

RFI NUMBER:	 <p>RFI001 /2023</p>
DESCRIPTION:	Request for Information: Audio-visual hardware and software information for DBSA Auditorium, Meeting Rooms, and Innovation Hub
Compulsory Briefing Session	Not applicable
CLOSING DATE:	01 December 2023
CLOSING TIME:	<p>a) Bidders that wish to submit a tender response must send an email to davidSCM@dbsa.org indicating their participation.</p> <p>b) This must be done three (3) working days before submission date.</p> <p>c) Bidders will thereafter receive a OneDrive Link to submit tender documents electronically.</p> <p>d) Closing time for the OneDrive Link submissions – 01 December 2023 AT 23h55 (Telkom Time).</p>
RFI RESPONSES MUST BE HAND DELIVERED / COURIERED TO:	NO HAND DELIVERY OF PROPOSALS
ATTENTION:	David Nyaku
BIDDER NAME:	

ENQUIRIES

Enquiries regarding this Request for Information should be emailed to the DBSA:

Bid enquiries:

SCM and Technical Queries	davidscm@dbsa.org
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Enquiries should reference specific paragraph numbers, where appropriate.

All questions/ enquiries must be forwarded in writing not later than **3 days before tender closing 01 December 2023.**

Questions/Answers will be emailed to bidders.

Request for Information (RFI):
Audio-visual hardware and software Information
for Auditorium, Boardrooms, Meetings Rooms,
and DBSA Innovation Hub

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1. INTRODUCTION

The Development Bank of Southern Africa (the “DBSA” or the “Bank”) primarily plays a key role in the planning, preparation, funding, building and maintenance phases of the infrastructure development value chain. All the value chain components incorporate fundamental administrative activities such as documentation, procurement, and reporting. The diagram below illustrates our infrastructure value chain and the various services as well as the key target markets per value chain segments.

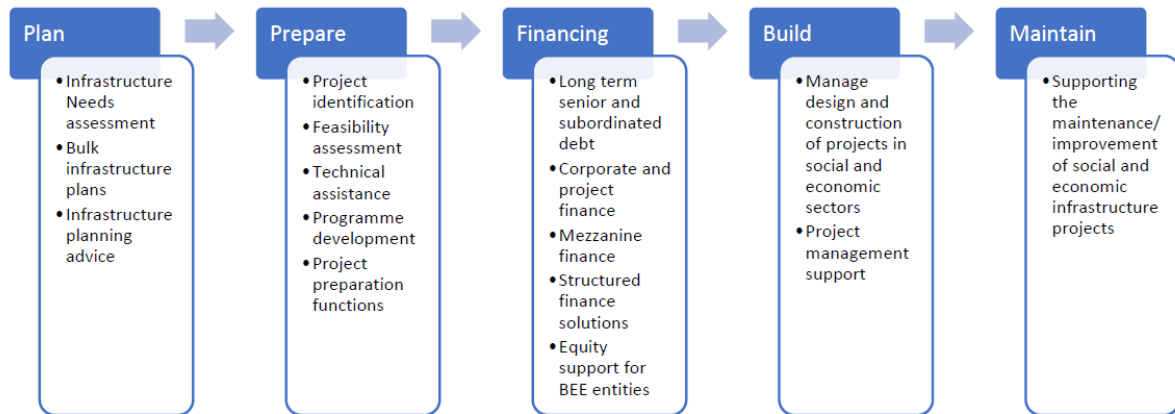


Figure 1: The DBSA Value Chain

South Africa has concluded various binational and trade agreements with countries across the continent to support broader regional integration in line with the SADC (Southern African Development Community) Integrated Infrastructure Development Plan, the Programme for Infrastructure Development in Africa (PIDA) and AU (African Union) Africa Agenda 2063. The regional development and integration strategy of the DBSA is aimed at both SADC and the rest of Africa.

2. PURPOSE

The purpose of this document is to detail a Request for Information (RFI) in respect of the of all audio-visual hardware and software information related to one of the auditoriums of the DBSA, a number of meetings and the DBSA Innovation Hub, including sound proofing and lighting.

3. PROBLEM STATEMENT

The DBSA requires information to inform its audio-visual strategy and landscape in order to chart a course in terms of implementing audio-visual technology, principles, standards, and processes that will support the implementation of such a strategy.

The DBSA requires an assessment to be conducted of the current audio-visual landscape against the latest audio-visual technology trends and benchmarks. The outcome of the audio-visual assessment must provide the DBSA with a clear and actionable plan to either upgrade or replace the existing audio-visual hardware and software where required in order to build an audio-visual landscape that is responsive to business needs in an ever-changing business environment.

4. BACKGROUND AND CONTEXT

There are various room types and sizes with varying audio-visual solutions currently existing at the DBSA. Some room types are standard meeting rooms ranging from small, medium, large to extra-large in terms of its size. Other room types such as executive boardrooms, collaborative meeting rooms and innovation hub are more specialised. The DBSA also has a medium-sized to large auditorium catering for various events and functions. The DBSA would like to understand the audio-visual solution to be applied to each room type and size.

The DBSA requires information around how certain audio-visual hardware and software can be integrated to provide a more holistic and complete solution based on specific requirements such as the ability to link and delink certain internal and external rooms on campus or based in another location. As a result of the hybrid approach to work, streaming events live to other locations is becoming more essential due to increased demand.

Exploring ways to integrate the audio-visual landscape with the current access control system and a central booking system is essential for the DBSA.

Occasionally, functions and events are hosted by the DBSA requiring additional audio-visual equipment. The DBSA would like to explore alternatives in terms of how to best manage certain events and functions without having to acquire additional audio-visual equipment.

Some areas of the audio-visual landscape have been impacted by aesthetics, load shedding, electrical power surges or poor operation of certain electrical and audio-visual equipment. The DBSA is looking for information in terms of how to best manage the audio-visual landscape under these conditions.

The current room landscape consists of the following:

- A medium to large auditorium with adjacent rooms occasionally utilised as overflow rooms, training events and meetings
- Various executive boardrooms
- Meeting rooms ranging from small, medium, large to extra-large in terms of size
- An innovation hub

The current audio-visual landscape consists of the following:

- VGA projectors
- Projector screens (manual pull-down)
- Display panels (UHD and LED)
- Smartboards

5. AUDITORIUM AND ADJACENT ROOMS

The DBSA has a medium-sized auditorium with seating for 75 and around 175m² used for various events on a monthly basis. The auditorium is mostly used for large meetings, presentations, conferences, launches, seminars, training, and annual general meetings by internal and external stakeholders of the DBSA. Internal stakeholders range from Chief Executive of the DBSA, Group Executives, and other internal parties. External parties range from various governmental departments to National Treasury.

The DBSA requires an assessment of the current audio system based on the latest audio technology trends and benchmarks, including the following but not limited to; professional audio, immersive audio, public addressing, and sound reinforcement and proofing to ensure the appropriate and relevant information is obtained to ensure correct usage and an appropriate upgrade or replacement of current audio equipment.

The DBSA also requires an assessment of the current video system based on the latest video technology trends and benchmarks, including the following but not limited to professional video, immersive video, 3-D video, virtual reality, projection types, screen types, video walls, size, and resolution based on size and seating arrangements for the display of multimedia content, videos, presentations, and live feeds to ensure correct usage and an appropriate upgrade or replacement of current visual equipment.

The DBSA also requires an assessment of the current lighting system based on the current lighting technology trends and benchmarks, including the following but not limited to stage and ambient lighting to ensure that the auditorium is well-lit, including presenters and speakers to ensure correct usage and an appropriate upgrade or replacement of current lighting equipment.

In addition to all of the above, the DBSA also requires a comparison of information based on the latest audio, video and lighting technology trends based on audio, video, and lighting technology assessment outcomes.

Assessing how the current aesthetics of the auditorium will impact on the most effective audio, video and lighting solutions is also required to ensure correct usage and an appropriate upgrade or replacement of current aesthetics.

There are also has a number of standard-sized rooms adjacent to the auditorium which can hold from 10 to 20 seats. These rooms are generally used for breakaways, training, meetings, seminars, and presentations. Some rooms are partitioned and can therefore be used to combine two rooms into one room. This also means that audio, video and lighting of these rooms can be linked and de-linked based on functional requirements. The DBSA requires the same audio, video, and lighting assessment to be conducted for these rooms against the latest audio, video and lighting technology trends and benchmarks to ensure correct usage and an appropriate upgrade or replacement of current audio-visual and lighting equipment. The total number of rooms adjacent the auditorium is six rooms.

6. EXECUTIVE BOARDROOMS

The DBSA also has a number of executive boardrooms mainly used for deliberating on business decisions, deciding on strategy, conducting formal presentations, and closing deals. Having the appropriate and easy to use audio, video and lighting technology for each executive boardroom is essential for clear and effective communication. Each executive boardroom has its own characteristics as some are completely enclosed in walls whilst others have glass sidewalls or windows on one side or the other. Each executive boardroom is situated in a passage on the first or second floor of each wing of the DBSA 4-wing building structure next to the office of each Group Executive. Boardrooms may allow for between 10 and 20 seats depending on its size and layout.

The boardrooms of the Chief Executive Officer and the Chairperson of the DBSA are also included in these rooms. Although these rooms may have additional or different audio-visual and lighting functional requirements, they are essentially the same in terms of layout and size compared to the boardrooms of the Group Executives.

Due the nature of this room type high-quality audio and video streams are essential. The DBSA requires an assessment of the current audio, video, and lighting systems against the latest audio, video and lighting trends and benchmarks to ensure correct usage and an appropriate upgrade or replacement of current audio-visual and lighting equipment.

There are currently 9 executive boardrooms.

7. MEETING ROOMS

The DBSA has a number of meeting rooms in the building situated on the DBSA Main Campus which vary in size and layout and are situated on the ground, first and second floors and in the various DBSA 4-wing building structure as well as the main building centre core.

The newly renovated centre core meeting rooms are of various sizes and layouts on both the ground and first floors. Display panels have been installed in these rooms. There are 21 newly renovated centre core meeting rooms. The DBSA requires an assessment of the current audio, video, and lighting systems against the latest audio, video and lighting trends and benchmarks of these meeting rooms to ensure correct usage and an appropriate upgrade or replacement of current audio-visual and lighting equipment in these rooms.

There are also a number of committee meeting rooms situated on the ground, first and second floors within the various wings of the DBSA Main Campus building. These rooms also vary in type, size, and layout. These meeting rooms may allow for between 10 and 20 seats depending primarily on its size and layout. Most of these meeting rooms have glass-framed sidewalls on one side facing the passageways and windows on the other. There are 20 committee meeting rooms. Most of the audio-visual equipment in these rooms are reaching end-of-life. The DBSA requires an assessment of the current audio, video, and lighting systems of these committee meeting rooms against the latest audio, video and lighting trends and benchmarks to ensure correct usage and an appropriate upgrade or replacement of current audio-visual and lighting equipment in these rooms.

8. INNOVATION HUB

The DBSA is in the process of finalising the implementation of an Innovation Hub. The Innovation Hub consists of 10 room types of varying sizes and layouts. These room types are a Disruptor Den, Research Zone, Quiet Zone, Incubator Zone, Lab, 2 Formal Meeting Zones, 2 Informal Meeting Zones and an Informal Colab Zone.

The DBSA requires an assessment of these room types against the latest audio, video and lighting trends and benchmarks to ensure correct implementation of audio-visual and lighting equipment in these rooms.

9. AUDIO-VISUAL INTEGRATION

The DBSA also understands that the integration of all audio, visual and lighting controls into one manageable control management tool will ensure an innovative, dynamic, but simple, and seamless operation of all audio-visual hardware and software. The integration of all audio-visual hardware and software is going to be essential to ensure its effective coordination, troubleshooting, management, and maintenance. Integration must support all operational business objectives. A single user-friendly interface is going to be essential in supporting the DBSA in managing its audio-visual and lighting landscape effectively. Room management and administering of the audio-visual landscape is going to be paramount to the DBSA.

The integration to current the DBSA access control system to control access to meetings rooms is becoming more important, especially certain rooms such as boardrooms. Of the same importance is the integration with a central room booking management system to manage and control room availability and bookings.

Administratively the DBSA intends to manage its audio-visual landscape from a central location. Having an easy-to-use central audio-visual management system is going to be an effective method to ensure audio-visual equipment are effectively managed and maintained.

Integration between certain rooms for live feeds and for other purposes is essential. Linking and delinking of multiple rooms in different locations and off-campus is also an important intention the DBSA would like to pursue.

The DBSA requires an assessment of all audio-visual and lighting integration points against the latest audio, video and lighting integration trends and benchmarks to ensure an effective and correct implementation of audio-visual and lighting integration tool.

10. AUDIO-VISUAL STANDARDS

Audio-visual and lighting equipment standards, principles and guidelines are required in order to ensure the most appropriate audio-visual and lighting technology is sourced and implemented and a proper support and maintenance plan is developed to ensure the effective functioning and operation of all audio-visual and lighting hardware and software throughout the DBSA.

All audio-visual equipment, and its related peripheral devices, is required to be Microsoft certified with security and enterprise management, in order for it to be fully integrated with the current Microsoft Azure Cloud Computing Platform, Microsoft Teams and Microsoft Office365 certified.

The DBSA requires an assessment of all audio-visual and lighting integration points against the latest audio, video and lighting integration trends and benchmarks to ensure an effective and correct implementation of audio-visual and lighting integration tool.

11. COMPETENCY, EXPERTISE AND EXPERIENCE

Overview of firm: The Service Provider must provide a brief outline of its experience along with pertinent corporate details including full legal company name; the year the business was established; the number of people currently employed; and services currently being provided.

Company Experience: The Service Provider conducting this assessment and providing the requested information must have conducted similar assessments and provided the associated information related to such an assessment documented in a formal assessment report to a company that is currently operational and being used by a company and provide the required evidence of usage in the last three (3) years.

12. EXPECTED DELIVERABLES, OUTPUTS AND TIMELINES

- The Service Provider is expected to conduct a complete on-site inspection of all rooms based on the detail under points 5 to 10 above.
- The Service Provider is expected to deliver a complete and detailed assessment report based on an agreed format with the DBSA.
- A detailed response to the RFI based on the detail under points 5 to 10 above
- A detailed response to the potential pricing based on the detail under points 5 to 10 above.
- A detailed response to organisational competencies, expertise and experience based on the detail under points 5 to 10 above.
- The Service Provider must respond to this RFI within 10 days from the date of publication.
- The Service Provider may be requested to present or clarify their detailed information using an online communication platform such as Microsoft Teams (or in person) on a day determined by the DBSA.

13. PRICING AND PAYMENT TERMS

Provide detailed indicative pricing based on the areas detailed under points 5 to 10 above.

ANNEXURES

Annexure A - General Questions

[Annexure A] Section 1 - Basic Company information

1.1 Basic Company Information:

	<i>Company Name</i>	
	<i>Company Website Address</i>	
	<i>Are you a Manufacturer / Installers</i>	
	<i>Date Founded</i>	
	<i>No. of Employees</i>	

1.2 Primary Location:

	<i>Street</i>	
	<i>City</i>	
	<i>Province</i>	
	<i>Postal Code</i>	
	<i>Phone</i>	
	<i>E-Mail Address</i>	
	<i>Fax</i>	

1.3 Primary Contact Person:

	<i>Name</i>	
	<i>Title</i>	
	<i>Phone</i>	
	<i>Fax</i>	
	<i>E-Mail Address</i>	

1.4 Indicate the type of vendor / service: Mark with (X)

1.5	Please list any holding / parent / subsidiary companies and attach company structure (if applicable):	List Information Here
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	<i>Parent Company?</i>		
	<i>Subsidiaries?</i>		
	<i>I have attached company structure Mark (X)</i>	YES:	NO:

1.6	If you are a local company (South African) - what is your company's status regarding Broad Based Black Economic Empowerment?	Additional Comments
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	<i>BBBEE Status</i>	<i>Level:</i>	<i>Comments:</i>
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CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions:

- Tick in the relevant block below

- Ensure that the following documents are completed and signed where applicable
- Use the prescribed sequence in attaching the annexes that complete this RFI Document

For this RFI document to be completed the below check list is required to be completed and all required documents to be attached accordingly.

Returnable schedules and documents	YES	NO
Annexure A: General Questionnaire		
Annexure B: Tax Compliance Status Requirements		
Annexure C: Completed Declaration of interest		
Annexure D: SBD6.1 and B-BBEE status level certificate		
Annexure E: SBD8: Declaration of Bidder's Past Supply Chain Practices		
Annexure F: SBD9: Certificate of Independent Bid Determination		
Annexure G: Supporting documents - CSD Compliance Status and Registration in the form of a CSD Summary Report		
Annexure H: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation		
Attachment of client references: Minimum three client reference letters		
Attachment of the detailed company profile		

- 3.1. Full Name of Bidder or his or her representative:
- 3.2. Identity Number:
- 3.3. Position occupied in the Company (director, trustee, shareholder1):
.....
- 3.4. Company Registration Number:
.....
- 3.5. Tax Reference Number:
- 3.6. VAT Registration Number:
- 3.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 4 below.
- 3.8. Are you or any person connected with the bidder presently employed by the state²?

YES	NO

If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:.....

Name of state institution at which you or the person connected to the bidder is employed:
.....

Position occupied in the state institution:.....

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

3.8.1. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES	NO

¹ " Shareholder" means a person who owns shares in the company.

² "State" means –

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

If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

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

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

3.9. Did you or your spouse, or any of the company's director's trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES	NO

If so, furnish particulars:

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

3.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES	NO

If so, furnish particulars:

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

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

YES	NO

If so, furnish particulars.

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

3.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

If so, furnish particulars:

YES	NO

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

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
 (*Tick applicable box*)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g., transporter, etc.
- [TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p>
--

Annexure E

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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.

Annexure G

CSD Tax Compliant Status and Registration Requirements

ALL PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY AND IS REQUIRED TO ATTACH PROOF OF COMPLIANT STATUS IN THE FORM OF A CSD SUMMARY REPORT AT THE TIME OF TENDER SUBMISSION.

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.

CSD Registration Number:	
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Annexure H

Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.

Report any incidents of Fraud and Corruption to Deloitte Tip-offs Anonymous:

TollFree : 0800 20 49 33

Email : dbsa@tip-offs.com

Website : www.tip-offs.com

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