and Standards.
- **Radio Contact**
The Emergency Armed Security Support and Response Service Provider will ensure that their Emergency Security Support Officers dispatched to the DBSA Campus collect their allocated DBSA portable radios from the Duty desk in the Security Control Room before commencing Emergency Support Functions on, in and around the DBSA Campus. The DBSA radio procedures must always be followed.
- **Use of Facilities**
The Emergency Armed Security Support and Response Service Provider will ensure that their personnel only make use of facilities specifically allocated to such personnel within the DBSA campus and restrict the use thereof to the Scope of their Function.
- **Personnel Shortages**
The Emergency Armed Security Support and Response Service Provider will report any nominated personnel shortages to the DBSA Head of Security - immediately - as the shortage becomes apparent. The Emergency Armed Security Support and Response Service Provider will immediately activate the necessary and approved interim emergency intervention arrangements to resolve the shortage within the agreed time frame.
- **Standard arrest procedures**
The Emergency Armed Security Support and Response Service Provider will ensure that all their Security Officers are familiar with standard arrest procedures and local authority security regulations.
- **Confidential Information**
The Emergency Armed Security Support and Response Service Provider will ensure that no confidential information of any nature is divulged via its Security Officers to any member of the press, public or any third party.
- **Compliance with procedures**

The Emergency Armed Security Support and Response Service Provider will ensure that its personnel comply with all the relevant DBSA Policies, Standards and Security Procedures relating to access and egress to the DBSA campus and its conduct and interaction with DBSA staff, clients, contractors, visitors, and clients.

7.4. Duty Cycle Shifts, Instant Number of Security Officers and Vehicles Available

- Duty Cycle is 24/7/365
- Minimum number of Security Officers as described above is two
- Minimum number of vehicles available on a 24/7/365 service cycle is one.

7.5. Equipment Requirements

7.5.1. Security Officer

- Batons.
- Handheld radios
- Torches.
- Occurrence book.
- Pocket Books and pen.
- Hand cuffs.
- Firearms (as required).

7.5.2. Communication Equipment

- **Radio's**

The Emergency Armed Support Services Provider will ensure that the hand-held portable radios for the provision of this Services are always in good working order.

7.5.3. Equipment Maintenance

The Emergency Armed Response Support Service Provider will:

- Ensure that all the equipment used in the provision of this Services is in good working condition with no missing parts.
- Inspect the equipment to ensure compliance with the responsibility and operational duties of this Service Provision;
- Repair or replace all equipment to the extent required to comply with the responsibilities stipulated in this Service Provision and SLA.

7.6. Administration and Reporting Requirements

7.6.1. Reporting of incidents

The Emergency Armed Security Support and Response Service Provider will ensure that all the security related matters pursuant to the response service will be comprehensively documented and provided to the DBSA Head of Security within 24 hours of the response closure.

This requirement is also related to the periodic patrol service.

7.6.2. Monthly Report

The Emergency Armed Security Support and Response Service Provider will provide the DBSA with a detailed monthly report relating to the Security Support and Response Services rendered in a format to be agreed between the parties within 7 (seven) days of the last calendar `day of the month to which the report relates.

The report will include statistics relating to all services rendered including the following but not necessarily limited to those outlined below;

- Incidents
- Arrests made
- Warnings issued
- Problems encountered
- Crime prevention measures/suggestions
- Issues pertaining to Security/Safety measures where applicable
- Emergencies, irregularities, suspect persons, and movements as reported to the DBSA control room

7.6.3. Occurrence Book (OB)

The Emergency Armed Security Support and Response Service Provider will insert a concise feedback report in the DBSA OB book prior to leaving the DBSA campus.

The DBSA Control Centre Officer will note the arrival and departure times of the Emergency Armed Security Support and Response Service Provider, and any other details as outlined in the Security SOPs.

7.7. Operational Requirement

7.7.1. General Requirements

- The appointed Service Provider will be screened by the DBSA Security Services to determine its security competence.
- The appointed Service Provider will provide the DBSA Security Services with a list of names and identity numbers of the Security Officers to be on call for the DBSA for the purpose of providing Armed Support and Response Services.
- Security Officers will be required to always wear their PSIRA and company identification cards when on duty on the DBSA Campus.
- Any change of Security Officers should be done in consultation with the DBSA Head of Security.
- Bidders are required to be registered with the Private Security Industry Regulatory Authority (PSIRA) and need to submit a certified copy of their PSIRA certificate. Failure to do so will result in disqualification.
- Directors of the companies must be registered with PSIRA with a Grade A or B Certification. Certified copies will be attached. Failure to do so will result in the disqualification of the bid.
- **Proof of firearm licences and competency certificates will be included in the submission and be maintained for the full duration of the contract.**

7.7.2. Responsibilities and Duties

- Even though a description of the services has been provided above, the DBSA will be entitled to request additional services related to deliverables required to ensure the successful completion of the services set out above on such further terms and conditions as may be agreed between the parties in writing.
- The Emergency Armed Security Support and Response Service Provider will always faithfully and timeously carry out and perform the Services and will use its best endeavours

to properly conduct, improve, extend, and develop the Security Service rendering of the DBSA in the provisioning of said services.

- The Emergency Armed Security Support and Response Services Provider will as part of their duties, attend such meetings as may be required by the DBSA from time to time and submit weekly and monthly progress reports on the services as may be required and requested by the DBSA Head of Security.

7.7.3. DBSA Facilities

Unless otherwise agreed in writing by the DBSA, the Emergency Armed Security Support Service Provider will work from their own office, and control room and provide their facilities, such as transport, telephone, cell phone, fax and computer facilities to perform the said services.

PRICING SCHEDULE FOR YEAR 1

No	Service tendered	Amount
1	Call out rate per hour	
2	Travelling time per hour per call out	
3	Callout rate per hour on Public Holidays/Weekends	
4	Installation/labour fee per hour (Maximum 2 Technicians)	
5	Repair or replacement of any damaged equipment should be approved by DBSA Security before installation	
6	Miscellaneous	
	TOTAL	
	15% VAT	
	TOTAL INCL VAT	

PRICING SCHEDULE FOR YEAR 2

No	Service tendered	Amount
1	Call out rate per hour	
2	Travelling time per hour per call out	
3	Callout rate per hour on Public Holidays/Weekends	
4	Installation/labour fee per hour (Maximum 2 Technicians)	
5	Repair or replacement of any damaged equipment should be approved by DBSA Security before installation	

6	Miscellaneous	
	TOTAL	
	15% VAT	
	TOTAL INCL VAT	

PRICING SCHEDULE FOR YEAR 3

No	Service tendered	Amount
1	Call out rate per hour	
2	Travelling time per hour per call out	
3	Callout rate per hour on Public Holidays/Weekends	
4	Installation/labour fee per hour (Maximum 2 Technicians)	
5	Repair or replacement of any damaged equipment should be approved by DBSA Security before installation	
6	Miscellaneous	
	TOTAL	
	15% VAT	
	TOTAL INCL VAT	

GRAND TOTAL FOR 36 MONTHS

	TOTAL	
	15% VAT	
	TOTAL INCL VAT	

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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.

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 or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are

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.

suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature	Date

.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals (namely, BBBEE status level of contributor).

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		

5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

(Note: Bidders are required to submit their BBBEE certificates or sworn affidavits (in the case of EMEs/QSEs) in order to be eligible to claim points)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule

- has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SBD 7.1

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 numberdated.....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.

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 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.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	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? (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). 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
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)? eRegister 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:		

SBD 8

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

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. disregard 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. cancel 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.
- 4 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.
- 5 In order 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)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. 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;
5. 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
6. 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.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) 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.

8. 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.
9. 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.

10. 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 D

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 E

~~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 F

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

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