

REQUEST FOR PROPOSALS

YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

BID NUMBER:	RFP155/2025
COMPULSORY BRIEFING SESSION DETAILS:	<u>Briefing Session Registration Link 14 January 2026</u>
CLOSING DATE:	02 February 2026
CLOSING TIME:	23H55 (Midnight)
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	120 days
DESCRIPTION OF BID:	DBSA CORPORATE WEBSITE REBUILD AND SUPPORT
BID DOCUMENTS ELECTRONIC SUBMISSION:	<p>ELECTRONIC SUBMISSIONS</p> <p><u>INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> ➤ Bidders are required to submit written requests for clarification via e-mail to <u>davidscm@dbsa.org</u> ONLY, quoting the RFP Number on the subject of the e-mail. This must be done three (3) working days before submission day. ➤ Bidders will thereafter receive a OneDrive Link to upload their submission documents electronically. ➤ Written requests for clarification (including request for submission links) will be considered up to and including 28 January 2026 16:30 Johannesburg time. Requests received after this date may not be attended to. ➤ Any requests after the stipulated date and time may be disregarded. <p>NB: Electronic submission is encouraged for all bidders interested in this tender.</p> <p>Closing date of this RFP155/2025 is 02 February 2026 before 23:55PM.</p> <p>No physical bids will be received or accepted at the DBSA offices</p>
NAME OF BIDDER:	
CONTACT PERSON:	
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	



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

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(Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this, will lead to disqualification of the bid)

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED ("DBSA")

BID NUMBER: RFP155/2025

DESCRIPTION: DBSA CORPORATE WEBSITE REBUILD AND SUPPORT

COMPULSORY BRIEFING: 14 January 2026 at 10:00am

COMPULSORY BRIEFING LINK: [Briefing Session Registration Link 14 January 2026](#)


Time: 10H00 AM Johannesburg time (Microsoft Teams)

Closing time for the OneDrive Link submissions - 23h55 on the 02 February 2026 (Telkom Time)


CLOSING DATE: 02 February 2026


CLOSING TIME: 23H55PM

Name

 Bidder Name

Name

 Folder 1_Financial Proposal

 Folder 2_Technical Proposal

- a) It remains the bidder's responsibility to ensure that the bid submission is uploaded using the correct bidder document and tender link.
- b) Should a bidder encounter an issue with the system, the bidder must provide sufficient evidence as proof of attempting to upload their submission before the cut-off time and the error received.
- c) Faxed, emailed bids will not be accepted, only an electronic submission received via the link will be accepted.
- d) It is therefore the responsibility of the bidder to request for a link to participate.
- e) The DBSA assumes no responsibility if a Bidder's designated email address is not correct, or if there are technical challenges, including those with the Bidders computer, network, or internet service provider (ISP).

BID SUBMISSION LINK REQUESTS:

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

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.

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

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

NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:				
POSTAL ADDRESS:				
STREET ADDRESS:				
CONTACT PERSON (FULL NAME):				
EMAIL ADDRESS:				
TELEPHONE NUMBER:				
FAX NUMBER:				
BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED? [TICK APPLICABLE BOX]	YES		NO	
IF YES, WHO ISSUED THE CERTIFICATE?				

1..1.1	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]		
1..1.2	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES/WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]		
1..1.3	SIGNATURE OF BIDDER			
1..1.4	DATE			
1..1.5	FULL NAME OF AUTHORISED REPRESENTATIVE			
1..1.6	CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
REGISTERED WITH THE NATIONAL TREASURY CSD [TICK APPLICABLE BOX]	YES		NO	
CSD REGISTRATION NUMBER				
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS				

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME TO THE LINK PROVIDED. 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)
1.3. SOUTH AFRICAN BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED BY BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MUST BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
2. TAX COMPLIANCE REQUIREMENTS
2.1 ALL BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS IN THEIR COUNTRY OF RESIDENCE.
2.2 SOUTH AFRICAN BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 SOUTH AFRICAN BIDDERS CAN APPLY FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 SA 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 (TAX COMPLIANCE) IN ACCORDANCE WITH APPLICABLE LEGISLATION IN THEIR COUNTRY OF RESIDENCE.
2.6 WHERE SA BIDDERS HAVE NO TCS AVAILABLE BUT ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

PART C

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions:

- Tick in the relevant block below;
- Ensure that the following documents are completed and signed where applicable; and
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

NB: Should all these documents not be included, the Bidder may be disqualified on the basis of non-compliance

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	One original Bid document in separate folders; Folder 1 - for Pre-Qualifying Criteria and Functional Evaluation and Folder 2 - Price / Financial Proposal – Electronic submission
<input type="checkbox"/>	<input type="checkbox"/>	Part A: Invitation to Bid
<input type="checkbox"/>	<input type="checkbox"/>	Part B: Terms and Conditions of Bidding
<input type="checkbox"/>	<input type="checkbox"/>	Part C: Checklist of Compulsory Returnable Schedules and Documents
<input type="checkbox"/>	<input type="checkbox"/>	Part D: Conditions of Tendering and Undertakings by Bidders
<input type="checkbox"/>	<input type="checkbox"/>	Part E: Specifications/Terms of Reference and Project Brief
<input type="checkbox"/>	<input type="checkbox"/>	Annexure A: Price Proposal Requirement
<input type="checkbox"/>	<input type="checkbox"/>	Annexure B: SBD4 Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	Annexure C: SBD6.1 and B-BBEE status level certificate
<input type="checkbox"/>	<input type="checkbox"/>	Annexure F: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation
<input type="checkbox"/>	<input type="checkbox"/>	Annexure G: Certified copies of latest share certificates, in case of a company.
<input type="checkbox"/>	<input type="checkbox"/>	Annexure H: (if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.
<input type="checkbox"/>	<input type="checkbox"/>	Annexure I: Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.
<input type="checkbox"/>	<input type="checkbox"/>	Annexure J: General Condition of Contract
<input type="checkbox"/>	<input type="checkbox"/>	Annexure K: CSD Tax Compliance Status and Registration Requirements Report

PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

In this Request for Proposals, unless a contrary intention is apparent:

- 1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;
- 1.3 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2022.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday in South Africa.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** for the OneDrive Link submissions - **23h55 on the 02 February 2026 (SAST)**
- 1.10 **DBSA** means the Development Bank of Southern Africa Limited.
- 1.11 **DFI** means Development Finance Institution.
- 1.12 **Evaluation Criteria** means the criteria set out under the clause 26 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment (where applicable).
- 1.13 **Functional Criteria** means the criteria set out in clause 27 of this Part C.
- 1.14 **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.15 **PFMA** means the Public Finance Management Act, 1999.
- 1.16 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.17 **PPPFA Regulations** means the Preferential Procurement Regulations, 2022 published in terms of the PPPFA.
- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 26.3 of this Part C.

- 1.19 **Price and Preferential Points Assessment** means the process described in clause 26.6 of this Part C, as prescribed by the PPPFA.
- 1.20 **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.
- 1.21 **Request for Proposal** or **RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
- 1.22 **SARS** means the South African Revenue Service.
- 1.23 **Services** means the services required by the DBSA, as specified in this RFP Part D.
- 1.24 **SLA** means Service Level Agreement.
- 1.25 **SOE** means State Owned Enterprise, as defined by the Companies' Act.
- 1.26 **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFP.
- 1.27 **State** means the Republic of South Africa.
- 1.28 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 1.29 **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 1.30 **Website** means a website administered by DBSA under its name with web address www.dbsa.org

2. INTERPRETATIONS

In this RFP, unless expressly provided otherwise a reference to:

- 2.1 "includes" or "including" means includes or including without limitation; and
- 2.2 "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

3. TENDER TECHNICAL AND GENERAL QUERIES

Queries pertaining to this tender must be directed to:-

DBSA Supply Chain Management Unit

Email: davidscm@dbsa.org

No questions will be answered telephonically.

4. SUBMISSION OF TENDERS

COMPULSORY BRIEFING: 14 January 2026 - Tender briefing will be done online via Microsoft teams.

LINK: [Briefing Session Registration Link 14 January 2026](#)

Time: 10H00 AM (**Microsoft Teams**)

LINK REQUESTS: Bidders are asked to nominate one dedicated contact person (name, email address and phone number).

CLOSING DATE: 02 February 2026

CLOSING TIME: 23H55PM

5. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

- 5.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part C.
- 5.2 All persons (whether a participant in this tender process or not) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.
- 5.3 All Bidders are deemed to accept the rules contained in this RFP Part C.
- 5.4 The rules contained in this RFP Part C apply to:
 - 5.4.1 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure.
 - 5.4.2 the Tendering Process; and
 - 5.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

6. STATUS OF REQUEST FOR PROPOSAL

- 6.1 This RFP is an invitation for person(s) to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

7. ACCURACY OF REQUEST FOR PROPOSAL

- 7.1 Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 7.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).
- 7.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

8. ADDITIONS AND AMENDMENTS TO THE RFP

- 8.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 8.2 If the DBSA exercises its right to change information in terms of clause 8.1, it may seek amended Tenders from all Bidders.

9. REPRESENTATIONS

No representations made by or on behalf of the DBSA in relation to this RFP will be binding on the DBSA unless that representation is expressly incorporated into the contract ultimately entered between the DBSA and the successful Bidder.

10. CONFIDENTIALITY

- 10.1 All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

11. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

- 11.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.

- 11.2 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to davidscm@dbsa.org
- 11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.
- 11.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).
- 11.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

12. UNAUTHORISED COMMUNICATIONS

- 12.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 12 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.
- 12.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

- 13.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.
- 13.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
- 13.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

14. ANTI-COMPETITIVE CONDUCT

- 14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
- 14.1.1 the preparation or lodgement of their Bid
 - 14.1.2 the evaluation and clarification of their Bid; and
 - 14.1.3 the conduct of negotiations with the DBSA.
- 14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.
- 14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

15. COMPLAINTS ABOUT THE TENDERING PROCESS

- 15.1 Any complaint about the RFP or the Tendering Process must be submitted to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, (tenders@dbsa.org)
- 15.2 The written complaint must set out:
- 15.2.1 the basis for the complaint, specifying the issues involved;
 - 15.2.2 how the subject of the complaint affects the organisation or person making the complaint;
 - 15.2.3 any relevant background information; and
 - 15.2.4 the outcome desired by the person or organisation making the complaint.
- 15.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

16. CONFLICT OF INTEREST

- 16.1 A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.
- 16.2 The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.

- 16.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

17. LATE BIDS

- 17.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.
- 17.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.
- 17.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

18. BIDDER'S RESPONSIBILITIES

- 18.1 Bidders are responsible for:
- 18.1.1 examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;
 - 18.1.2 fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;
 - 18.1.3 ensuring that their Bids are accurate and complete;
 - 18.1.4 making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;
 - 18.1.5 ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and
 - 18.1.6 submitting all Compulsory Documents.
- 18.2 South African bidders with annual total revenue of ZAR10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a

registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.

- 18.3 South African bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.
- 18.4 The DBSA 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 DBSA.
- 18.5 Failure to provide the required information may result in disqualification of the Bidder.

19. PREPARATION OF BIDS

- 19.1 Bidders must ensure that:
 - 19.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
 - 19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.
- 19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.
- 19.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.
- 19.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.
- 19.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

- 20.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.
- 20.2 The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.
- 20.3 The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

21. OBLIGATION TO NOTIFY ERRORS

If, after a Bidder's Response has been submitted, the Bidder becomes aware of an error in the Bidders Response (including an error in pricing but excluding clerical errors which would have no bearing on the evaluation of the Bid), the Bidder must promptly notify the DBSA of such error.

22. RESPONSIBILITY FOR BIDDING COSTS

22.1 The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.

22.2 The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:

22.2.1 the Bidder is not engaged to perform under any contract; or

22.2.2 the DBSA exercises any right under this RFP or at law.

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

23.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:

23.1.1 as required by law;

23.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;

23.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

24. USE OF BIDS

24.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.

24.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

25. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 120 (one-hundred and twenty) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

26. EVALUATION PROCESS

26.1 The Bids will be evaluated and adjudicated as follows:

26.1.1 First Stage – Test for administrative Responsiveness

The test for administrative responsiveness will include the following:

Stage 1: Responsiveness

The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited to;

A. Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence to submitting Tender as a two-folder tender. Folder 1: Functionality and returnable submission separate from Folder 2: Pricing proposal submission	Pre-Qualifier	Y
2	Attendance of the Compulsory Briefing Session attended by the Tenderer.	Pre-Qualifier	Y

B. Tenderers who do not adhere to the indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
1	Standard conditions of tender as required.	48 hours	Y
2	Returnable documents completed and signed.	48 hours	Y
3	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.	7 Working days	Y

Only those Bidders which satisfy all the Pre-Qualifying Criteria of the First Stage will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria of the First Stage will not be evaluated further.

26.1.2 Second Stage – Functional criteria

26.1.1 Only those Bidders who score **[56 of 80 Points]** during the stage 1(a) of the functional evaluation will proceed to stage 1(b) presentation stage (prototype/mock-up demo) only those bidders who score **[14 out of 20 Points]** will proceed third stage. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

Bidders will be assessed on the functional criteria (Second Stage) as set out in this RFP. Only those Bidders which comply with the eligibility criteria will proceed to the Third Stage.

Functional Evaluation Criteria

Bidders are required to respond to all sections of the below functional evaluation criteria.

Stage Gate 1(a)

Section	Evaluation Criteria	Points Allocation	Weight
1	<p><u>Company Track Record and Experience</u></p> <p>The bidder is expected to provide a list of at least 3 (three) contactable and signed client references of companies where similar services have been successfully implemented and/or supported within the last five (5) years.</p> <p>This includes:</p> <ul style="list-style-type: none"> The Company should have been in existence for 5 Years. Evidence of relevant experience in delivering projects of similar scale, complexity, and strategic importance. Proof of successful outcomes and client satisfaction. The bidder must provide signed reference letter with the company letterhead, Contactable number and signature where the services were provided. 	<p>1. Poor (0-2 points maximum)</p> <p>- No relevant experience provided. Company existence not proven or less than 5 year.</p> <p>2. Good (3-4 points maximum) - Company has existed for 5 years / less. Evidence of delivering projects of similar scale and complexity. Limited or no client references provided.</p> <p>3. Excellent (5 points maximum)</p> <p>Company has existed for 5+ years. Clear evidence of successful delivery of comparable projects with measurable outcomes and client references. Demonstrated client satisfaction.</p>	5
2	<p><u>Team Expertise</u></p> <p>The bidder must demonstrate the capability of their team to deliver complex website redesign and development projects.</p> <p>This includes:</p> <ul style="list-style-type: none"> Multidisciplinary team composition: <ul style="list-style-type: none"> UX Designer UI / Visual Designer 	<p>1. Poor (0-7 points maximum)</p> <p>- No relevant experience provided. No team details or CVs submitted.</p> <p>2. Good (8-13 points maximum) - Team includes most required roles. Each member has at least 5 years of relevant experience.</p> <p>3. Excellent (14-15 points maximum)</p> <p>Fully multidisciplinary team with all required roles. Each</p>	15

	<ul style="list-style-type: none"> ○ Technical Architect / Lead Developer ○ Information Architect / Content Strategist ○ Developers ○ SEO/AI Optimisation Specialist ○ Digital Strategist ○ Accessibility Specialist ○ Project Manager ○ Copywriter ○ Content Designer <p>Bidders must provide a curriculum vitae (CV) per proposed team member detailing number of years of relevant professional experience in their respective discipline, preferably with demonstrable experience delivering large-scale digital projects.</p>	<p>member has 5+ years of experience and strong portfolio. There is Clear evidence of team member's successful delivery of large scale digital projects.</p>	
3	<p><u>Case Study Submission</u></p> <p>The bidder must submit comprehensive case studies for a minimum of three (3) website redesign and development projects completed within the past five (5) years. Each case study must provide:</p> <ul style="list-style-type: none"> • Clear evidence of the bidder's creative, technical, and strategic capabilities • Demonstrated alignment to best-practice standards in: <ul style="list-style-type: none"> ○ Digital experience design ○ User-centric design principles ○ Accessibility compliance (e.g., WCAG 2.1 AA) ○ Regulatory and technical compliance ○ Scalable and sustainable delivery 	<ol style="list-style-type: none"> 1. Poor (0-20 points) - No case studies submitted OR irrelevant case studies. Missing reference letters. 2. Good (20-35 points) - Three case studies submitted. Demonstrates relevant elements (design, technology, outcomes). Includes reference letters with contact details. 3. Excellent (35-40 points) - Case studies are comprehensive and recent. Clearly demonstrate end-to-end delivery of comparable projects. Evidence includes measurable outcomes and strong alignment with DBSA's strategic, technical, and user-centric requirements. Reference letters are complete and verifiable. Reference letters are complete, signed, and verifiable. 	40

- Integration capabilities with existing client systems
- CMS capability and flexibility
- Adherence to best-practice technical standards (e.g., mobile responsiveness, performance optimisation)
- The case studies must include:
 - Project objectives and context
 - Design and development approach
 - Technologies used
 - Outcomes achieved (e.g., performance metrics, user engagement, business impact)

As Part of the Case Study submissions.

4	<u>Development Competence</u>	1. Poor (0-5 points) -	10
	The Bidder proposed technology stack with the following:	Irrelevant submission. Missing evidence of use of modern frameworks, secure back-end, CMS integration, or scalable deployment.	
	<ul style="list-style-type: none"> • Using modern, widely supported front-end framework (e.g., Angular, Vue.js, or similar) for dynamic, unique and responsive UI. 	2. Good (6-9 points) -	
	<ul style="list-style-type: none"> • Security protocols and compliance. 	Demonstrates use of some modern technologies (e.g., front-end or back-end), but lacks full integration or clarity. CMS or CI/CD may be basic or partially implemented. Evidence is present but limited in depth.	
	<ul style="list-style-type: none"> • Back-end should be built on scalable and secure technologies (e.g., Node.js, Django, or similar). 	3. Excellent (10 points) –	
	<ul style="list-style-type: none"> • CMS integration to allow non-technical users to manage content easily (e.g., headless CMS like Strapi, Sanity, or Contentful). 	Fully proposes a modern development approach using widely supported front-end and back-end technologies, headless CMS integration, and scalable hosting with CI/CD pipelines. Submission includes clear, relevant, and comprehensive evidence.	
	<ul style="list-style-type: none"> • Hosting and deployment should support CI/CD 		

	pipelines and scalability (e.g., Vercel, Netlify, AWS, or Azure).		
5	<u>Strategic Approach & Methodology</u> The bidder must present a clear and structured strategic approach to the project, demonstrating: <ul style="list-style-type: none"> • A well-defined discovery process • Research-led decision-making • Information Architecture (IA) planning • UX methodology and design thinking • Agile Project Implementation approach • Alignment to DBSA's digital objectives and user needs 	1. Poor (0–5 points) – Methodology is generic, unclear, or irrelevant to the project scope. No evidence of research-led decision-making or structured planning. Missing details on IA, UX, or delivery approach. 2. Good (6-9 points) – Methodology is semi-detailed and includes some research-led elements. Mentions IA and UX but lacks full development or clarity. Delivery model is outlined but not clearly adaptable to DBSA's needs. 3. Excellent (10 points) – Methodology is comprehensive, research-driven, and clearly structured. Includes detailed Information Architecture and UX strategy. Presents a well-articulated Agile delivery model. Demonstrates strong alignment to DBSA's strategic goals and user-centric design principles.	10
Total Weight			80
Threshold			70%
Points			56

Stage Gate 1 (a) – Functional evaluations: a minimum score threshold of 70 or higher out of 100 (56 / 80 points) is required to be considered for demonstrations and site visits.

Stage Gate 1(b)

Section	Evaluation Criteria	Points Allocation	Weight
1	Mock Presentation and Concept Demonstration: The bidder is required to present a mock-up/concept demonstration of the	1. Poor (0 points) – No demo or irrelevant demo provided. 2. Good (0 points) Demo covers high-level design	20

<p>proposed Corporate Website solution. This demonstration or presentation should clearly articulate and visually demonstrate:</p> <ul style="list-style-type: none"> • A high-level structure and navigation flow. • A demonstration of key mock-up pages demonstrating the proposed design aesthetic and compliance with DBSA branding guidelines. • A detailing of how functional requirements (e.g., a complex search/filtering mechanism) will be implemented • The justification for the chosen platform, design, and features based on DBSA's needs. 	<p>and a partial demonstration of features. The design is acceptable but lacks creativity or deep understanding of the DBSA's specific content and audience need</p> <p>3. Excellent (0 points) Demo is professional, highly relevant, and visually compelling. The mock-up demonstrates a clear understanding of DBSA's brand, audience, and complex requirements. The demonstration of key features is robust and clearly articulates the UX/UI and functional requirements.</p>
	<p>Total Weight 20</p>
	<p>Threshold 70%</p>
	<p>Points 14</p>

Stage Gate 1 (b) - Demonstrations and: a minimum score threshold of 70 or higher out of 100 (14 / 20 points) is required to be considered for price and preference.

26.1.2 Third Stage – price

26.1.2.1 Those Bidders which have passed the First Stage (Responsiveness Test) and Second Stage (Stage 1(a) and Stage 1(b) Functional Evaluation) of the tender process will be eligible to be evaluated on the Third Stage, based on price, in accordance with the PPPFA regulations.

26.1.2.2 The recommended preferred Bidder will be the Bidder with the lowest overall price in the Third Stage of the Bid evaluation, unless the DBSA exercises its right to cancel the RFP, in line with the PPPFA Regulations.

26.2 NB: Bidders are required to submit, as Annexure J to their Bids, any documentation which supports the responses provided in respect of the Eligibility Criteria below.

26.3 First Stage: Pre-Qualifying Criteria

Only those Bidders which satisfy all the Pre-Qualifying Criteria will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria will not be evaluated further. Please refer to the table above

Note: A tender that fails to meet any Pre-Qualifying Criteria stipulated herein in the tender documents is an unacceptable tender. Please refer to the table above

26.4 Second Stage: Functional Criteria

The technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of 100 points, and only those bids that achieve a threshold of **70** points for the technical proposal will move to the next level of evaluation where a score for price and BBEE.

26.5 A minimum of **70% of 100 points** for the functional evaluation will qualify the Bid to move on to the Third Stage of evaluation, which is price and preferential point's evaluation. Bidders that do not score **70% of the 100 points** (inclusive of the presentation score) or higher at this stage of the evaluation will not be evaluated during the Third Stage of the evaluation.

26.6 Third Stage: Price

26.6.1 The Third Stage of evaluation of the Bids will be in respect of price and preference.

27. Risk Analysis and Objective Criteria

Risk Analysis and Objective Criteria *(This must only be included in the tender document if it is applicable, ensure that the list is specific as to what your objective criteria are)*

The DBSA reserves the right to award the tender to the tenderer who scores the highest number of points overall in line with Section (2) (1) (f) of the PPPFA, unless there are objective criteria which will justify the award of the tender to another tenderer. The objective criteria that the DBSA may apply in this bid process includes:

- i. Any bidder that has a cumulative order book totaling 5 Awards with outstanding value, **may be excluded from further evaluation.**
- ii. Where a bidder has 5 active Awards with an outstanding value and the outstanding value is 10% or less, indicating the project is nearing completion, the bidder may be included **for further evaluation and/or recommendation for award.**
- iii. Where a bidder has 5 active Awards with an outstanding value and at least one of the projects has stalled for a period of 6 months or more, or the client has placed the project on hold indefinitely, the bidder may be included **for further evaluation and/or recommendation for award.**
- iv. The DBSA has the discretion to apply an objective criterion.

28. Due Diligence

DBSA shall perform a due diligence exercise on the preferred bidder to determine its risk profile. The due diligence exercise may take the following factors into account inter alia.

a. Judgements and criminal convictions

DBSA may consider previous civil judgements against the preferred bidder as part of its risk assessment. DBSA may also consider whether the preferred bidder or any of its directors have been convicted of a serious offence.

b. Pending litigation/liquidation/business rescue (distinct from Working Capital)

DBSA may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.

c. Performance

DBSA will not consider the Service provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

d. Reputational harm

If DBSA is likely to suffer substantial reputational harm because of doing business with the preferred service provider, it may take this into account as part of its risk assessment.

e. Restricted/Blacklisted

Is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement.

f. Vetting

The DBSA reserves the right to conduct vetting on the tenderer or any of its directors.

g. PEP Checks for both Companies and Individual directors, as well as Procure Check and or any other systems that the DBSA may choose to utilize (which may be conducted by an authorized third party) that would be done to assess all risks, including but not limited to

- a. Financial stability of the bidder based on key ratio analysis ;
- b. Efficiency ;
- c. Profitability ;
- d. Financial Risk;
- e. Liquidity ;
- f. Acid Test ;
- g. Solvency; and
- h. Commercial relationship with a politically exposed and brand risk

- i. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- ii. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

29. Generally, suppliers have their own business standards and regulations. Although DBSA cannot control the actions of our suppliers, we will not tolerate any Illegal activities. These include, but are not limited to:

- Misrepresentation of any kind (e.g. origin of manufacture, specifications, intellectual property rights, etc.);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and
- Harassment, intimidation or other aggressive actions towards DBSA's employees.

30. STATUS OF BID

30.1 Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.

30.2 A Bid must not be conditional on:

- 30.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained.
- 30.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation.
- 30.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent.
- 30.2.4 the Bidder obtaining the consent or approval of any third party; or
- 30.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.

- 30.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
- 30.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

31. CLARIFICATION OF BIDS

- 31.1 The DBSA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or discussions are held in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.
- 31.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

32. DISCUSSION WITH BIDDERS

- 32.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder's offer.
- 32.2 Where applicable, the DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.
- 32.3 The DBSA is under no obligation to undertake discussions with, and Bidders.
- 32.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:
- 32.4.1 conduct a site visit, if applicable.
 - 32.4.2 provide references or additional information; and/or
 - 32.4.3 make themselves available for panel interviews.

33. SUCCESSFUL BIDS

- 33.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.
- 33.2 The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.
- 33.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder's Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

34. NO OBLIGATION TO ENTER INTO CONTRACT

- 34.1 The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a

Bid that complies in all relevant respects with the requirements of the DBSA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.

- 34.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

35. BIDDER WARRANTIES

- 35.1 By submitting a Bid, a Bidder warrants that:

- 35.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
- 35.1.2 it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;
- 35.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- 35.1.4 it accepts and will comply with the terms set out in this RFP; and
- 35.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

36. DBSA'S RIGHTS

- 36.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:
- 36.1.1 cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract.
 - 36.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
 - 36.1.3 vary or extend any time or date specified in this RFP
 - 36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process.
 - 36.1.5 require additional information or clarification from any Bidder or any other person;
 - 36.1.6 provide additional information or clarification.
 - 36.1.7 negotiate with any one or more Bidder;
 - 36.1.8 call for new Bid.
 - 36.1.9 reject any Bid received after the Closing Time; or
 - 36.1.10 reject any Bid that does not comply with the requirements of this RFP.

37. GOVERNING LAWS

- 37.1 This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.

- 37.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.
- 37.3 All Bids must be completed using the English language and all costing must be in South African Rand (ZAR).



The Corporate Website Rebuild and Support

1. Introduction

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

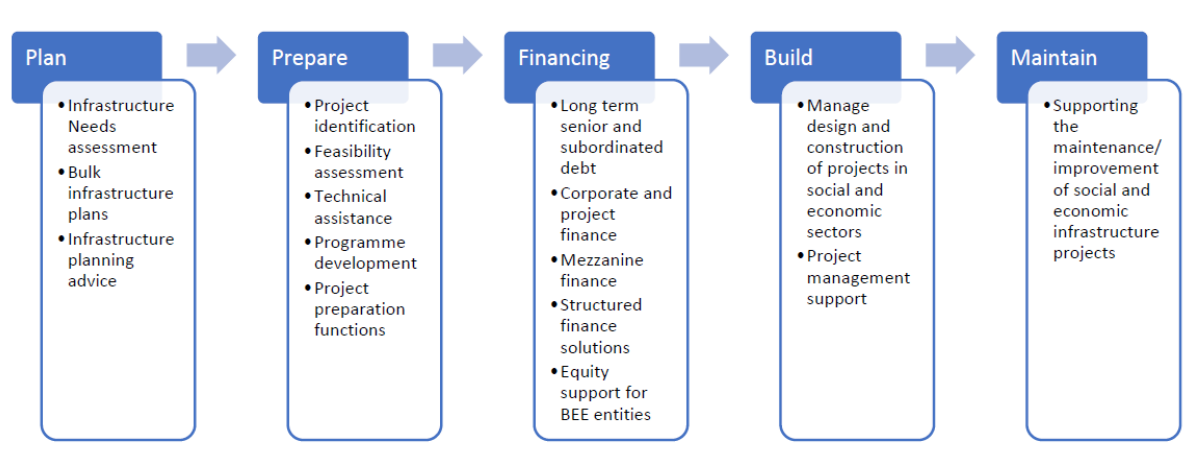


FIGURE 1: DBSA VALUE CHAIN

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

2. Background and Context

The Development Bank of Southern Africa (DBSA) is undertaking a strategic initiative to rebuild its corporate website to better reflect its developmental mandate, enhance stakeholder engagement, and align with modern digital standards. The current site, built over six years ago, no longer meets the expectations of modern users or the Bank's strategic communication needs. It lacks mobile responsiveness, intuitive navigation, and integration with key systems. To support the Bank's role as a leading development finance institution, the DBSA requires a future-ready, accessible, and user-centric website that enhances stakeholder engagement, improves operational efficiency, and effectively showcases its developmental impact. This new platform will serve as a central hub for information dissemination, stakeholder interaction, and digital storytelling, while supporting the Bank's strategic goals through improved performance, accessibility, and operational efficiency.

3. Objectives

The DBSA expects the following objectives to be met with the provision of a Modern Corporate website:

- **User Engagement & Experience**
 - Reduce the **bounce rate** for the top 10 pages outside of the home by 5 to 10% within 6-12 months of launch.
 - Increase the **average time on site** (benchmark against current) by top 10 pages outside of the home by 5 to 10%.
 - Attain a **site speed score** increase of 70/100 for mobile and 80/100 for desktop on Google PageSpeed.
 - Ensure **100% WCAG 2.1 (Web Content Accessibility Guidelines 2.1) AA compliance** for accessibility.
- **Task Completion & Conversions**
 - Increase the number of **funding applications leads initiated** by **10%** year-on-year.
 - Increase the views for the top 5 **project case study views** with a target uplift of **10%** over baseline.
- **Content & Knowledge Hub**
 - Increase **unique page views** of knowledge hub resources (research, insights, and thought leadership) by **10%** within the first year.
 - Drive an increase of at least 5% of visits to come through **organic search traffic** (SEO performance).
 - Track **media/press release hub views** and aim for a **10%** uplift compared to the old site.

- **Stakeholder Engagement**

- Drive a **10%** increase in **social media referrals** through embedded share buttons and cross-channel integration.

- **Operational Efficiency**

- Achieve **99.9% site uptime** and monitor downtime incidents monthly.

4. Scope of Work

DBSA seeks to appoint a single reputable service provider for a period of 48 months (4 years) to develop (1 year), maintain and support (3 years) the DBSA Corporate Website (Bidder to provide a detailed implementation plan) which includes the following:

- **Phase 1:**

- **Design & UI:** Design a modern, user-friendly corporate website with a refreshed look and feel, and a new UI. This includes delivering a comprehensive Functional Specification Document that outlines how each functional requirement—such as advanced search and filtering capabilities—will be implemented. The document should clearly describe the user experience, interface behaviour, and technical approach for each requirement.
- **Develop and configure the website UI based on the approved design:** The website must be fully responsive across desktop, tablet, and mobile devices. All Security features must be met.
- **Content Management System:** Develop and Configure a suitable CMS that allows for easy content updates, social media feeds in line with the proposed technology stack.
- **Testing of the Website:** Conduct comprehensive testing of the website, including validation of the Content Management System (CMS) functionality to ensure all features perform as expected.
- **Training and Deployment:** Facilitate user training sessions and oversee the deployment of the website to the live environment.
- **Post-Deployment Support:** Provide ongoing support and maintenance for the website to ensure stability, performance, and user satisfaction.

- **Phase 2:**

- **Content Optimisation:** Enhance existing content.
- **Copywriting Services:** Provide professional copywriting to ensure high-quality, engaging, and brand-aligned website content.
- **Implementation of Advanced Features:** Implement advanced functionalities to improve user experience and site capabilities.
- **Archiving and Repurposing Existing Website Content:** Systematically archive current website content and identify opportunities for repurposing valuable materials.
- **Integrations and APIs:** Enable seamless connectivity with third-party systems and services through robust API integrations.
- **AI-Powered Content Optimisation:** Implement artificial intelligence tools to refine and personalise content for target audiences.

4.1. Agile Project Management Approach

The appointed bidder will be expected to adopt an Agile project management methodology throughout the project. This approach will enable iterative development, continuous stakeholder engagement, and flexibility in responding to evolving requirements. The project should be delivered in two concurrent phases, each with its own set of deliverables, allowing for parallel progress and efficient use of resource. The bidder must demonstrate the ability to manage overlapping workstreams while ensuring timely delivery, quality assurance, and alignment with the overall project objectives.

4.2. Functional Requirements

Req ID	Requirement	Requirement Description
FR01	Design and UI/UX	1. Create a modern, clean, and user-friendly website interface.
FR02	Responsiveness	1. The website must be responsive across different devices (desktop, tablet, mobile).
FR03	Website Structure and Navigation	<ol style="list-style-type: none">1. The website may be organised using a user-centric design approach. This means content should be structured around the needs of specific user groups such as investors, partners, clients and job seekers.2. The top-level navigation may include 4 or 5 clearly labelled sections such as:<ol style="list-style-type: none">a. "Who We Are,"b. "What We Do,"c. "What We Offer,"d. "Media Centre,"e. "Knowledge Hub,"f. "Careers,"g. and a persistent search bar and contact us button.3. It is suggested that the sitemap may include essential pages like:<ol style="list-style-type: none">a. the landing page,b. about page,c. contact page,d. privacy policy,e. terms of service,f. careers,g. fundingh. procurement,i. projects,j. strategy,k. news,l. and knowledge resources.
FR04	Content and Media Types	1. The website may support a wide range of content formats including but not limited to:

		<ol style="list-style-type: none"> a. text, b. high-resolution images, c. videos, d. podcasts, e. infographics and iconography f. and interactive elements such as charts and maps. <ol style="list-style-type: none"> 2. It may also include dashboards and data visualisations to present complex information in an engaging and digestible format.
FR05	Content Management System (CMS)	<p>The Modern Content Management System must include, but is not limited to, the following capabilities:</p> <ol style="list-style-type: none"> 1. The CMS may allow for multi-author workflows with role-based permissions for authors, editors, and approvers. 2. It may include an audit trail for compliance, support content scheduling and version control, and offer drag-and-drop page building capabilities. Microsite support for events and campaigns is also required with unlimited functionality. 3. Content ownership will be distributed across departments: <ol style="list-style-type: none"> a. Marketing & Communications will manage brand voice and storytelling as well repurposing content and uploading to the website. b. Knowledge Management & Strategy will provide reports and research for marketing to Update the website. c. Procurement will manage tenders. d. Finance will provide investor relations updates for market to update the website. e. and HR will oversee careers content.
FR06	Design and Accessibility	<ol style="list-style-type: none"> 1. The website's design must follow the DBSA brand guide, which includes specifications for typography, colour palette, imagery, and overall visual identity. 2. Accessibility features may be built in, including text resizing, high-contrast mode, screen-reader compatibility. 3. The site may comply with WCAG 2.1 standards to ensure inclusive access for all users. <p><u>Compliance shall be demonstrated through the following: Design and Development Standards.</u></p> <ol style="list-style-type: none"> a. All templates, components, and interactions must be developed using accessible design principles, including but not limited to appropriate colour contrast, keyboard navigability, alternative text, semantic HTML structure, and ARIA roles. b. Accessibility must be considered and applied during prototyping, UI design, and content creation phases. <p><u>Accessibility Testing and Verification</u></p> <ol style="list-style-type: none"> a. The service provider shall conduct a formal Accessibility Audit covering both automated and manual testing.

- b. Testing shall utilise recognised tools such as WAVE, axe, Lighthouse Accessibility, or equivalent, supplemented by manual screen reader and keyboard navigation testing.
- c. The bidder shall submit an Accessibility Compliance Report summarising test results, identified issues, remediation actions, and confirmation of WCAG 2.1 AA conformance.

Remediation and Sign-Off

- a. Any non-compliance identified during testing must be corrected prior to final go-live and project sign-off.
- b. DBSA reserves the right to request an independent accessibility verification or Letter of Conformance from a qualified third-party accessibility consultant, should such validation be deemed necessary.

FR07 Features

Contact Form(s):

1. It is suggested that the website may include the following:
 - a. A dedicated contact forms for general enquiries, investor enquiries, funding enquiries, and anti-fraud reporting. These forms may be integrated with the CRM system to enable automated routing and tracking of submissions.
 - b. For added security, CAPTCHA or reCAPTCHA or an equivalent functionality must be included.

Search Functionality:

1. It is suggested that the website include may include the following:
2. Advanced filters by category projects, reports, tenders, news etc.
 - a. Predictive/autocomplete search suggestions.
 - b. Semantic/AI-powered search for improved accuracy.

News & Media Centre / Multimedia Hub:

1. It is suggested that the website includes the following:
 - a. Press releases, image gallery, video library.
 - b. Easy filtering by year, category, media type.
 - c. Downloadable media kits.

RSS Feeds:

1. It is suggested that the website includes the following:
 - a. DBSA news and social media updates.
 - b. Syndication options for stakeholders and partners.

Knowledge Hub:

1. It is suggested that the website includes the following:
 - a. Publications, research papers, insights — downloadable and searchable.
 - b. Categorisation by theme, sector, and region.
 - c. Citation and reference management (e.g., DOI support).

Newsletter Sign-Up (Optional):

1. It is suggested that the website includes the following:

- a. Integrated with email marketing systems.
- b. GDPR/POPIA compliance with double opt-in.
- c. Subscriber segmentation for tailored campaigns.

Project Showcase:

1. It is suggested that the website includes the following:
 - a. Filterable database (by Project Type, sector, location, completion status, year/ date) with multimedia.
 - b. Interactive maps to display projects geographically.
 - c. Success stories/case studies linked to projects.

Accessibility Features:

1. It is suggested that the website includes the following:
 - a. Text resizing, high-contrast mode, screen-reader compatibility.
 - b. WCAG, compliance for inclusive access.
 - c. Multilingual accessibility support.

AI Chatbot (optional, future-ready):

1. It is suggested that the website includes the following:
 - a. FAQs, guided navigation, funding application assistance.
 - b. Integration with knowledge base and CRM.

Multilingual Support (nice-to-have):

1. It is suggested that the website includes the following:
 - a. English as default, with possible regional/local language expansion.
 - b. Language toggle with persistent user preference.

FR08	Archiving Corporate Website Content	<ol style="list-style-type: none"> 1. Archive content only if there is a change (modification) or deletion of the existing website content. 2. When triggered, archive the previous version with its original date. 3. Archived content must be stored perpetually (no automatic deletion or expiry).
FR09	Privacy Statement Page	<ol style="list-style-type: none"> 1. The website must include a dedicated page outlining DBSA's privacy practice, including data collection, usage, storage, and user rights under POPIA. The page must be accessible from the footer. 2. DBSA currently maintains three separate privacy statements: <ol style="list-style-type: none"> a. one for Clients, b. one for Service Providers/Consultants, and 3. one for Employees.
FR010	Report Fraud Page	<ol style="list-style-type: none"> 1. The website must provide details for users to report suspected fraud.
BR011	Access to Information (PAIA) Page	<ol style="list-style-type: none"> 1. The website must include a PAIA section that provides downloadable PAIA manuals, procedures for requesting access to records, and contact details for making requests/queries. The PAIA section must be accessible via a direct link in the website footer.
FR012	Terms of Use Page	<ol style="list-style-type: none"> 1. The website must include a clearly written Terms of Use page that outlines acceptable use, prohibited activities, and

		user responsibilities. It must be linked in the footer and accessible on all devices.
FR013	Disclaimer Page	1. The website must include a disclaimer page that limits DBSA's liability for content accuracy, third-party links, and user actions. This page must be accessible from the footer and comply with legal standards.
/FR014	Rights Reserved Statement	1. The website must display a "©DBSA – All Rights Reserved" statement in the footer of every page. It must be styled according to the brand guide and automatically update the year.

Table 1: Functional Requirements

4.3. Non-Functional Requirements

Req ID	Requirement	Requirement Description
NF01	Performance	1. The corporate website must achieve a page load time of under 2 seconds for all primary user-facing pages under standard network conditions.
NF02	Availability	1. The website must maintain a minimum availability of 99.9% over any given calendar month.
NF03	Scalability	1. The solution must be scalable.
NF04	Accessibility	1. The website may comply with WCAG 2.1 Level AA accessibility standards.
NF05	Maintainability	1. The CMS and codebase must allow for updates and patches with minimal downtime.
NF06	Browser Compatibility	1. The website may be fully functional on the latest two versions of Chrome, Edge, Firefox, and Safari.
NF07	Localisation	1. The system may support future addition of multiple languages with minimal rework.

Table 2: Non-Functional Requirements

4.4. Transition Requirements

Req ID	Requirement	Requirement Description
TR01	Change management	1. A change management plan may be documented and shared with all affected stakeholders.
TR02	Data Migration	1. All relevant content from the legacy website may be migrated, validated, and archived.
TR03	Training	1. Training may be provided to all CMS users and content owners before go-live.
TR04	Support Handover	1. A support handover plan may be in place, including escalation procedures and contact points.
TR05	Support of Current Website	1. In the event of any delay in launching the new website, and if the contract with the incumbent service provider has expired, the appointed service provider shall assume responsibility for providing interim technical support and maintenance for the existing DBSA website. This support will continue until the new website is fully developed, tested, and successfully deployed to the live environment.

Table 3: Transition requirements

4.5. Integration Requirements

Req ID	Requirement	Requirement Description
IN01	Email Marketing Integration	1. Integrate with email Marketing tools.
IN02	Procurement System Interface	1. Imbed the E- Procurement System link on the website.
IN03	Social Media Integration	1. Sharing buttons, embedded feeds, campaign tracking.
IN04	Enterprise Content Management (ECM) Interface	1. Use a Content Management System for governance and publication uploads.
IN05	GIS Integration/ Interface	1. The corporate website must integrate/ link with a Geographic Information System (GIS) to enable dynamic geographic visualisation of project data. 2. The system must allow for secure access to data from relevant data owners and ensure that only authorised and validated datasets are used for display.

		3. The GIS integration should be scalable and adaptable to accommodate future data categories and geographic scopes.
IN06	Calendar/Events	1. Sync with internal systems for events/webinars.
IN07	Future Integration Potential	1. AI tools, knowledge graphs, Contract Management lifecycle and Digital Transformation Integration layer/engine.
IN08	Secure Embedding of Web Content and applications	1. The website may enable the embedding of pages and applications from websites (e.g., eBooks, dashboards, third-party tools) in a manner that fully complies with DBSA security standards.

Table 4: Integration Requirements

4.6. Reporting Requirements

Req ID	Requirement	Requirement Description
RP01	Web Analytics & Reporting	1. Use an enterprise analytics platform to track web performance
RP02	Dashboard Reporting	1. Track key performance indicators (KPIs) such as traffic, engagement, downloads, conversions, and funding applications.
RP03	Heatmaps and User Flow Analysis	1. Utilize tools like Hotjar or Clarity for heatmaps and user flow analysis to gain UX insights.
RP04	Custom Tracking	1. Event tracking for button clicks, video plays, downloads
RP05	Search Engine Optimization (SEO) Reporting	1. Keyword rankings, page performance, search visibility
RP06	Stakeholder data Consolidation and Campaigns tracking and Analytics	<ol style="list-style-type: none"> 1. Provide a 360° view of our stakeholders by consolidating data from website forms, events, email campaigns, social channels, and external databases. 2. Capture all form submissions from the website and enrich records with data such as LinkedIn profiles, contact information, etc. 3. Integrate with GA4, Meta Pixel, and LinkedIn Insight Tag to track campaign ROI and user activity before and after form submission. 4. Link website conversions (form fills, report downloads, event signups) to specific campaigns.

Table 5: Reporting requirements

4.7. Security Requirements

Req ID	Requirement	Requirement Description
SC01	Access Control and Authentication	<ol style="list-style-type: none"> 1. Implement robust role-based access control (RBAC) mechanisms to restrict user access to data and functionalities based on their defined roles. 1. The website administrative part must support strong authentication methods, multi-factor authentication with SMS verification method and Authenticator and/or Single Sign On.
SC02	Data Encryption (In-transit and At-rest)	<ol style="list-style-type: none"> 1. All sensitive data must be encrypted both during transmission (in-transit) and when stored (at-rest) to protect against unauthorized access. Enforce HTTPS with TLS 1.2+ (TLS 1.3 preferred) and use HSTS and disable weak ciphers and hashes
SC03	Proactive Spoofing/Phishing Site Detection	<ol style="list-style-type: none"> 1. The website must implement proactive mechanisms to detect and alert administrators of potential spoofing or phishing attempts. This includes monitoring lookalike domains, unauthorized copies of the site, and suspicious activity, with automated alerts and recommended actions for mitigation.
SC04	Data Privacy Compliance	<ol style="list-style-type: none"> 1. The model must comply with relevant data privacy regulations (e.g., POPIA) regarding the collection, processing, and storage of personal and other information.
SC05	Audit Trail and Governance	<ol style="list-style-type: none"> 1. All changes, and user actions must be logged with: <ol style="list-style-type: none"> a. Timestamp. b. User ID. c. Description of action. 2. Audit logs must be immutable and exportable.

Table 6: Requirements

4.8. Development Requirements

While the DBSA has invested in Microsoft products and technologies, an alternative solutions accompanied with a motivation may be proposed if they better align with defined business requirements.

Req ID	Requirement	Requirement Description
DV01	Platform	<ol style="list-style-type: none"> 1. The site may be hosted on a scalable platform with CDN integration to ensure fast load times and mobile-first design.
DV02	Analytics	<ol style="list-style-type: none"> 1. Analytics may be powered by Google Analytics 4 or an equivalent platform, with real-time dashboards, heatmaps, user flow analysis, event tracking, SEO reporting, and content performance metrics.

DV03	Technology Stack	<ol style="list-style-type: none"> 1. Propose a technology stack that will provide DBSA a competitive edge and deliver a unique user experience website. <ol style="list-style-type: none"> a. Key Technology Stack Requirements <ol style="list-style-type: none"> i. Must utilise a modern, widely supported front-end framework (e.g., Angular, Vue.js, or similar) for dynamic, unique and responsive UI. ii. Back-end should be built on scalable and secure technologies (e.g., Node.js, Django, or similar). iii. CMS integration to allow non-technical users to manage content easily (e.g., headless CMS like Strapi, Sanity, or Contentful). iv. Hosting and deployment should support CI/CD pipelines and scalability (e.g. Vercel, Netlify, AWS, or Azure).
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Table 7: Requirements

5. Competency and Expertise Requirements

The service provider must be able to demonstrate the experience, knowledge, and skills to successfully and reliably provide the Corporate Website. The proposal should include the following:

- **Company Overview**

A brief outline of the Service Provider’s experience as well as pertinent corporate details including full legal company name; the year the business was established; and the number of people currently employed.

- **Company Experience**

The service provider must have an implementation experience of at least three (3) similar projects completed in the last five (5) years.

- **Team Experience**
Resources and Multidisciplinary Expertise Deployed

The bidder must demonstrate the capability of their team to deliver complex website redesign and development projects.

- i. Multidisciplinary team composition:
 1. UX Designer – responsible for user experience research, information architecture, wireframing, and interaction design.
 2. UI / Visual Designer – crafts modern, responsive interfaces aligned with the DBSA brand.
 3. Technical Architect / Lead Developer – defines architecture, CMS setup, and system integration frameworks.

4. Information Architect / Content Strategist – develops site structure, taxonomy, and content governance models.
 5. Developers – responsible for front-end and back-end development, CMS configuration, integrations, and technical execution.
 6. Digital Strategist – responsible for aligning business objectives, user needs, and digital experience outcomes.
 7. Accessibility Specialist – responsible for ensuring compliance with WCAG 2.1 AA accessibility standards and inclusive design practices.
 8. Project Manager – responsible for governance, delivery timelines, risk management, and coordination of multidisciplinary deliverables.
 9. Copywriter / Content Designer – produces plain-language, web-ready, and SEO-optimised content.
- Each proposed team member must have a minimum of five (5) years of relevant professional experience in their respective discipline, preferably with demonstrable experience delivering large-scale digital projects.
 - Bidders must submit a curriculum vitae (CV) of no more than three (3) pages per proposed team member.
 - The bidder must ensure that the personnel submitted as part of the proposed project team are the same individuals who will participate in presentations, and the execution of the project, to ensure continuity and prevent substitution of senior resources post-award.

Bidders Demonstrated Capability, Methodology, and Technical Competence

The bidder is required to submit comprehensive case studies of at least three (3) website redesign and development projects executed within the past five (5) years. Each case study must demonstrate clear evidence of the bidder's creative, technical, and strategic capability, aligned to best-practice standards in digital experience design, user-centricity, accessibility, compliance, and scalable technical delivery.

The purpose is to assess the bidder's demonstrated capability, methodology, and technical competence in delivering complex website redesign and development projects of a similar nature, scale, and strategic importance. The assessment seeks to ensure that the appointed service provider can deliver a modern, user-centred, technically robust, and future-ready corporate website aligned to DBSA's requirements and digital vision.

Each case study must include the following components:

- **Strategic Discovery and Insight Development**
 - Outline how user needs, client objectives, and stakeholder insights informed the project's direction.

- Demonstrate how discovery activities (e.g., audits, interviews, analytics, workshops) shaped the project strategy and defined content, functionality, and design priorities.
- Provide examples of evidence-based decision-making (e.g., personas, journey mapping, data-driven insights).
- **Information Architecture and Content Strategy**
 - Describe the process used to develop an intuitive and scalable Information Architecture (IA) aligned to user journeys and content needs.
 - Include examples of content mapping, taxonomy design, and naming conventions applied for SEO optimisation, governance, and long-term maintainability.
 - Explain how the IA addressed unique content or functionality requirements.
- **Creative and Design Approach**
 - Explain the UI/UX design methodology applied, including wireframing, prototyping, accessibility compliance (WCAG 2.1 or equivalent), and responsive design principles.
 - Demonstrate how the visual design aligned with the client's brand and enhanced digital engagement.
 - Provide visuals or prototypes showcasing before-and-after improvements, if available.
- **Development and Technical Execution**
 - Outline the development frameworks, CMS platforms, and technologies used.
 - Describe integrations with APIs, CRMs, databases, or other enterprise systems.
 - Explain measures applied for performance optimisation, security, scalability, accessibility, and compliance (e.g., POPIA/GDPR).
 - Provide a detailed explanation of how Agile project methodology was applied during the implementation.
- **Testing, Quality Assurance, and Launch**
 - Detail the approach to functional testing, user acceptance testing (UAT), and quality assurance.
 - Outline go-live processes, rollout plans, risk mitigation, and post-launch optimisation.
 - Provide examples of analytics setup and post-launch performance monitoring.
- **Adherence to Best Practice and Standards**
 - Indicate alignment with **industry standards and guidelines**, including but not limited to:
 - Accessibility (WCAG 2.1)
 - SEO optimisation

- Mobile-first and responsive design
- Naming conventions and content governance frameworks
- Modular, scalable system architecture
- Provide examples where the application of these standards resulted in measurable improvement in user experience, site performance, or engagement metrics.
- **Project Outcomes and Measurable Impact**
 - Present tangible results achieved post-implementation, such as:
 - Improved user engagement or traffic analytics
 - Enhanced site speed or functionality
 - Increased content efficiency or update turnaround
 - Strengthened brand perception and digital visibility
 - Include quantitative and qualitative performance indicators where available.
- **UI design sample submission (for evaluation purposes only)**
 - In addition to the case studies, the bidder is required to submit 3 sample UI screen designs (in JPEG or PDF format) for key templates of the proposed new DBSA website (e.g., Homepage, Landing Page, Content Page). These samples will be used solely for evaluation of design capability and creative approach and shall not be interpreted as final or accepted designs. Final UI/UX designs will be co-created with DBSA during the project Discovery and Design Phases.

6. Implementation Approach and Project Reporting Requirements

The bidder must provide a customised and detailed Agile project implementation approach and plan including:

- How Implementation will be done.
- Detailed Project plan with estimated timelines.
- Change Management Strategy.
- Hosting Options and Legislative Considerations.

The successful bidder will report to the relevant project governance structures as indicated below:

- The service provider will report to the DBSA Comms/Marketing Business Unit in conjunction with ICT.
- The service provider will be expected to conclude an SLA with the DBSA and report regularly as proposed by the DBSA Comms/Marketing Business Unit, in conjunction with ICT with regards to the performance of the SLA.

- The successful bidder will be expected to engage regularly with the delegated teams, as per the schedule and deliverables that will be agreed upon between the parties.
- The service provider will be expected to avail the environment to periodic audit to validate the services being offered.
- The service provider will be expected to conduct quarterly vulnerability and threat assessments and a quarterly report on their business continuity capability.

7. Pricing, Contracts and Payment Terms

- **Payments:** Payment will be made within 45 days of the achievement of the specific work deliverables and milestones as agreed within the Project Scope of Work.
- **Agreed Fees:** The service provider shall be required to undertake the assignment within the agreed fee set as per the proposal and no increase in fees or upfront payment of fees for work not completed will be negotiated.
- **Foreign Exchange Rates:** The service provider is expected to account and take into consideration any fluctuations in foreign exchange rates.
- **Project Costs:** The service provider shall provide the total fixed price for the project based on the Scope of Work.
- **Pricing Proposal:** The service provider shall provide their pricing proposal based on the completion of the scope of work.

8. Minimum Proposal Requirements

The qualifying criteria a service provider must meet include:

Functional and Technical Evaluation	Total Score	100
	Minimum Threshold	70
Price & BEE	Price	80
	BEE	20

Table 8: Functional and Technical Evaluation

9. Stage 2 - Functional and Technical Criteria

Functional evaluation criteria are structured in three stage gates as indicate below:

No	Stage Gate	Stage Gate Description
1	Stage Gate 1(a)	Functional evaluations: a minimum score threshold score of 70% or higher out of 100 (56 / 80 points) is required to be considered for demonstrations.

2	Stage Gate 1(b)	Prototype/Mock-Up Demo: a minimum score threshold of 70% or higher out of 100 (14 / 20 points) is required to be considered for price and preference.
3	Stage Gate 2	A combined overall minimum score of 70% or higher out of 100 (functional evaluation – 56 points including demonstration – 14 points) is required to progress to the Price and Preference evaluation.

Table 9: Stage Gates

Stage Gate 1(a)

Section	Evaluation Criteria	Points Allocation	Weight
1	<p><u>Company Track Record and Experience</u></p> <p>The bidder is expected to provide a list of at least 3 (three) contactable and signed client references of companies where similar services have been successfully implemented and/or supported within the last five (5) years.</p> <p>This includes:</p> <ul style="list-style-type: none"> The Company should have been in existence for 5 Years. Evidence of relevant experience in delivering projects of similar scale, complexity, and strategic importance. Proof of successful outcomes and client satisfaction. The bidder must provide signed reference letter with the company letterhead, Contactable number and signature where the services were provided. 	<p>1. Poor (0-2 points maximum) - No relevant experience provided. Company existence not proven or less than 5 year.</p> <p>2. Good (3-4 points maximum) - Company has existed for 5 years / less. Evidence of delivering projects of similar scale and complexity. Limited or no client references provided.</p> <p>3. Excellent (5 points maximum) Company has existed for 5+ years. Clear evidence of successful delivery of comparable projects with measurable outcomes and client references. Demonstrated client satisfaction.</p>	5
2	<p><u>Team Expertise</u></p> <p>The bidder must demonstrate the capability of their team to deliver complex website redesign and development projects.</p> <p>This includes:</p> <ul style="list-style-type: none"> Multidisciplinary team composition: <ul style="list-style-type: none"> UX Designer UI / Visual Designer Technical Architect / Lead Developer 	<p>1. Poor (0-7 points maximum) - No relevant experience provided. No team details or CVs submitted.</p> <p>2. Good (8-13 points maximum) - Team includes most required roles. Each member has at least 5 years of relevant experience.</p> <p>3. Excellent (14-15 points maximum) Fully multidisciplinary team with all required roles. Each member has 5+ years of</p>	15

	<ul style="list-style-type: none">Information Architect / Content StrategistDevelopersSEO/AI Optimisation SpecialistDigital StrategistAccessibility SpecialistProject ManagerCopywriterContent Designer <p>Bidders must provide a curriculum vitae (CV) per proposed team member detailing number of years of relevant professional experience in their respective discipline, preferably with demonstrable experience delivering large-scale digital projects.</p>	experience and strong portfolio. There is Clear evidence of team member's successful delivery of large scale digital projects.	
3	<p><u>Case Study Submission</u></p> <p>The bidder must submit comprehensive case studies for a minimum of three (3) website redesign and development projects completed within the past five (5) years. Each case study must provide:</p> <ul style="list-style-type: none">• Clear evidence of the bidder's creative, technical, and strategic capabilities• Demonstrated alignment to best-practice standards in:<ul style="list-style-type: none">○ Digital experience design○ User-centric design principles○ Accessibility compliance (e.g., WCAG 2.1 AA)○ Regulatory and technical compliance○ Scalable and sustainable delivery○ Integration capabilities with existing client systems○ CMS capability and flexibility○ Adherence to best-practice technical standards (e.g., mobile responsiveness, performance optimisation)• The case studies must include:<ul style="list-style-type: none">○ Project objectives and context○ Design and development approach○ Technologies used	<p>1. Poor (0-20 points) - No case studies submitted OR irrelevant case studies. Missing reference letters.</p> <p>2. Good (20-35 points) - Three case studies submitted. Demonstrates relevant elements (design, technology, outcomes). Includes reference letters with contact details.</p> <p>3. Excellent (35-40 points) - Case studies are comprehensive and recent. Clearly demonstrate end-to-end delivery of comparable projects. Evidence include measurable outcomes and strong alignment with DBSA's strategic, technical, and user-centric requirements. Reference letters are complete and verifiable. Reference letters are complete, signed, and verifiable.</p>	40

- Outcomes achieved (e.g., performance metrics, user engagement, business impact)
As Part of the Case Study submissions.

<p>4 <u>Development Competence</u></p> <p>The Bidder proposed technology stack with the following:</p> <ul style="list-style-type: none"> • Using modern, widely supported front-end framework (e.g., Angular, Vue.js, or similar) for dynamic, unique and responsive UI. • Security protocols and compliance. • Back-end should be built on scalable and secure technologies (e.g., Node.js, Django, or similar). • CMS integration to allow non-technical users to manage content easily (e.g., headless CMS like Strapi, Sanity, or Contentful). • Hosting and deployment should support CI/CD pipelines and scalability (e.g., Vercel, Netlify, AWS, or Azure). 	<p>4. Poor (0-5 points) - 10 Irrelevant submission. Missing evidence of use of modern frameworks, secure back-end, CMS integration, or scalable deployment.</p> <p>5. Good (6-9 points) - Demonstrates use of some modern technologies (e.g., front-end or back-end), but lacks full integration or clarity. CMS may be basic or partially implemented. Evidence is present but limited in depth.</p> <p>6. Excellent (10 points) – Fully proposes a modern development approach using widely supported front-end and back-end technologies, headless CMS integration, and scalable hosting. Submission includes clear, relevant, and comprehensive evidence.</p>
<p>5 <u>Strategic Approach & Methodology</u></p> <p>The bidder must present a clear and structured strategic approach to the project, demonstrating:</p> <ul style="list-style-type: none"> • A well-defined discovery process • Research-led decision-making • Information Architecture (IA) planning • UX methodology and design thinking • Agile Project Implementation approach • Alignment to DBSA's digital objectives and user needs 	<p>1. Poor (0–5 points) – 10 Methodology is generic, unclear, or irrelevant to the project scope. No evidence of research-led decision-making or structured planning. Missing details on IA, UX, or delivery approach.</p> <p>2. Good (6-9 points) – Methodology is semi-detailed and includes some research-led elements. Mentions IA and UX but lacks full development or clarity. Delivery model is outlined but not clearly adaptable to DBSA's needs.</p> <p>3. Excellent (10 points) – Methodology is comprehensive, research-</p>

	driven, and clearly structured. Includes detailed Information Architecture and UX strategy. Presents a well-articulated Agile delivery model. Demonstrates strong alignment to DBSA's strategic goals and user-centric design principles.
Total Weight	80
Threshold	70%
Points	56

Table 10 Sub-Qualifying Criteria Stage Gate 1 (a)

Stage Gate 1 (a) – Functional evaluations: a minimum score threshold of 70 or higher out of 100 (56 / 80 points) is required to be considered for demonstrations and site visits.

Stage Gate 1(b)

Section	Evaluation Criteria	Points Allocation	Weight
1	<p>Mock Presentation and Concept Demonstration:</p> <p>The bidder is required to present a mock-up/concept demonstration of the proposed Corporate Website solution. This demonstration or presentation should clearly articulate and visually demonstrate:</p> <ul style="list-style-type: none"> • A high-level structure and navigation flow. • A demonstration of key mock-up pages demonstrating the proposed design aesthetic and compliance with DBSA branding guidelines. • A detailing of how functional requirements (e.g., a complex search/filtering mechanism) will be implemented • The justification for the chosen platform, design, and features based on DBSA's needs. 	<p>1. Poor (0-5 points) – No demo or irrelevant demo provided.</p> <p>2. Average (6 – 10) – Generic demo that does not address specific aspects of the stated requirements.</p> <p>3. Good (11- 15 points) Demo covers high-level design and a partial demonstration of features. The design is acceptable but lacks creativity or deep understanding of the DBSA's specific content and audience need</p> <p>4. Excellent (16-20 points) Demo is professional, highly relevant, and visually compelling. The mock-up demonstrates a clear understanding of DBSA's brand, audience, and complex requirements. The demonstration of key features is robust and clearly</p>	20

articulates the UX/UI and functional requirements.	
Total Weight	20
Threshold	70%
Points	14

Table 11: Sub-Qualifying Criteria Stage Gate 1 (b)

Stage Gate 1 (b) - Demonstrations and: a minimum score threshold of 70 or higher out of 100 (14 / 20 points) is required to be considered for price and preference.

10. Information Supplied by the DBSA

The DBSA will provide the appointed Corporate Website service provider access to the following roles for assistance for the duration of the contract period:

Role	Description
Technology Owner	Management and Technical Direction
Enterprise Architect	Responsible for providing guidance on the architecture requirements, standards, deliverables, artefacts, methodology, framework, and governance of the DBSA
Project Manager	To Manage the Implementation.
Subject Matter Experts	As required.

Table 12: DBSA Supporting Roles

11. Reservations

The DBSA expressly reserves the following rights:

- ✓ To appoint more than one service provider.
- ✓ To waive any or all irregularities in the proposals submitted.
- ✓ To retain the right not to select any service provider.
- ✓ To cancel the request for proposals.

12. Confidentiality and Intellectual Property

All Information contained in this Request for Proposals (RFP), including any attachments, annexures, or related documentation, is confidential and remains the exclusive property of the DBSA. This information is provided solely for the purpose of enabling the recipient to prepare and submit a proposal in response to this RFP. Recipients shall not disclose, reproduce, or use any part of this RFP or its contents for any purpose other than the preparation of a proposal, without the prior written consent of the DBSA. Any unauthorised use or disclosure may result in disqualification from the procurement process and/or legal action.

All intellectual property rights in any materials, reports, data, or deliverables specifically developed for and paid for by the DBSA under the resulting contract shall vest in the DBSA. Any pre-existing intellectual property, proprietary models, software, or methodologies owned by the appointed service provider and used in the performance of the contract shall remain the property of the service provider.

The service provider shall grant the DBSA a non-exclusive, license to use any such proprietary tools, models, or methodologies to the extent they are embedded in or necessary for the use of the deliverables provided under the contract.

ANNEXURE A PRICING SCHEDULE

(Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this, will lead to disqualification of the bid)

This template must be completed in full and included to Pricing Proposal submitted.

The Service Provider must provide their pricing proposal based on the pricing table below. The pricing proposal must be aligned i.e., pricing based on deliverables in the pricing summary must be aligned to pricing based on time & material.

Bidders must quote as per below pricing schedule.

The expectations for pricing and contract options of this proposal are outlined below:

- The expected contract period is three (3) years. A separate schedule must be proposed with three (3) years pricing categorized yearly (with any expected escalations). See Pricing Table provided below.
- Service providers should clearly document contract termination options and charges.
- Service providers should provide complete “packaged” pricing for infrastructure provisioning and services for Disaster Recovery capability as described in the requirements above.
- Storage costs must be clearly articulated.
- Standard Corporate Website pricing for base services must be clearly documented along with the costs associated with spinning up servers (the Pay-as-You-Go or Pay-as-You-Use model).
- Service Providers must provide tiered pricing for the various services offered in a Corporate Website where available.
- Operational pricing must be expressed as baseline minimums with incremental tiered cost for increased consumption of infrastructure to accommodate growth.
- Payment terms will be negotiated and agreed with the winning service provider during contracting.
- The service provider must utilize the table below as base for pricing:

Pricing (Recurring)				
Service Description	Pricing (ZAR)			
	Once-Off Non-Recurring Costs (if Applicable)	Year 1 Monthly Recurring Costs x 12 to consolidate into Yearly Recurring Costs (if Applicable)	Year 2 Monthly Recurring Costs x 12 to consolidate into Yearly Recurring Costs (if Applicable)	Year 3 Monthly Recurring Costs x 12 to consolidate into Yearly Recurring Costs (if Applicable)
Software				
Installation and Setup				
Support, Procedures and SLAs				
Testing				
Other (if any)				
Sub-Total Price				
VAT @ 15%				
Grant Total Price				

NOTE: *Any yearly escalations (if applicable) should be included as well as list pricing details.

Professional Pricing (Implementation)				
No	Code	Activity	QTY	Price (ZAR)
1.0		Model Implementation	1	
1.1		Credit Spreading Solution	1	
1.2		License and/or Subscription	1	
1.3		Hosting (if Applicable)	1	
1.4		Test Plan Development	1	
1.5		Testing Execution	1	
1.6		Support and Maintenance fees	1	
1.7		Training and Knowledge Transfer	1	
		Price		
		VAT		
		Total Price		

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

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

(Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this, will lead to disqualification of the bid)

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following services:

RFP155/2025: DBSA COPORATE WEBSITE AND SUPPORT

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the consultant under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF ALL TAXES IS

.....
..... (in words); ZAR (in figures),
.....

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the consultant in the Conditions of Contract identified in the Contract Data.

Signature(s) _____

Name(s) _____

Capacity _____

For the
Tenderer _____
(Name and address of organisation)

Name and
signature of
witness _____ **Date** _____

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:

.....

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 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any

interest in any other related enterprise whether or not they are bidding for this contract?**YES/NO**

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

SBD 4

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the

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.
RFP155/2025 DBSA CORPORATE WEBSITE REBUILD AND SUPPORT
Development Bank of Southern Africa

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

Annexure C

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80/90
PREFERENCE POINTS	20/10
Total points for Price and Preference Points	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will

result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

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

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

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

- fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>DATE:.....</p> <p>ADDRESS:.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--

RESTRICTED SUPPLIERS

- 1 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

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:		

Annexure D

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

Annexure E

Bidders are required, as annexure G to their Bids, to submit certified copies of the latest share certificates of all relevant companies

Annexure F

Bidders which submit Bids as an unincorporated joint venture, consortium or other association of persons are required to submit, as Annexure H, a breakdown of how the percentage (%) fees and work will be split between the various people or entities which constitute the Bidder.

Annexure G

Bidders are required to include, as Annexure I 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

[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 I

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