

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED	
BID NUMBER:	RFQ018/2025
RFQ ISSUE DATE:	Wednesday, 09 April 2025
COMPULSORY BRIEFING	<p>Tender briefing will be done online via Microsoft teams. Bidders are advised to use the link below to join the briefing session.</p> <p>Link: Compulsory Briefing Session</p> <p>15 April 2025 @10H00 (Johannesburg time)</p>
CLOSING DATE AND TIME:	Thursday, 24 April 2025 @ 23H55pm
RFQ VALIDITY PERIOD	90 DAYS
DESCRIPTION	APPOINTMENT OF CONSULTANCY SERVICES TO UNDERTAKE THE GEF TERMINAL EVALUATION REVIEW (TER) OF THE DBSA/SANBI GEF PROJECT ECOLOGICAL INFRASTRUCTURE FOR WATER SECURITY PROJECT (EI4WS) (GEF ID 9073)
ELECTRONIC BID SUBMISSIONS	<ol style="list-style-type: none"> Bidders are advised to request submission link and all other enquiries to LihleSCM@dbsa.org – ONLY No tender submission link requests and any queries will be accepted after 16h00 on 21 April 2025. Any requests after the stipulated date and time will be disregarded. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.
TENDER TECHNICAL AND GENERAL QUERIES	E-mail address: lihlescm@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**
 - a. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
 - b. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
 - c. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/

MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

- d. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
- e. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
- f. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
- g. IF THE BIDDER'S SUBMISSION OF A QUOTATION IS SUCCESSFUL, THE DBSA SHALL APPOINT THE BIDDER TO EXECUTE OR PROVIDE THE REQUIRED SERVICES OR GOODS. WHERE NO FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE SUCCESSFUL BIDDER, THE DBSA SHALL PLACE A PURCHASE ORDER WITH THE BIDDER AND THE AFORESAID GENERAL CONDITIONS OF CONTRACT SHALL APPLY TO ANY SUBSEQUENT PURCHASE ORDER. IN THE EVENT THAT A FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE BIDDER, THE PARTIES SHALL EXECUTE A SERVICE CONTRACT AND THEREAFTER THE DBSA SHALL PLACE A PURCHASE ORDER.
- h. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE,

AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.

- i. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
- j. ANY BIDDER WHO HAS REASONS TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON ANY SPECIFIC BRAND MUST INFORM DBSA IN WRITING BEFORE THE RFQ CLOSING DATE. IT SHOULD HOWEVER, BE NOTED THAT DBSA RESERVES THE RIGHT TO ISSUE BRAND SPECIFIC SPECIFICATIONS "EQUIVALENT" / REQUIREMENTS TENDER.
- k. BIDDERS ARE REQUIRED TO COMPLETE ANNEXURE B FOR ALL PRICE QUOTATIONS EXCEEDING THE VALUE OF R30 000 (VAT INCLUDED) AND ATTACH TO THE FUNCTIONAL/TECHNICAL PROPOSAL WHERE THE TENDERING PROCESS WILL USE A ONE ENVELOPE SYSTEM.
- l. BIDDERS ARE ALSO REQUIRED TO COMPLETE AND SIGN ALL DECLARATIONS AS PART OF THE RFQ DOCUMENTATION PACK THE STANDARD BIDDING DOCUMENTS (SBD) PRESCRIBED BY THE NATIONAL TREASURY ATTACHED AS ANNEXURE C.
- m. THE SUCCESSFUL BIDDER WILL BE THE BIDDER THAT SCORES THE HIGHEST NUMBER OF POINTS IN THE PRICE AND PREFERENCE EVALUATION, UNLESS THE DBSA EXERCISES ITS RIGHT TO CANCEL THE RFP, IN LINE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.
- n. ALL PRICES MUST BE QUOTED IN SOUTH AFRICAN RAND (ZAR)
- o. THE COST OF MARKETING AND ADVERTISING, AND OTHER CHARGES MUST BE INCLUDED IN THE TOTAL PRICE QUOTED, IF THESE ITEMS ARE REQUESTED AS PART OF THE DBSA COST TEMPLATE / MODEL OF THIS RFQ. BIDDERS SHOULD UNDER NO CIRCUMSTANCES INCLUDE ANY ADDITIONAL COST ELEMENTS WHICH HAVE NOT SPECIFICALLY BEEN REQUESTED FOR AS PART OF THIS RFQ. IF ADDITIONAL ITEMS ARE SUGGESTED BY ANY BIDDER, THEN THESE ITEMS MUST BE SEPARATELY SPECIFIED WITH A CLEAR MOTIVATION OF WHY THESE ADDITIONAL ITEMS MAY BE REQUIRED. IT SHOULD ALSO BE FURTHER STATED WHETHER THE WORKABILITY OF THE SOLUTION PROPOSED IS DEPENDENT ON SUCH ADDITIONAL ITEMS OR NOT.
- p. BIDDERS ARE ALSO REQUESTED TO SEPARATELY PROVIDE A DETAILED COST BREAKDOWN OF ALL ITEMS TO BE PROVIDED AS PART OF THEIR RESPONSE TO THIS RFQ, WHICH CLEARLY DEPICTS THE ITEM DESCRIPTION (BRAND NAME, PRODUCT CODE) AND ASSOCIATED QUANTITIES. FAILURE TO PROVIDE THIS INFORMATION WILL INVALIDATE THE RFQ RESPONSE ON THE BASIS OF INCOMPLETENESS. THE TOTAL COST OF THE RFQ RESPONSE BASED ON THE DBSA COST TEMPLATE / MODEL SHOULD EXACTLY MATCH THE TOTAL COST OF THE DETAILED COST BREAKDOWN. IN THE EVENT OF ANY DISCREPANCIES, THEN THE HIGHER AMOUNT OF THE 2 DOCUMENTS WILL BE USED AS BASIS FOR THE PRICE EVALUATIONS OF THIS RFQ RESPONSE.

2. TAX COMPLIANCE REQUIREMENTS

- 1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS

THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
6. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

4. COMPLIANCE REQUIREMENTS

1. All BIDDER MUST SUBMIT THEIR ORIGINAL AND VALID BBBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY OR ORIGINAL SWORN AFFIDAVIT THEREOF, SUBSTANTIATING THEIR BBBEE STATUS.
2. THE SUBMISSION OF SUCH CERTIFICATES MUST COMPLY WITH THE REQUIREMENTS OF INSTRUCTIONS AND GUIDELINES ISSUED BY THE NATIONAL TREASURY AND MUST BE IN ACCORDANCE WITH THE APPLICABLE NOTICES PUBLISHED BY THE DEPARTMENT OF TRADE AND INDUSTRY IN THE GOVERNMENT GAZETTE.

5. PRE-QUALIFICATION CRITERIA

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

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1.	Adherence in submitting Tender as two stage envelopes (Functionality & Price in the case of Functionality requirement)	Pre-Qualifier	Y
2.	Attendance Register of the Compulsory Briefing Session attended by the Tenderer.	Pre-Qualifier	Y

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

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

6. FUNCTIONAL EVALUATION

Refer to page 16 to 17 for detailed functional evaluation criteria

7. PRICE AND PREFERENCE EVALUATION

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

PRICE	80
Specific Goals	20
TOTAL	100 POINTS

8. REASONS FOR DISQUALIFICATION

- a. DBSA RESERVES THE RIGHT TO DISQUALIFY ANY BIDDER WHICH DOES ANY ONE OR MORE OF THE FOLLOWING:
- i. BIDDERS WHO SUBMITTED INCOMPLETE INFORMATION AND DOCUMENTATION ACCORDING TO THE REQUIREMENTS OF THIS RFQ;
 - ii. BIDDERS WHO SUBMITTED INFORMATION THAT IS FRAUDULENT, FACTUALLY UNTRUE OR INACCURATE, FOR EXAMPLE MEMBERSHIPS THAT DO NOT EXIST, BEE CREDENTIALS, EXPERIENCE, ETC.;
 - iii. BIDDERS WHO RECEIVED INFORMATION NOT AVAILABLE TO OTHER VENDORS THROUGH FRAUDULENT MEANS; AND/OR
 - iv. BIDDERS WHO DO NOT COMPLY WITH ANY OTHER *REQUIREMENTS* AS STIPULATED IN THIS RFQ DOCUMENT.
 - v. BIDDERS WHO SUBMIT RESPONSE AFTER THE STIPULATED SUBMISSION DATE AND TIME.

9. 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.

10. DECLARATION BY BIDDER

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

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

.....
SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

TERMS OF REFERENCE (TOR)

APPOINTMENT OF CONSULTANCY SERVICES TO UNDERTAKE THE GLOBAL ENVIRONMENT FACILITY (GEF) TERMINAL EVALUATION REVIEW (TER) FOR THE GEF FUNDED PROJECT: UNLOCKING BIODIVERSITY BENEFITS THROUGH DEVELOPMENT FINANCE IN CRITICAL CATCHMENTS (GEF ID 9073)

1. INTRODUCTION

This document outlines the Terms of Reference (ToR) for the appointment of a suitably qualified and experienced service provider to undertake the Terminal Evaluation Review (TER) of the Unlocking Biodiversity Benefits Through Development Finance in Critical Catchments GEF ID 9073, also known as the Ecological Infrastructure for Water Security Project (EI4WS), which is funded by the Global Environment Facility (GEF) and implemented by the Development Bank of Southern Africa (DBSA) in collaboration with the South African National Biodiversity Institute (SANBI).

In accordance with the GEF's monitoring and evaluation policies, all full-sized projects must undergo a terminal evaluation upon their completion. The TER will assess the project's overall impact, relevance, efficiency, effectiveness, sustainability, coherence and contribution towards the GEF's broader environmental goals, particularly in relation to biodiversity conservation and water security. This TOR sets out the requirements for the terminal evaluation of the Ecological Infrastructure for Water Security Project.

2. PROJECT BACKGROUND

The EI4WS aims to enhance biodiversity and secure water resources in South Africa's critical catchments. It integrates biodiversity conservation with national development and financial models, addressing the need for sustainable water management in the face of increasing environmental pressures.

EI4WS project overview:

GEF ID	9073
Project Title	Unlocking biodiversity benefits through development finance in critical catchments
Planned Duration	60 Months
GEF Implementing Agency	Development Bank of Southern Africa (DBSA)
GEF Executing Agency	South African National Biodiversity Institute (SANBI)
Project Type (MSP/FSP)	Full- Sized Project
Region	South Africa
GEF Focal Area(s)	Biodiversity
GEF Grant Amount	7, 201, 835 USD

Co-Financing Amount (Expected)	48 694 677 USD
Date of CEO Endorsement/Approval	13 June 2017
Date of First Disbursement	May 2018
Total disbursements as of 30 June 2024 (USD)	6 138 088.18 USD
Total Expenditure as of 30 June 2024 (USD)	5 793 185.78 USD
Mid-Term Undertaken?	Yes
Actual Mid-Term Date, if taken	05 November 2023
Planned Completion Date	31 March 2023

The main objective of the project is to develop policy and capacity incentives for mainstreaming biodiversity and ecosystems values into national, regional and local development policy and finance. The project consists of 3 main components as follows:

Component 1: Enabling environment is strengthened for improving water security through the integration of biodiversity and ecosystem services in the water value chain.

Component 2: Application of policies and financial mechanisms in the water value chain improves water security in critical catchments.

Component 3: Social learning, credible evidence, and knowledge management that improves the integration of biodiversity and ecosystem services into the water value chain.

As the project approaches its conclusion, a Terminal Evaluation Review (TER) is necessary to comprehensively evaluation of the project's performance and outcomes. The TER will focus on evaluating whether the project's intended objectives were met and the extent of its long-term impact on biodiversity, ecosystem services, and water security. The TER is also conducted to highlight if the project had unintended consequences on the communities.

3. OBJECTIVES OF THE TERMINAL EVALUATION REVIEW (TER)

The objective of the TER is to:

- i) Establish whether the EI4WS project achieved its objectives and goals.
- ii) Validate the project outputs and development outcomes.
- iii) Assess the relevance, efficiency, and effectiveness of the EI4WS project.
- iv) Evaluate project sustainability and the likelihood of continued benefits after project completion.
- v) Assesses the social, economic, governance and environmental impact of the EI4WS project.
- vi) Document lessons learned and provide recommendations for the sustainability of the project as well as future projects.

4. SCOPE OF WORK

This evaluation will follow the GEF guidelines and the DBSA's environmental and social governance (ESG) policies to ensure that the findings are aligned with the overall objectives of the GEF. The evaluation should

deliver evidence-based, credible, reliable, and practical information. The appointed Service Provider (SP) evaluator is expected to adopt a participatory and consultative approach methodology, which includes the GEF operational focal point, SANBI project team, DBSA project team and other relevant stakeholders, including but not limited to:

- Department of Forestry and Fisheries and the Environment (DFFE)
- Department of Water and Sanitation (DWS)
- Department of National Treasury (DNT)
- Statistics South Africa (StatsSA)
- World Wide Fund for Nature- South Africa (WWF-SA)
- Water Research Commission (WRC)
- University of KwaZulu-Natal Centre for Water Resource Research (UKZN-CWRR)
- National Business Initiative (NBI)
- eThekweni Municipality
- City of Cape Town
- Umgeni Water
- Breede- Gouritz Catchment Management Agency (BGCMA)
- Wildlife Environment Society of South Africa (WESSA)

The appointed SP will be supplied with relevant documents from the DBSA and SANBI project team, including the Mid Term Review (MTR), Project Implementation Reports (PIRs), Project Steering Committee Meeting (PSC) minutes, Project Documents (CEO endorsement), GEF M&E policies and Co-Financing Reports. Additionally, the SP will be expected to conduct field trips to the catchment sites as and when necessary to solicit information that seeks to answer the research questions and validate the project outputs, outcomes, and impact.

The appointed SP company will be required to:

- a) Prepare the Terminal Evaluation Report: This includes a review of project documents, conducting field visits, stakeholder consultations, and the finalisation of an evaluation report.
- b) Review the project's designs, implementation, and results in terms of efficiency, effectiveness, relevance, impact, coherence, and sustainability.
- c) Engage with stakeholders such as SANBI, DBSA, and the GEF Secretariat to gather insights and inputs.
- d) Analyse the project's key financial elements, including the planned versus actual co-financing
- e) Analyse the project's environmental, social, economic and governance impacts, with a specific focus on biodiversity and water security.
- f) Prepare a risk analysis and mitigation report focusing on sustainability post-project implementation.
- g) Draft lessons learned from the project and provide recommendations for similar future projects.

The consultant will undertake the following tasks as part of the **GEF Terminal Evaluation Review (TER)**:

1. Review of Project Design and Relevance

- Assess the alignment of the project's objectives with **GEF priorities**, United Nation's Sustainable Development Goals (SDGs), national policies, DBSA ESG policies, and local stakeholder needs.

- Evaluate the project's relevance in addressing South Africa's biodiversity conservation and water security goals.

2. Effectiveness Evaluation

- Evaluate the extent to which the project was delivered according to the plans
- Determine the degree to which project outputs and outcomes, as outlined in the project proposal, have been achieved, particularly in relation to biodiversity conservation and water resource management.
- Analyse the project's challenges and success factors in mainstreaming biodiversity into financial and development frameworks.

3. Efficiency of Resource Use

- Evaluate how resources (financial, human, and technical) were used to achieve the project outputs and outcomes. Assess cost-effectiveness (e.g., delivered on budget) and the timely completion of project activities.
- Analyse the coordination efficiency among project partners, including DBSA, SANBI, and local stakeholders.

4. Sustainability Assessment

- Examine the sustainability of project outcomes after completion, focusing on:
 - **Financial sustainability:** Are financing mechanisms in place for continued support of project outputs and outcomes?
 - **Institutional sustainability:** Have institutional capacities been sufficiently strengthened amongst all the stakeholders?
 - **Environmental sustainability:** Will the ecological benefits continue beyond the project's lifespan?
 - **Economic sustainability:** Will the ecological resources continue to generate returns to the stakeholders?
 - **Sustainable Governance:** Does the project contribute to the implementation of relevant biodiversity conservation/water policies?

5. Impact Measurement

- Assess the **long-term impact** of the project on biodiversity, water security, and the local development livelihoods. Evaluate how the project has contributed to the **sustainable management of ecosystems** and **enhanced water security**.
- Assess how the project enhanced the resilience of ecosystems to climate change?
- Has the project raised awareness about the importance of water/biodiversity conservation?

6. Monitoring System

- Review the implementation of the Monitoring system in place, ensuring it was effective in tracking the project's progress and probable outcomes.
- Assess the adaptability of the Monitoring system in response to challenges encountered during implementation.

7. Stakeholder Engagement and Cross-Cutting Issues

- Evaluate the inclusiveness and effectiveness of stakeholder engagement during the project, with a focus on:
 - **Local communities:** particularly marginalised groups and Indigenous peoples.
 - **Gender equality:** Assess the project's efforts toward gender equity.
 - **Climate resilience:** Examine how climate change considerations were integrated into the project.

8. Service Provider Requirements:

- Be independent of activities related to the design, approval, implementation, and execution of the project. This ensures impartiality, in line with Minimum Requirement 3 of the GEF Evaluation Policy. If the consultant has had any prior involvement with the project, this must be transparently disclosed in the evaluation report.
- **GEF Knowledge:** Be familiar with or acquire knowledge of GEF policies, including:
 - Project cycle
 - Monitoring and Evaluation standards
 - Co-financing
 - Fiduciary standards
 - Gender equality
 - Stakeholder involvement
 - Environmental and social safeguards
 - Knowledge management and private sector involvement.
- **Stakeholder Perspectives:** Ensure the perspectives of all relevant stakeholders, particularly marginalised groups such as Indigenous peoples, are gathered and reflected in the evaluation
- **Triangulation:** Use multiple data sources, including the project's M&E system, field observations, interviews, and project documents, to ensure a balanced and evidence-based analysis ([GEF Independent Evaluation Office](#)).
- **Contextual Understanding:** Seek the necessary contextual information to assess the significance of the project results (outputs, outcomes, and impact) in relation to the broader environment.
- **Impartiality:** Be impartial, ensuring that the evaluation report presents a balanced account consistent with the evidence.
- **GEF Rating System:** Evaluator to apply the criteria and rating scales provided by GEF to evaluate project performance. Evaluators may address additional areas if they improve the utility of the evaluation.
- **Ethical Guidelines:** Abide by the **GEF Evaluation Office's Ethical Guidelines** in conducting the evaluation and preparing the report.

9. Reporting and Deliverables

The consulting company must submit a comprehensive evaluation report that follow GEF's **TER guidelines (annex 1)**, incorporating stakeholder feedback, and addressing the GEF criteria (relevance, effectiveness, efficiency, coherence, sustainability, and impact).

The content of the report in alignment to the GEF must include the following:

- **General Information, Introduction, and Background:** The terminal evaluation report will provide general information on the project such as its name, GEF project ID, country covered, GEF Agency, executing entity, project milestones (e.g., start date, expected end date, actual/anticipated implementation completion date); and on its GEF financing, and promised and materialized cofinancing. The report will list the project's objectives, goals, expected outcomes, and include a brief overview of project components. It will also identify the intended beneficiaries of the project and, where applicable, whether the beneficiaries include Indigenous peoples and other marginalised communities.
- **Theory of Change (ToC):** The terminal evaluation report will discuss the project's ToC including inputs used and activities and expected results (outputs, outcomes and impact), the causal pathways, and assumptions. The project's ToC should be consistent with the objectives and goals of the project including its global environmental objectives. For a child project under a programmatic approach, the ToC should also show how the project contributes to program objectives. Where available, the consulting company will use the ToC presented in the project documents as a basis for the evaluation. If the theory needs to be updated, the consulting company may do so in consultation with the key stakeholders. If the project documents do not include a ToC, the consulting company may develop such ToC retrospectively in consultation with the key stakeholders. The consulting company will assess and discuss whether the underlying assumptions of the project's ToC hold, and whether, considering the evaluative evidence, further refinements are needed.
- **Scope of Terminal Evaluation:** The evaluation team will define the scope of the evaluation considering the project's objectives, theory of change, supported activities, the context in which the project was designed and implemented, and its M&E system. The scope will also be determined based on the questions the evaluation seeks to answer, the boundaries of the system covered, project characteristics, geographical coverage, the period under review, and key users and likely uses of the evaluation.
- **Methodology:** The evaluation report will describe the evaluation methodology. It will discuss evaluation questions, analytical framework, and criteria, with reference to the project's theory of change; information sources; methods; and limitations.
- **Criteria:** The evaluation will apply the OECD (2021) criteria for evaluation—relevance, coherence, effectiveness, efficiency, impact, and sustainability. The evaluation will also apply other GEF-relevant criteria such as additionality, implementation and execution, project Monitoring and evaluation (M&E), and co-financing. It will assess the application of GEF policies and guidelines related to environmental

and social safeguards; gender equality; knowledge management; and stakeholder engagement including, where applicable, involvement of the private sector. Additional criteria, themes, and topics may be covered to enhance the utility of the terminal evaluation.

- **Information sources:** The evaluation report will describe the information sources of the evaluation transparently.
- **Project M&E:** Project M&E is also an important source of information on project execution, M&E plan implementation, and adaptive management. The evaluation report will use information generated through the implementation of the project M&E framework and assess its quality.
- **Additionality:** The terminal evaluation report will discuss the evaluated project's additionality. To determine additionality, the evaluation will compare the benefits of GEF support to a scenario without GEF support. It will identify specific areas where GEF support has contributed additional results and describe these additional results. It will provide quantitative and qualitative evidence to support the findings.
- **Relevance:** The report will discuss a project's relevance by explaining the extent to which its objectives and design are responsive to the environmental and development priorities of the participating countries and are congruent with the GEF's strategic priorities and objectives, and the mandates of the GEF Agency and its executing partners. It will also assess the extent to which the project objectives and design are responsive to the needs and priorities of the intended beneficiaries. The report will discuss whether the project objectives and results remain relevant at project completion.
- **Coherence:** The report will discuss the external and internal coherence of the project design. It will assess external coherence by analyzing a project's compatibility with other activities and strategies being implemented in the participating country, targeted sectors, and institutions by development partners and other organizations. It will discuss the socioeconomic synergies and trade-offs involved in the project. The report will also assess whether the project is well targeted (in terms of countries, regions, and/or communities covered) to generate global environmental benefits. The report will discuss the internal coherence of the project by examining whether the project design provides a practical approach for addressing the targeted environmental concern. It will also discuss the extent to which the theory of change, project components, activities, and M&E system are aligned with the project objectives. It will explain whether and how the project design incorporated lessons from past GEF activities and relevant non-GEF interventions.
- **Effectiveness:** The evaluation report will discuss the extent to which the project objectives have been achieved and note changes in the project's design and/or expected results after the start of implementation.
- **Efficiency:** The report will discuss the extent to which the project was efficient in achieving its results. The efficiency criterion assesses the extent to which the inputs are converted into results in an economic and timely way.

- **Sustainability:** A terminal evaluation will assess a project's sustainability. The assessment will weigh risks to the continuation of the net benefits of the project, including achievement of long-term impacts, considering the probability and magnitude of relevant risks. The report will discuss key risks and explain how these are likely to affect the achievement of the project's long-term objectives.
- **Implementation and Execution:** The assessment of project implementation and execution will consider the performance of the GEF Agencies and their executing partners in discharging their responsibilities.
- **Project Monitoring and Evaluation:** The report will present an assessment of the extent to which the project's M&E framework was practical and well thought out. It will assess the extent to which the M&E framework addresses the project's theory of change and GEF M&E requirements
- **Co-financing:** The evaluation report will provide information on co-financing sources, co-financing commitments, and activities supported through co-financing. It will report on the type of cofinancing mobilized: cash or in kind; grant, loan, or equity; investment mobilized and recurrent expenses; managed by the GEF Agency implementing the project or in parallel by other partner organizations. It will provide information on the extent to which expected cofinancing materialized and was timely. In cases where the materialization of cofinancing deviated from commitments, or where there was a delay in materialization, the report will discuss the reasons for these, and the effects on implementation and results.
- **Application of GEF Policies and Guidelines:** The report will assess implementation of the following GEF policies; the environmental and social safeguards, gender equality, stakeholder engagement, knowledge management and learning,
- **Lessons:** The report will draw out lessons from the project. The lessons should describe aspects of the project approach that worked well as well as those that did not. It should summarize the reasons why something worked well (or did not) and its implications for future work. Wherever possible, an evaluation report should include examples of good practices in project preparation, design, and implementation that have led to effective stakeholder engagement, learning, successful adoption of GEF initiatives by stakeholders, and large-scale environmental impacts. The report should indicate the conditions under which these lessons and good practices may be applicable to future work.
- **Recommendations:** The evaluation report should provide recommendations based on evaluation findings. The recommendations should be well formulated and targeted to the management of the GEF Agency and executing entities. Recommendations should state the action to be taken and specify the actor that needs to take the action and the time frame for action. The evaluation report should discuss the rationale for each recommendation; its likely effects, and, where applicable, other courses of action that may be considered. Those required to act should be invited to provide a response to the recommendations.

- **Performance Criteria and Ratings:** Project performance will be assessed based on the criteria discussed in GEF terminal evaluation guidelines (annex 1).

10. DBSA ENGAGEMENT

The appointed Professional Service Provider must engage with DBSA and relevant stakeholders to develop of the following:

- Develop an understanding of the project objectives, goals, structure, and expected outcomes.
- Ensure alignment with the GEF's guidelines for project evaluation.
- Regularly update DBSA on the evaluation progress and key findings.

11. EVALUATION CRITERIA

CRITERIA	SCORING GUIDELINES
<i>Educational Background:</i> PhD/master's in environmental science, Natural science, resource economics, nature-based solutions, natural resource accounts or related field	<i>Points for education:</i> PhD/Master's degree = 25 Honours =10 Bachelors = 0
<i>Experience:</i> <ol style="list-style-type: none"> Experience developing project evaluations for GEF/GCF-funded natural resource, biodiversity or water security projects, including the preparation of evaluation reports, and risk analysis. Demonstrated understanding of issues related to gender and mainstreaming biodiversity and ecosystems values into national, regional and local development policy and finance. This includes experience in gender and biodiversity sensitive evaluation and analysis Recent contactable references must be provided 	<i>Points for experience:</i> Score 35 - Excellent: 3 or more similar GEF/GCF projects completed Score 25 - Good: 2 similar GEF/GCF projects completed Score 15 – Poor: 1 similar GEF/GCF project completed Score 0 - Insufficient: 4 or no similar GEF/GCF project completed
<i>References:</i>	Scoring for references:

<p>The bidder should provide at least 3 reference letters with contacts, clearly demonstrating involvement in biodiversity/resource economics/ecosystem accounting and GEF/GCF or similar United Nations or DFI funded projects.</p>	<p>Score: 15 - Excellent: Three or more Reference letters demonstrating involvement of consultant in GEF funded biodiversity/resource economics/ecosystem accounting /GCF or similar United Nations or DFI funded projects.</p> <p>Score: 10 - two letters demonstrating involvement in biodiversity/resource economics/ecosystem accounting in –GEF/GCF or similar United Nations or DFI funded projects.</p> <p>.</p> <p>Score: 5 – Consultant has only one letter of reference that are relevant to biodiversity/resource economics/ecosystem accounting in GEF/GCF or similar United Nations or DFI funded projects.</p> <p>Score: 0 – No letters provided.</p>
<p>Methodology:</p> <p>Comprehension, Approach and Methodology:</p> <ul style="list-style-type: none"> – Demonstrated in proposal through inter alia: – Work plan for execution of the scope, – Project management approach, – timeframe, – Provides a detailed understanding of the assignment. – Shows clear analysis of key challenges and risks associated with the assignment and adequate proposals to address these; – Concrete suggestions regarding the proposed methodology and approach (do not duplicate the ToRs) and where necessary amendments / additions to the proposed scope. <p>Detailed level of presentation.</p>	<p>Points for methodology and approach:</p> <ul style="list-style-type: none"> - Fully addresses all requirements, demonstrates a sound understanding of the assignment, includes risk analysis and value-add innovations =25 - Addresses most areas but lacks specifics on certain elements = 15 - Partially addresses requirements but is not convincing = 10 - Does not address the requirements = 0
<p>Threshold for evaluation</p>	<p>70</p>
<p>Total</p>	<p>100</p>

Bidders who do not meet the threshold of 70 points and above will be disqualified.

12. REQUIRED SKILLS AND EXPERIENCE

6.1 Education:

- i) **Advanced university degree** (Master's or PhD preferred) in environmental science, water resources management, or related fields.

6.2 Professional Experience:

- i) 5+ years of experience in conducting GEF project evaluations, particularly in biodiversity and water security.
- ii) Experience with results-based monitoring and evaluation methodologies, financial analysis, and sustainability (environment, economic, and governance) assessments.
- iii) Experience with gender inclusion and cross-cutting issues in project evaluations.

13. DELIVERABLES AND TIME FRAMES

The consultants shall prepare and submit the following deliverables:

I) Inception Report

- i) Content: Outline the approach and methodology for the TER, including an evaluation framework and timeline.
- ii) Submission Deadline: **2 weeks** from the contract start date.

II) Draft Terminal Evaluation Report

- i) Content: Outline the approach and methodology for the TER, including an evaluation framework and timeline.
- ii) Submission Deadline: **10 weeks** from the contract start date.

III) Final Terminal Evaluation Report:

- i) Content: The final report will incorporate feedback from DBSA and stakeholders and include key findings, conclusions, recommendations, and lessons learned.
- ii) Submission Deadline: **12 weeks** from the contract start date.

IV) Close Out Report

- i) Content: The report will focus on lessons learnt and key learnings from the TE process.
- ii) Submission Deadline: **12 weeks** from the contract start date.

No.	Deliverable	Content/Description	Submission Deadline
1.	Inception Report	The report will outline the consultant's understanding of the ToR, methodology, work plan, key milestones, and timeline for conducting the TER.	Within 2 weeks of the contract start date
2.	Draft Terminal Evaluation Report	A comprehensive draft evaluation report detailing findings based on the GEF criteria (relevance, effectiveness, efficiency, sustainability, and impact), including stakeholder inputs.	Within 8 weeks of the contract start date
3.	Final Terminal Evaluation Report	A final evaluation report incorporating feedback from DBSA, SANBI, and	Within 10 weeks of the contract start date

		GEF stakeholders. It should include lessons learned, best practices, and recommendations for future projects.	
4.	Lessons Learnt and Close-out Report	A report that draws out lessons learnt	Within 12 weeks of the contract start date

14. REMUNERATION SCHEDULE

Payments for services rendered under this RFQ will be in South African Rands, on a fixed price, according to the following remuneration schedule:

- i. **Inception Report:** 20% of total fees.
- ii. **Draft Terminal Evaluation Report:** 30% of total fees.
- iii. **Final Terminal Evaluation Report and Risk Report:** 40% of total fees.
- iv. **Close-out report and lessons learnt:** 10% of total fees.

Payments: Upon approval by DBSA, disbursements and professional fees will be paid per deliverable/milestone. The cost/price needs to be structured to include all costs, such as professional fees, travel and subsistence costs, and disbursements. Each milestone/deliverable should include all aspects.

15. DISBURSEMENT ARRANGEMENTS

Disbursements will be made according to DBSA's norm relating to appointments of this nature. All travel related costs must be included in the budget.

16. PRICING SCHEDULE

Description	No. of hours	Hourly rate	Total
Inception Report			
Draft Terminal Evaluation Report			
Final Terminal Evaluation Report			
Final Approvals			
Sub-Total			
VAT @ 15%			
Total			

17. TRAVEL AND SUBSISTENCE

All travel and subsistence costs will be covered by the quoted cost.

18. GOVERNING LAW

This consultancy contract shall be governed by and interpreted in accordance with the substantive laws of South Africa.

19. CONFIDENTIALITY

Any confidential information obtained by either party to this project, or arising from the implementation of this project, shall be treated as confidential by the party receiving it and shall not be used, divulged, or permitted to be divulged to any person not being a party to this project, without the prior written consent of the other party.

BIDDER'S DISCLOSURE**a. 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.

b. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract? **YES/NO**

▪ If so, furnish particulars:

.....

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.

.....

- **DECLARATION**

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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.

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

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

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

• GENERAL CONDITIONS

- The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- - a) The value of this bid is estimated **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
 - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender

- Points for this bid shall be awarded for:
 - i. Price; and
 - ii. B-BBEE Status Level of Contributor.

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

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

- Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser.

- **DEFINITIONS**

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

- **POINTS AWARDED FOR PRICE**

- **THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

Where

- | | | |
|------------------|---|--|
| P _s | = | Points scored for price of bid under consideration |
| P _t | = | Price of bid under consideration |
| P _{min} | = | Price of lowest acceptable bid |

- **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

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

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

- **BID DECLARATION**

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

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

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

- **SUB-CONTRACTING**

- Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

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

- If yes, indicate:
 - 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 least 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		

• **DECLARATION WITH REGARD TO COMPANY/FIRM**

- Name of company/firm:.....
- VAT registration number:.....
- Company registration number:.....

○ **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

○ **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....
.....

○ COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- 1.1. disqualify the person from the bidding process;
- 1.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- 1.3. 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;
- 1.4. 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
- 1.5. forward the matter for criminal prosecution.

WITNESSES

-
-

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

DATE:

ADDRESS

.....
.....

SBD 7.1

• **CONTRACT FORM - PURCHASE OF GOODS/WORKS**

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

• **PART 1 (TO BE FILLED IN BY THE BIDDER)**

- I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
- The following documents shall be deemed to form and be read and construed as part of this agreement:
 - Bidding documents, viz
 1. Invitation to bid;
 2. Tax clearance certificate;
 3. Pricing schedule(s);
 4. Technical Specification(s);
 5. Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 6. Declaration of interest;
 7. Declaration of bidder's past SCM practices;
 8. Certificate of Independent Bid Determination
 9. Special Conditions of Contract;
 - General Conditions of Contract; and
 - Other (specify)
- I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

a)

DATE:

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

- a) I in my capacity
as
accept your bid under reference number dated for the
supply of goods/works indicated hereunder and/or further specified in the annexure(s).
- b) An official order indicating delivery instructions is forthcoming.
- c) 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 STATUS OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES
•
•

WITNESSES
•
•

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
 - This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
 - To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

- I have read and I understand the contents of this Certificate;
- I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:

- prices;
 - geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure G

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

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

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

TAX COMPLIANT STATUS AND CSD REGISTRATION REQUIREMENTS

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

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

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



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

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