



**Selection of Consultants**  
**Request for Expressions of Interest**

**Prequalification Document**

**For the**

**SOURCING OF SERVICE PROVIDER TO DEVELOP GENDER EQUALITY AND WOMEN'S  
EMPOWERMENT SERVICE OFFERING AND GENDER MAINSTREAMING TOOLS FOR THE  
DBSA**

**Employer:**

<p style="text-align: center;"><b>Development Bank of Southern Africa</b></p> <p style="text-align: center;"><b>Address:</b> Development Bank of Southern Africa Act, 1997 ("DBSA") with its principal place of business situated at 1258 Lever Road, Headway Hill, Midrand</p>
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**Financed by the Agence Française de Développement (AFD hosted by the Development Bank of Southern Africa (DBSA))**

**PROJECT No. RFI002/2023**

**November 2023**

<b>RFI NUMBER :</b>	<b>RFI002/2023</b>
<b>DESCRIPTION :</b>	<b>SOURCING OF SERVICE PROVIDER TO DEVELOP GENDER EQUALITY AND WOMEN'S EMPOWERMENT SERVICE OFFERING AND GENDER MAINSTREAMING TOOLS FOR THE DBSA</b>
<b>ISSUE DATE :</b>	<b>09 November 2023</b>
<b>CLOSING DATE :</b>	<b>19 December 2023</b>
<b>CLOSING TIME :</b>	<b>23 :55 PM</b>
<b>RFI SUBMISSIONS ELECTRONICALLY :</b>	<b>Bidders that wish to submit a tender response must send an email to <a href="mailto:yusiscm@dbsa.org">yusiscm@dbsa.org</a> indicating their participation;</b>

	<ol style="list-style-type: none"> <li>1. Respondents are advised to kindly submit RFI Responses and all other enquiries to <a href="mailto:vusiscm@dbsa.org">vusiscm@dbsa.org</a></li> <li>2. Respondents will thereafter receive a OneDrive Link to upload their RFI Responses electronically.</li> <li>3. Respondents who have received RFI Responses that have errors, will be provided with new Links for use.</li> <li>4. No – Tender Submissions will be accepted after <b>23h55</b> on the <b>19 December 2023</b>. Any requests after the stipulated date and time will be disregarded</li> </ol>
<b>RFI RESPONSES MUST BE</b>	<b>NO HAND DELIVERY OF PROPOSALS - RFI RESPONSES WILL DONE ELECTRONICALLY.</b>
<b>ATTENTION :</b>	<b>DBSA SCM OFFICIAL</b>
<b>NAME OF RESPONDENT :</b>	
<b>CONTACT PERSON :</b>	
<b>EMAIL ADDRESS :</b>	
<b>TELEPHONE NUMBER :</b>	
<b>FAX NUMBER :</b>	
<b>RESPONDENT'S STAMP OR SIGNATURE :</b>	

**BID SUBMISSION LINK REQUESTS:**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED).

BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.

<b>NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:</b>				
<b>POSTAL ADDRESS:</b>				
<b>STREET ADDRESS:</b>				
<b>CONTACT PERSON (FULL NAME):</b>				
<b>EMAIL ADDRESS:</b>				
<b>TELEPHONE NUMBER:</b>				
<b>FAX NUMBER:</b>				
<b>BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL</b>	<b>YES</b>		<b>NO</b>	

<p>(i) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES/WORKS OFFERED?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			
<p>(ii) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES/WORKS OFFERED?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]			
<p>(iii) SIGNATURE OF BIDDER</p>				
<p>(iv) DATE</p>				
<p>(v) FULL NAME OF AUTHORISED REPRESENTATIVE</p>				
<p>(vi) CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</p>				
<p><b>SWORN AFFIDAVIT SUBMITTED?</b> <b>[TICK APPLICABLE BOX]</b></p>				
<p><b>IF YES, WHO ISSUED THE CERTIFICATE?</b></p>				
<p><b>REGISTERED WITH THE NATIONAL TREASURY CSD</b> <b>[TICK APPLICABLE BOX]</b></p>	<p><b>YES</b></p>		<p><b>NO</b></p>	
<p><b>CSD REGISTRATION NUMBER</b></p>				
<p><b>TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS</b></p>				

**PART B****TERMS AND CONDITIONS FOR BIDDING**

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME TO THE LINK PROVIDED. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED)</p> <p>1.3. SOUTH AFRICAN 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 BY BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MUST BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 ALL BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS IN THEIR COUNTRY OF RESIDENCE.</p> <p>2.2 SOUTH AFRICAN 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.</p> <p>2.3 SOUTH AFRICAN BIDDERS CAN APPLY 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.</p> <p>2.4 SA BIDDERS' MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER (TAX COMPLIANCE) IN ACCORDANCE WITH APPLICABLE LEGISLATION IN THEIR COUNTRY OF RESIDENCE.</p> <p>2.6 WHERE SA BIDDERS HAVE NO TCS AVAILABLE BUT ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<p><b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p> <p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>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.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## ENQUIRIES

- Enquiries regarding this Request for Information should only be emailed to:

SCM and Technical Queries	<a href="mailto:vusiscm@dbsa.org">vusiscm@dbsa.org</a>
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- Enquiries should reference specific paragraph numbers, where appropriate.
- All questions/ enquiries must be forwarded in writing not later than **7 days before tender closing 13 December 2023.**
- **Questions/Answers will be emailed to Respondents**

**REPUBLIC OF SOUTH AFRICA (RSA)****SOURCING OF SERVICE PROVIDER TO DEVELOP GENDER EQUALITY AND WOMEN'S EMPOWERMENT SERVICE OFFERING AND GENDER MAINSTREAMING TOOLS FOR THE DBSA****CONSULTING SERVICES****Expressions of Interest****1. Context**

The Development Bank of Southern Africa (DBSA) was created to catalyze economic growth through investment in economic and social infrastructure and supporting regional integration. Its strategic objective is to drive sustainable growth and development impact, integrated infrastructure solutions and financial sustainability. The Bank aims to unlock infrastructure to the value of R1.5bn per annum by 2023/2024 as per the Corporate Plan. Against this background, the DBSA has a gender mainstreaming (GM) strategy, policy and processes that set the Bank on a path to adopt a gender lens approach that will lead to a gender transformed business environment. Gender Mainstreaming (GM) is an integral part of the Bank's Diversity, Equality, Inclusion and Belonging (DEIB) programme and is a guide to drive gender equality both internally and externally. It anchors DBSA's development position and statement commitment towards supporting the South African National Development Plan, where gender equality is addressed as an integrated theme throughout the plan; the African Union Agenda 2063 which sets clear continental targets for gender equality addressing gender mainstreaming; and the Sustainable Development Goals, particularly SDG 5, which focusses on Gender Equality and Women's Empowerment (GEWE).

Infrastructure projects have the potential to impact individuals and communities differently based on their demographics including gender. Women, youth and previously disadvantaged groups often face specific challenges and disadvantages in accessing and benefiting from infrastructure services. It is essential to address these gender disparities and promote gender equality and women's empowerment in all stages of infrastructure development. Through its gender mainstreaming framework, the DBSA is committed to foster gender mainstreaming in infrastructure, curtail gaps in the processes that currently cause opportunity blockages for women to ensure that future generations of women do not continue to face financial exclusion. The Bank's GM framework consists of four strategic pillars that are aligned for seamless creation of a gender sensitive environment both internally and externally. The Investment Pillar seeks to deploy capital, technical expertise and infrastructure delivery for achieving gender objectives and promoting investments in women-owned/led enterprises.

**2. Purpose**

The DBSA desires to establish its Gender Equality and Women's Empowerment (GEWE) service offering to address challenges faced by women and youth in infrastructure in four economic sectors namely: Energy, Water and sanitation, Transport and ICT as well as three social sectors: Education, Health and Social Housing of its focus. The Bank thus seeks to source and appoint a service provider to render technical consulting expertise to design and develop customized GEWE financing products for women's economic empowerment to effectively respond to the needs of women owned enterprises in infrastructure. The service provider will also develop suitable accompanying monitoring and evaluation (M&E) measures and indicators of success. The assignment will fulfil the objectives listed below:

- GEWE financing product/service offerings: Leverage the DBSA's financial instruments and design, conceptualize and develop innovative solutions to drastically transform the banking and financial landscape in Africa for women and youth.
- DBSA's women & youth technical assistance programmes are in place to provide advisory services and strengthen the capacity of women and youth entrepreneurs through training and capacity building initiatives to enhance business productivity and growth.

- DBSA's enabling environment programmes in place to break down all structural barriers impeding women and youth in business.
- To align gender disaggregated data collection, reporting and monitoring tools and methodologies that include realistic short- and long-term gender-responsive indicators of success with existing environment and social safeguards for case management.
- To develop a gender lens financing handbook to ensure that the institutional structure set-up will encourage the frontline team members to mainstream and address gender in their projects.

### **3. The scope of the programme**

The Bank's GM initiative resulted in a shift and transition into a development impact and social change focus and a realisation that women owned or led businesses operate as small projects at lower quantum compared to their male counterparts. As such we adopted a project management approach to financing where the Bank's cross-functional teams have been working on redefining our lending and technical assistance processes to include smaller projects. The developed GEWE financing products are expected to align with and complement existing environment and social safeguard standards, (Monitoring and Evaluation (M&E) mechanisms, related due diligence processes, project preparation initiatives and relevant investment policies. It will culminate in a customized GEWE service offering to promote gender equality in infrastructure also taking into account the Just Transition Integrated Framework.

### **4. Methodology**

To ensure that gender responsive products are developed for the Bank's existing and potential clients, the examination of the extent to which current programmes/project processes and data collection mechanisms are gender responsive will be assessed to examine factors that hinder or promote GEWE. This will include the analysis of social and political project structures, tools and data collection methodologies that influence and/or are conducive to GEWE. This process is earmarked to strengthen/improve/enhance the effectiveness of gender results measurement and Monitoring & Evaluation mechanisms to transition from meeting quantitative requirements to impactful socio-economic change.

The assignment proposes mixed-methods approach using qualitative, quantitative and analysis for data collection. This can include desk-top reviews and contextual analysis (evaluation of external factors that influence project designs and planning), in-depth analysis of project/deals data, sample vulnerability assessments based on content analysis on existing failed and successful projects/deals and interviews with key role players based on stakeholder analysis.

The possibility of scaling and/or replicating the Green Climate Fund (GCF) and Global Environment Facility (GEF) gender action plans development processes will be assessed to address gender imbalances within DBSA funded deals/projects to pilot a gender smart investing in women owned/ed enterprises approach.

### **5. Expected outputs and Deliverables.**

The appointed Service Provider, managed by the DBSA ESG Unit in collaboration with the DBSA's Gender Working Group, is expected to deliver Gender Equality and Women's Empowerment service offering and provide tools to support for the deployment of the gender mainstreaming strategy in the DBSA operations in alignment with the updated Environmental Social Management System. This Gender Mainstreaming project is meant to suit the DBSA's specific needs and scope as follows:

1. Design and develop three (3) DBSA's Gender lens financing products that will address financial and non-financial gender gaps in infrastructure and reduce barriers for women owned/led enterprises as below:



- a. GEWE financing product/service offering.
  - b. DBSA's Women and youth technical assistance programmes
  - c. DBSA's enabling environment programmes.
2. Recommend implementation modalities with clearly defined measures/indicators of success, M&E tools, templates and guidelines for effective execution of the proposed financing product/s. Recommendations to take into account the Bank's existing Environmental and Social Safeguard Standards, the Just Transition Framework and development impact measures and tools. Provide technical tools for Gender Mainstreaming as follows:
  - a. Design tools for disaggregated data collection, reporting and monitoring and methodologies that include realistic short- and long-term gender-responsive indicators of success.
3. Develop the DBSA Gender Mainstreaming Handbook. The handbook must have:
  - a. Introduction chapter providing background context for the DBSA, Sustainable Development Goals (SDGs), DBSA's Gender Mainstreaming Strategy and position etc.
  - b. Various chapters per country where the DBSA has investments and each of the chapters per country must cover:
    - i. A list of critical or relevant gender legislative requirements and protocols per country
    - ii. Contact details and addresses of the Gender focal points for country.
    - iii. Contact details and addresses of various NGOs /interests groups on gender equality
  - c. A chapter on SADC Protocols on Gender, Green Climate Fund (GCF) requirements, and Global Environmental Facility (GEF)'s gender requirements.

## 5. Out of Scope

- The scope is limited to product and service development and enhancements in order to enable further alignment with the DBSA business' current operating model, culture, strategy, DBSA, Values and Behaviours.
- The duration of the programme should be informed by the content but not exceed six months (6 months).

## 2. Required expertise or products.

**The Service Provider for Gender Mainstreaming is expected to have/do the following:**

- The institution/service provider should have over 10 years of practical experience in developing financial products for gender mainstreaming.
- The institution/service provider should have over 10 years of practical experience in designing and developing, tools on Gender Mainstreaming
- The institution/service provider should have over 10 years of practical experience in conducting Gender assessments and Gender Action Plans
- It will be advantageous to work with an institution that has a **niche** in **Gender Mainstreaming** or other similar products.
- Technical experts should have 10 years of providing gender technical support skills, developing gender mainstreaming financial products and demonstrable experience in conducting gender assessments and gender action plans (Preferably infrastructure projects).
- Written references (on a letterhead) from a minimum of five (5) leading organizations. At least one (1) of the references from financial services or related sectors will be an advantage.

### 3. Beneficiaries of the Project

DBSA Gender team, ESG team and frontline teams for the DBSA.

### 4. Time frames, Duration

Upon successful appointment, the Service Provider shall be expected to immediately commence work. It is assumed that tasks associated with this programme will require the Service Provider/s to be available for a period of the programme.

### 5. Management and Reporting

The Service Provider shall report to DBSA's Head: ESG and Gender Team in collaboration with other internal partners.

### 6. Evaluation criteria

DESCRIPTION	ALLOCATION	WEIGHT
<p><b>Demonstrated experience / track record of the bidding entity in executing work of similar or related nature.</b></p> <p>The institution/service provider should preferably have 10 years' or over of practical experience in designing and developing Gender Equality and Women's Empowerment service offerings, designing and developing tools on Gender Mainstreaming, developing gender mainstreaming financial and non-financial products for organizations, development of Monitoring and Evaluation Tools as well as conducting Gender Assessments and Gender Action Plans. (Preferably infrastructure projects).</p>	<p>40 points = more than 10 years' experience in the services required</p> <p>28 points = more than 7 and up to 10 years' experience in the services required</p> <p>20 points = more than 4 and up to 7 years' experience in the services required</p> <p>14 points = more than 2 and up to 4 years' experience in the services required</p> <p>0 point = 0 and up to 2 years' experience in the services required</p>	40 points
<p><b>Demonstrated experience in executing work using similar methodology as well as expertise of the Experts.</b></p> <p>The institution/Expert should preferably have 10 years' or above of practical experience in using proposed methodology of mixed-methods approach using qualitative, quantitative and analysis for data collection. This can include desk-top reviews and contextual analysis (evaluation of external factors that influence project designs and planning), in-depth analysis of project/deals data,</p>	<p>40 points = more than 10 years' experience in the same subject matter</p> <p>28 points = more than 10 years' and up to 15 years' experience in the same subject matter</p> <p>20 points = more than 7 years' and up to 10 years' experience in the same subject matter</p> <p>14 points = more than 2 years' and up to 7 years' experience in the same subject matter</p>	40 points

sample vulnerability assessments based on content analysis on existing failed and successful projects/deals and interviews with key role players based on stakeholder analysis.	0 point = 0 and up to 2 years' experience in the same subject matter	
Provide a list of at least three completed assignments of a similar nature done in the past 5 years.  Supported by three official reference letters confirming work done. These letters must be signed, dated and on the official client's letterhead.	Three assignments with three signed reference letters = 20 points  Two assignments with two signed reference letters = 14 points  Less than two assignments = 0 Points	20 points

## 7. Technical Evaluation of Proposal

The Functional Criteria that will be used to test the capability of Bidders is provided in the below. The technical score will be calculated out of 100 points, and only the top six (6) bidders that achieve a threshold of 75 points will proceed to the next stage. Note that, not all bidders that score a minimum point of 75 will automatically be part of the shortlisted bidders. Only those that are ranked in top six (6) will be part of the shortlisting. Bidders that score the same score will be allocated the same rank to ensure fairness in the process of the ranking process.

## 8. Reservations

The DBSA expressly reserves the following rights:

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

## 9. Confidentiality and intellectual property

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

## 10 Contact details

All queries and requests for clarification in respect of this REOI must be addressed to [VusiSCM@dbsa.org](mailto:VusiSCM@dbsa.org)

The DBSA will endeavor in good faith to respond to all reasonable written queries and requests for clarification raised by a Respondent by the deadline for submission of questions and requests for clarification identified above.

A Respondent must give the name and contact details of the person whom it appoints to undertake all contact in respect of its RFI Response.

**Appendix to The Request for Expressions of Interest  
(To be submitted with the application, signed and unaltered)**

**Statement of Integrity, Eligibility and Environmental and Social Responsibility**

Reference of the bid or proposal \_\_\_\_\_ (the "**Contract**")

To: The Infrastructure Fund, a unit housed within the-Development Bank of Southern Africa (the "**Contracting Authority**")

1. We recognise and accept that *Agence Française de Développement* ("**AFD**") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
  - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
  - 2.2 Having been:
    - a) convicted, within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
    - b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
    - c) convicted, within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;
  - 2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
  - 2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
  - 2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;
  - 2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this

- Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);
- 2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.
3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:
- 3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
- 3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
- 3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
- 3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
- 3.5 In the case of procurement of goods, works or plants:
- a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
- b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.
4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
6. In the context of the procurement process and performance of the corresponding contract:
- 6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;
- 6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
- 6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

- 6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;
  - 6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;
  - 6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;
  - 6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.
7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: \_\_\_\_\_ In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of<sup>1</sup>: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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<sup>1</sup> In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.

## Annexure B

**SBD 4**

### BIDDER’S DISCLOSURE

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>2</sup> 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

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<sup>2</sup> 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.



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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 consortium<sup>3</sup> 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.

**SBD 4**

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

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<sup>3</sup> 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.

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## Consultants Experience – Annex C

[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]

Applicant's Name: [insert full name]  
 Date: [insert day, month, year]  
 Joint Venture Member Name: [insert full name]

Page [insert page number] of [insert total number] pages

[Identify contracts that demonstrate functional capabilities over the past [number] years pursuant to Section 7 of the prequalification criteria, Qualification and Evaluation, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Year	Ending Year	Contract Identification	Role of Applicant
[indicate year]	[indicate year]	Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and EUR equivalent] Name of Employer: [indicate full name] Address: [indicate street/number/city/country]	[insert "Prime Consultant" or "JV Member" or "Subcontractor"]
		Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and EUR equivalent] Name of Employer: [indicate full name] Address: [indicate street/number/city/country]	insert "Prime Consultant" or "JV Member" or "Subcontractor"]
		Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and EUR equivalent]	[insert "Prime Consultant" or "JV Member" or "Subcontractor"]

		Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/city/country]</i>	
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## Consultants Experience – Annex C

*[The following table shall be filled in separately for contracts performed by the Applicant or each member of a Joint Venture]*

Applicant's Name: *[insert full name]*  
 Date: *[insert day, month, year]*  
 Joint Venture Member's Name: *[insert full name]*

Page *[insert page number]* of *[insert total number]* pages

Similar Contract No.	Information		
<i>[insert number] of [insert number of similar contracts required]</i>			
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Award date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>		
Completion date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>		
Role in Contract <i>[check the appropriate box]</i>	Prime Consultant <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>	EUR <i>[insert Exchange rate and total contract amount in EUR equivalent]</i>	
If member in a JV or subcontractor, specify participation in total Contract amount	<i>[insert percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in EUR equivalent]</i>
Employer's Name:	<i>[insert full name]</i>		
Address:	<i>[indicate street / number / town or city / country]</i>		
Telephone/fax number	<i>[insert telephone/fax numbers, incl. country/city area codes]</i>		
E-mail:	<i>[insert e-mail address, if available]</i>		