

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED	
BID NUMBER:	RFQ016/2025
RFQ ISSUE DATE:	TUESDAY, 08 April 2025
COMPULSORY BRIEFING SESSION	16 April 2025 @10am <u>RFQ016_2025 Compulsory Briefing Session Meeting</u>
CLOSING DATE AND TIME:	THURSDAY, 24 April 2025 AT 23H55
RFQ VALIDITY PERIOD	90 DAYS
DESCRIPTION	Appointment of service provider to peer review the research outputs of the Knowledge Management and Research Unit
ELECTRONIC BID SUBMISSIONS	<ol style="list-style-type: none"> 1. Bidders are advised to request submission link and all other enquiries to Tumim@dbsa.org – ONLY 2. No tender submission link requests and any queries will be accepted after <u>16h00 on the 22 April 2025</u>. Any requests after the stipulated date and time will be disregarded. 3. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.

	4. Bidders who have received submission Links that have errors, will be provided with new Links for use.
TENDER TECHNICAL AND GENERAL QUERIES	E-mail address: tumim@dbsa.org
COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS	E-mail address: scmqueries@dbsa.org

Bidders must acknowledge receipt of this RFQ on the above contact details. NB: All enquiries regarding this RFQ must be forwarded to the stated email address above within the day after the RFQ has been issued. No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. DBSA however reserves the right to clarify any information with any bidder regarding their response to this RFQ. All responses must be submitted to the above-mentioned address at the time specified.



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

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

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	

E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ORIGINAL AND VALID B-BBEE STATUS LEVEL 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					

TERMS AND CONDITIONS FOR BIDDING

1. RFQ SUBMISSION

- 1.1. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. 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 ONLINE
- 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. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
- 1.5. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
- 1.6. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
- 1.7. 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.
- 1.8. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.

- 1.9. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
- 1.10. 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.
- 1.11. 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.
- 1.12. 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.
- 1.13. THE SUCCESSFUL BIDDER WILL BE THE BIDDER THAT SCORES THE HIGHEST NUMBER OF POINTS IN THE PRICE AND PREFERENCE EVALUATION, UNLESS THE DBSA EXERCISES ITS RIGHT TO CANCEL THE RFP, IN LINE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.
- 1.14. ALL PRICES MUST BE QUOTED IN SOUTH AFRICAN RAND (ZAR)
- 1.15. THE COST OF MARKETING AND ADVERTISING, AND OTHER CHARGES MUST BE INCLUDED IN THE TOTAL PRICE QUOTED, IF THESE ITEMS ARE REQUESTED AS PART OF THE DBSA COST TEMPLATE / MODEL OF THIS RFQ. BIDDERS SHOULD UNDER NO CIRCUMSTANCES INCLUDE ANY ADDITIONAL COST ELEMENTS WHICH HAVE NOT SPECIFICALLY BEEN REQUESTED FOR AS PART OF THIS RFQ. IF ADDITIONAL ITEMS ARE SUGGESTED BY ANY BIDDER, THEN THESE ITEMS MUST BE SEPARATELY SPECIFIED WITH A CLEAR MOTIVATION OF WHY THESE ADDITIONAL ITEMS MAY BE REQUIRED. IT SHOULD ALSO BE FURTHER STATED WHETHER THE WORKABILITY OF THE SOLUTION PROPOSED IS DEPENDENT ON SUCH ADDITIONAL ITEMS OR NOT.
- 1.16. 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	
2.8 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
3.1. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>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.</p>			
4. COMPLIANCE REQUIREMENTS			
<p>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.</p>			
<p>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.</p>			
5. PRE-QUALIFICATION CRITERIA			
<p>5.1 THE FOLLOWING PRE-QUALIFYING CRITERIA WILL BE APPLIED, BIDDERS WHO DO NOT MEET ALL OF THE PRE-QUALIFYING CRITERIA WILL NOT BE EVALUATED FURTHER:</p>			
Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence in submitting Tender as two stage folders (Folder 1 - Functionality & Folder 2 - Price proposal)	Pre-Qualifier	Y
2	Attendance registers for Compulsory Briefing and site inspection session	Pre-Qualifier	Y

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

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

6. FUNCTIONAL EVALUATION

Refer to page 22 to 25 for detailed functional evaluation criteria

7. PRICE AND PREFERENCE EVALUATION

7.1 THIS RFQ WILL BE EVALUATED IN TERMS OF THE 80/20 PREFERENCE POINT SYSTEM PRESCRIBED BY THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 AS AMENDED. THE ALLOCATION OF POINTS WILL BE AS FOLLOWS:

PRICE	80
BEE	20
TOTAL	100 POINTS

8. ORAL PRESENTATIONS

8.1 BIDDERS WHO SUBMIT BIDS IN RESPONSE TO THIS RFQ MAY BE REQUIRED TO GIVE AN ORAL PRESENTATION, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, A MARKETING PROPOSAL

DEMONSTRATION OF THEIR PROPOSAL TO DBSA. THIS PROVIDES AN OPPORTUNITY FOR THE BIDDER TO CLARIFY OR ELABORATE ON THEIR PROPOSAL. THIS IS A FACT FINDING AND EXPLANATION SESSION ONLY AND DOES NOT INCLUDE NEGOTIATION. DBSA SHALL SCHEDULE THE TIME AND LOCATION OF THESE PRESENTATIONS.

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

9. REASONS FOR DISQUALIFICATION

9.1 DBSA RESERVES THE RIGHT TO DISQUALIFY ANY BIDDER WHICH DOES ANY ONE OR MORE OF THE FOLLOWING:

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

10. RIGHT TO CANCEL

DBSA RESERVES THE RIGHT TO CANCEL OR REJECT ANY QUOTE AND NOT TO AWARD THE RFQ TO THE LOWEST BIDDER OR AWARD PARTS OF THE RFQ TO DIFFERENT BIDDERS, OR NOT TO AWARD THE RFQ AT ALL.

11. DECLARATION BY BIDDER

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

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

.....

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(PROOF OF AUTHORITY MUST BE SUBMITTED E.G. COMPANY RESOLUTION)

DATE:

Annexure A

TERMS OF REFERENCE FOR A SERVICE PROVIDER TO PEER REVIEW THE KMR UNIT RESEARCH OUTPUTS

1. INTRODUCTION

These terms of reference (ToRs) are for procuring a service provider to peer review the research outputs of the Knowledge Management and Research Unit post the approval of the internal review process of the Office of the Chief Economist and noting thereof by the Infrastructure Delivery Knowledge Committee (IDKC) Manco and Board.

2. BACKGROUND

The role of DFIs like the DBSA is central to the growth and development of a country especially in relation to the development, operation, and maintenance of infrastructure. A central characteristic of DFIs is their ability to play a countercyclical role and to have the agility to be developmental and be responsive to crises on the other hand. It is particularly important for the Bank to be able to balance sustainability as all DFIs should. Equally critical is the need to deepen the developmental impact of its work. It is these characteristics that enable DFIs to be relevant and have the appropriate impact in the respective sectors in which they are involved.

It is also important for there to be a discernible link between the Bank's projects and contribution to the sustainable development principles embodied in the various national and transnational strategic documents like the National Development Plan (NDP) and the Sustainable Development Goals (SDGs) as cases in point, including advancing regional as well as continental integration. In the given context the role of research therefore becomes pivotal,

thereby making it important for the organization to have a research agenda. A formalized Research Agenda provides the organization with the following advantages:

- It ensures alignment in the organization with an integrated and collaborative view of research requirements;
- It sets clear goals for what programme stakeholders require from the agenda;
- It also defines the institution's future destination and identifies the supporting steps to get it there;
- Outputs can be measured to determine effectiveness;
- It is agile and adaptable based on market needs and research requirements;

3. Research Agenda Overview and Needs Assessment

Research is the diligent and systematic inquiry or investigation into a subject to discover or revise facts, theories, and applications with the aim of developing an output to inform a question or guide and direct a process. The primary purpose of research is to add knowledge in a field and to create a theory or contribute to the growth of an existing one. Research questions are often generated by the researcher, informed by the research problem. In this regard, the DBSA's KMR Unit develops an annual needs-driven and stakeholder involved research agenda approved by the Board.

A Research Agenda is a formal statement of the policy and priorities that will guide research efforts of an organization. A research agenda needs to ensure that projects undertaken are tied to strategic goals and can inform policymaking and decision-making in critical areas. It also facilitates communications and engagement with partners and stakeholders. A good Research Agenda focuses on issues and ideas that are of greatest current interest or need and is shaped around challenges pertaining to practice, policy, and implementation. It also reflects priority areas and reporting needs, and it guides research project selection. Internal staff and stakeholders can use a Research Agenda to orient themselves towards their organisation's short and long-term goals.

The lifecycle of a Research Agenda includes:

- Developing the Agenda;
- Implementing the Agenda;

- Monitoring progress on research projects connected to the Agenda;
- Reporting the results of research activities; and
- Using research results to inform practice and establish updated research priorities.

A good Research Agenda exhibits the following characteristics:

- Is shaped around challenges of practice, policy, and implementation;
- Guides priority areas for conducting and reporting on research; and
- Changes over time as interests, priorities, and needs shift, as knowledge increases, and as new research questions emerge.

Implementing a Research Agenda involves the following steps:

- Developing a vision for successfully implementing the Agenda;
- Making the vision a reality by identifying and prioritizing strategies to address implementation challenges;
- Creating an Action Plan for implementation; and
- Communicating with Research Agenda stakeholders.

The KMR Unit conducts an annual survey to assess the contribution of its research and knowledge management outputs from the previous financial year. While this aspect deals with value-add, it is deemed worthwhile for the outputs to be subjected to an external review process that looks beyond value-add and examines the substantive worth of the outputs particularly on the basis of the rigour of the scientific methodology applied. This process is referred to as peer review and was initiated in the previous financial year and found to be immensely beneficial, especially given the establishment of an annual booklet earmarked for accreditation as a journal.

4. Peer Review: What is It?

Peer review is the evaluation of work by one or more people with similar competencies to the producers of the work. It functions as a form of self-regulation by qualified members of the profession within the relevant field. Peer review is used to maintain quality standards, improve performance, and enhance credibility. In academia, peer reviews are employed by academic journals to ensure the preservation and improvement of the calibre of the content published, in effect serving as a quality control mechanism. In the context of the DBSA, application hereof is

in the interests of assuring the conceptual, methodological rigour and substantive contribution of the research outputs.

The importance of the peer review process can be enumerated as follows:

- *Quality Assurance*: peer review acts as the first line of defence against research flaws, errors, or inaccuracies. It ensures that research published is of the highest quality;
- *Credibility and Trust*: when research undergoes peer review, it gains the trust of the academic community and the wider public. This trust is essential for building the reputation of both the research and the researcher;
- *Validation of Findings*: peer review validates research findings, providing assurance that the methods and results are sound and reliable; and
- *Identification of Flaws*: it allows experts to identify potential flaws, biases, or limitations in the research, prompting authors to address them before publication.

4.1 Different Types of Peer Review

Peer review has evolved over time and various forms of peer review are currently in use across the scholarly publishing industry today. A determination will have to be made as to which of these types will be most suitable to the DBSA process.

Single-Blind Peer Review: authors do not know who the reviewers are, but the reviewers are aware of the authors' identity when they decide to accept or reject the document for review as well as throughout the review process. This reduces potential bias but may not eliminate it entirely.

Double-Blind Peer Review: the journal Editor does not reveal the reviewers' credentials to the authors and vice-versa. So, both parties are not aware of each other's identity. All indicators of identity such as names, affiliations, and others are removed. This is considered one of the most impartial forms of peer review, reducing biases based on author identity.

Open Peer Review: the authors and peer reviewers both know each other's identities. This system allows the peer reviewers' comments as well as the authors' responses to be published along with the final manuscript. Thus, this type of peer review promotes transparency but can sometimes deter reviewers from providing honest critiques.

Collaborative Peer Review: this type of peer review occurs on a platform provided by the journal where authors and reviewers can discuss how the paper can be improved. Often, reviewers' identities are concealed from authors but may be revealed at the time of publication.

Third-Party Peer Review: authors get their manuscripts reviewed by an independent peer review service before they approach any journal. Based on the reviews, they make changes to the paper and then submit it to the journal.

Post-Publication Peer Review: the journal provides a platform such as a discussion forum for the post-publication commenting. Once the published paper is available on the platform, anyone who reads it can post their comments or views about the paper. This type of peer review has gained momentum in recent years with the popularity of preprints. It helps encourage transparency and open dialogue, and the broader community of experts involved means it is more likely to uncover potential issues. However, it also introduces complexities regarding the timeline of research validation, as publication and review are no longer sequential but concurrent.

Cascading Peer Review: when a manuscript is rejected after review because it is of low priority for the journal at the moment or because it is not interesting for the journal's target readers, the journal may suggest that the author/s submit the manuscript to an alternate journal along with the reviews. Often, the new journal is part of the publisher's portfolio.

4.2 Peer Review Challenges and Potential Solutions

Peer review is not without its challenges and some of its main hurdles to be borne in mind include:

- *Potential Bias*: reviewers may inadvertently introduce biases based on various factors, including author demographics, research topic, or personal opinions. Solutions involve diversifying reviewer pools and promoting double-blind or open peer review.
- *Review Timelines*: traditional peer review can be time-consuming, delaying the dissemination of research. Solutions include streamlining review processes, embracing post-publication peer review, and setting clear submission-to-publication timelines.
- *Availability of Reviewers*: finding willing and qualified reviewers can be a challenge, particularly for niche topics. Solutions involve building more robust reviewer databases and offering incentives for reviewers.
- *Quality Control*: ensuring consistent and thorough peer review can be challenging for journal Editors. Solutions involve providing clearer guidelines for reviewers and promoting reviewer training.

4.3 Reviewer Roles and Responsibilities

The reviewer responsibilities towards authors can be listed as follows:

- Providing written, unbiased, constructive feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the documented basis for the reviewer's opinion;
- Indicating whether the writing is clear, concise, and relevant and rating the work's composition, scientific accuracy, originality, and interest to the journal's readers;
- Avoiding personal comments or criticism; and
- Maintaining the confidentiality of the review process: not sharing, discussing with third parties, or disclosing information from the reviewed paper.

The reviewer responsibilities towards readers can be encapsulated in ensuring that the methods and analysis are adequately detailed to allow the reader to judge the scientific merit of the study design and be able to replicate the study, and ensuring that the article cites all relevant work by other scientists.

The ethical responsibilities of the reviewers can be summarized thus:

Confidentiality: material under review should not be shared or discussed with anyone outside the review process unless necessary and approved by the Editor. Material submitted for peer review is privileged communication that should be treated in confidence and reviewers should not use knowledge of their content for any purpose unrelated to the peer review process.

Constructive Critique: the purpose of the peer review is not to demonstrate the reviewer's proficiency in identifying flaws. Reviewer comments should acknowledge the positive aspects of the material under review, identify negative aspects constructively, and indicate the improvements needed.

Competence: Reviewers should only accept an assignment only if they have adequate expertise to provide an authoritative assessment.

Impartiality and Integrity: reviewer comments and conclusions should be based on an objective and impartial consideration of the facts, exclusive of personal or professional bias. All comments by reviewers should be based solely on the paper's scientific merits, originality, and quality of writing as well as on the relevance to the journal's scope and mission, without regard to race, ethnic origin, sex, religion, or citizenship of the authors.

Disclosure of Conflict of Interest: to the extent possible, the review system should be designed to minimize actual or perceived bias on the reviewer's part.

Timeliness and Responsiveness: reviewers are responsible for acting promptly, adhering to the instructions for completing a review and submitting in a timely manner as failure to do so undermines the review process.

Table 1: Elements of a Critique and Questions to Consider

Elements of a Research Critique	Questions to Ask and Information to Include
Identifying Information to Include	What was the purpose of the study? What was the nature of the study (e.g., a case study, ethnography, a content analysis, or an experimental study)? What is the analytical approach or theoretical framework (e.g., a critical analysis, an application of a specific theoretical model)?
Research Design and Methodology	How does the method reflect or augment other studies of the same topic? What makes this method feasible? How realistic is it? Why will this method produce data that will answer the research objectives and questions? How does the method address questions of validity? How does the researcher overcome the limitations of the method? Are there large limitations or minor ones? How will these limitations affect your ability to use this data to answer your research question? Was the research conducted ethically and following the applicable guidelines?
Interpretation of Findings	Did the researcher find a correlation (relationship) or a cause? Are there alternative interpretations of the findings? How “generalizable” are the findings? Can the findings be applied to other populations or situations? Were the research questions and objectives adequately addressed?
Writing Quality, Clarity, Style, and the Organisation of Information	Does the source reflect the genre of the source’s discipline(s)? Does the source offer sufficient detail? Are there gaps in the description or places with unnecessary description? Does the source present the information logically? Do the sources present an objective viewpoint? Does the author have a bias or blind spot?
The Value of the Study	Is the research problem significant? What contribution does the study make to the advancement of knowledge, theory, or practice?

5. OBJECTIVES OF PEER REVIEW PROCESS

- a) To provide a peer review process on twelve (12) internal DBSA research papers over a twelve (12) month period delivered at the rate of three (3) per quarter. The papers are on

average 30 pages each on an Arial 12 font. The titles of the papers to be reviewed are as follows:

- *The Just Transition and Stranded Assets;*
 - *The Development Impact and the Current State of Infrastructure in South Africa: 1994 – 2022;*
 - *Economic Infrastructure, Energy Intensity and Economic Growth in the Southern African Development Community (SADC) Countries;*
 - *Infrastructure Needs Assessment in Four (4) South African Townships under Metropolitan Municipalities: 1994 – 2022;*
 - *The Transport Sector Deep Dive;*
 - *Environmental Social and Governance (ESG) Reporting as a Tool to Enhance Performance;*
 - *Artificial Intelligence (AI) and the African Development Finance Institution (DFI);*
 - *Evolution in Sovereign Debt Levels of African Countries;*
 - *Development Finance Institutions (DFIs) and Biodiversity;*
 - *The State of the South African Economy: Cause and Solutions;*
 - *Evolving Local and National Coalition Politics in South Africa and Impact on DFIs;*
and
 - *Exploring the Importance, Role, and Opportunities of Economic Infrastructure Development in Advancing the Implementation of the African Continental Free Trade Agreement (AfCFTA)*
- b) Ensure the inculcation of the attributes of quality assurance, credibility and trust, validation of findings and identification of flaws to guide the process.
- c) Produce a standalone report on each of the reviews that analyses all aspects of the paper.

6. Scope of Work

The scope of work involves the peer review of twelve (12) DBSA generated research papers for purposes of improving the quality and substantive contribution of the papers as detailed in Table 1. The twelve (12) papers to be reviewed are those that have been subjected to the internal review process of the Office of the Chief Economist, some of which will also have been noted by the IDKC Manco and Board. The service provider will be expected to have extensive networks in the infrastructure environment as well as the necessary technical expertise to

undertake the commissioned review assignments. It is imperative to note that the service provider will be required to sign a non-disclosure agreement for the project information that will be supplied to it.

- **Expertise required**

The assignment requires expertise in research, research methodology, report writing, as well as an understanding of DFIs, the economies and infrastructure of South Africa, the SADC region and the continent.

Expertise required to successfully prepare the reports *inter alia* are:

- Demonstrated ability to prepare comprehensive analyses of the infrastructure sector, and identify gaps, and opportunities in development finance
- Capability to outline policy frameworks in the various Bank mandated sectors
- Capability to propose options for development of the various Bank mandated sectors
- Expertise to undertake analysis of other partners in the Bank mandated sectors
- Ability to apply insights from the above to outline the impact on the Bank
- Advanced research methods and approaches
- In-depth knowledge of the sectors mentioned under section 5 above
- Infrastructure planning

An indication of the prospective service provider's track record (team member's CV, list of similar previous work and peer reviews conducted) in the areas of expertise detailed above should accompany the proposal.

- **DELIVERABLES**

Various reports that respond to the assigned topics to be delivered to time and quality specifications (refer to table 1 above). This needs to be a separate narrative report detailing the analysis of the paper across the various components of it and pointing to strengths and weaknesses.

7. Proposal Structure

The tenderer must structure their technical proposals as follows:

- a) Tenderer's understanding of the project and the ToR
- b) Approach and methodology for conducting the peer reviews
- c) Company experience showing similar previous work conducted
- d) Experience of the project leader(s) / team composition
- e) References

8. Evaluation Criteria: Peer Review Exercise

Functional evaluation criteria	Total score	100
	Minimum threshold	70
Price and BEE	Price	80
	BEE	20

Only those Bidders that score 70 points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid process. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable. The Functional Criteria that will be used to test the capability of Bidders are as follows:

Technical Information	Score	Weight
1. Company Experience The bidder must have successfully completed similar and/or relevant assignments in the last 5 years. The bidder must submit, as part of its proposal, the following: <ul style="list-style-type: none"> Details of similar and/or relevant assignments or projects completed in the last 5 years. Please refer to Annexure A Table A of this document for the format in which the required information must be provided. Relevant projects are those which are similar in nature and scope to the reports mentioned under 5 above. <p>Note: the following scoring matrix will be used to evaluate this criterion:</p>		30%
5 or more relevant projects	30 points	
4 relevant projects	22 points	
3 relevant projects	14 points	
2 relevant projects	7 points	
1 relevant project	0 point	

Technical Information	Score	Weight
2. Experience of the Project Leader(s) The bidder's assigned project leader(s) must have extensive and relevant qualifications*, skills and ideally 15 years' experience in related assignments including knowledge and understanding of research, research methodologies, report writing, as well as an understanding of DFIs, the economies of South Africa, the SADC region and the continent. The bidder must submit a comprehensive CV of the project leader(s) providing information on qualifications, relevant work experience and key competencies.		30%

*Minimum academic qualifications are in business, engineering and/or finance related to infrastructure investment, along with a post graduate qualification in a relevant field including Engineering, Economics, Finance, MBA, Development Studies, Sustainable Development or Development Finance.		
Note: the following scoring matrix will be used to evaluate this criterion:		
The Project Leader(s) with relevant experience exceeding 15 years	30 points	
The Project Leader(s) with relevant experience of between 12 and 15 years	22 points	
The Project Leader(s) with relevant experience of between 10 and 12 years	14 points	
The Project Leader(s) with relevant experience of between 8 and 10 years	7 points	
The Project Leader(s) with relevant experience not exceeding 8 years	0 points	

Technical Information	Score	Weight
3. Approach/Methodology The bidder must demonstrate a thorough understanding of the objectives and deliverables of this assignment (as per the scope outlined above) by providing a comprehensive methodology/approach to be utilised for executing this study. This will include paying close attention to the components shown in Table 1, namely: <ul style="list-style-type: none"> • <u>Identifying Information to Include</u> • <u>Research Design and Methodology</u> • <u>Interpretation of Findings</u> • <u>Writing Quality, Clarity, Style, and the Organisation of Information</u> • <u>The Value of the Study</u> Note: the following scoring matrix will be used to evaluate this criterion both qualitatively and quantitatively:		20%
Detailed and relevant methodology/approach adequately addressing all (>80%) of the critical aspects of the scope of work and overall assignment as itemised immediately above.	20 points	
Methodology/approach partially addressing (60% to 80%) of critical aspects of the scope of work and overall assignment as itemised immediately above.	15 points	
Methodology/approach partially addressing (40% to 60%) of critical aspects of the scope of work and overall assignment as itemised immediately above.	5 Points	
Methodology/approach not addressing aspects (<40%) of the scope of work and overall assignment as itemised immediately above.	0 points	

Technical Information	Score	Weight
4. References Bidder to provide at least three (3) references in research and review activities locally or internationally. These references should be relevant to the infrastructure landscape or anything similar. Reference letters in research and review work should indicate: <ul style="list-style-type: none"> • Description and summary of scope of work of service rendered for that specific client • Duration • Contact details and contact person • signed by an authorised person 		20%
Excellent: three or more relevant reference letters provided	20 points	
Good: two relevant reference letters provided	14 points	
Fair: one relevant reference letter provided	7 points	
Insufficient: no relevant reference letters provided	0 points	
Total weight		100
Threshold		70

- **Pricing schedule**

No.	Deliverable	Resource(s) to be used	Rate(s)	No. of hours	Total (R)
1	The Just Transition and Stranded Assets				
2	The Development Impact and the Current State of Infrastructure in South Africa: 1994 – 2022				
3	Economic Infrastructure, Energy Intensity and Economic Growth in the Southern African Development Community (SADC) Countries				
4	Infrastructure Needs Assessment in Four (4) South African Townships under Metropolitan Municipalities: 1994 – 2022				
5	The Transport Sector Deep Dive				
6	Environmental Social and Governance (ESG) Reporting as a Tool to Enhance Performance				
7	Artificial Intelligence (AI) and the African Development Finance Institutions (DFI)				
8	Evolution in Sovereign Debt Levels of African Countries				
9	Development Finance Institutions and Biodiversity				
10	The State of the South African Economy: Cause and Solutions				

11	Evolving Local and National Coalition Politics in South Africa				
12	Exploring the Importance, Role, and Opportunities of Economic Infrastructure Development in Advancing the Implementation of the African Continental Free Trade Agreement (AfCFTA)				
	Sub-total				
	VAT @15%				
	Grand total				
	Disbursements (if applicable)				
	Contract Price				

ANNEXURE A: EVALUATION CRITERIA TABLES

Table A: (Document format for Company Experience)

Name of the project and year completed	The role of your company	Monetary size of the project	Project details/description	Contactable reference for each of the projects
				Name: Designation: Contact number: Email address:

[Note to the Bidder: The Bidder may provide this information in a separate page provided it includes the information required per the template and it is clearly marked that it's responding to this Technical Evaluation Criteria.]

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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 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

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.

Annexure C

SBD 6.1

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

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

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

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 **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender

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	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
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 code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

	80/20	or	
90/10			
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$			

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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		NO	
-----	--	----	--

- 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 certificate, 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.

WITNESSES

1.

2.

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

DATE:

ADDRESS

SBD 7.1

(a) 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.

(b) 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:

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

(c) 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.

NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)		DELIVERY PERIOD	B-BBEE LEVEL CONTRIBUTION	STATUS OF	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.

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?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	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>e Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</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:		

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

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.

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.

SBD 9

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 G

Bidders are required to include, as Annexure G 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 H

Bidders are required to include, as annexure H to their Bids, certified copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation

[General Conditions of Contract]

PLEASE NOTE THAT ALL BIDDERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.

PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL ACQUAINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.

NOTE: All Bidders are required to confirm *(Tick applicable box)* below:

Item	YES	NO
Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?		

Annexure J

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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