

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED	
BID NUMBER:	RFQ015/2026
RFQ ISSUE DATE:	Tuesday, 03 February 2026
COMPULSORY BRIEFING	<p>Tender briefing will be done online via Microsoft teams. Bidders are advised to use the link below to join the briefing session.</p> <p>Link: COMPULSORY BRIEFING SESSION LINK</p> <p>11 February 2026 @10H00 (Johannesburg time)</p>
CLOSING DATE AND TIME:	Thursday, 18 February 2026 @ 23H55pm
RFQ VALIDITY PERIOD	90 DAYS
DESCRIPTION	Appointment of a service provider to conduct the mid-term evaluation for the South Africa GEF-funded project titled, "Environmentally Sound Management and Disposal of Polychlorinated Biphenyls (PCBs) in the Republic of South Africa" GEF Project ID: 9576
ELECTRONIC BID SUBMISSIONS	<ol style="list-style-type: none"> 1. Bidders are advised to request submission link and all other enquiries to LihleSCM@dbsa.org – ONLY 2. No tender submission link requests and any queries will be accepted after 16h00 on 13 February 2026. Any requests after the stipulated date and time will be disregarded. 3. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.
TENDER TECHNICAL AND GENERAL QUERIES	E-mail address: LihleSCM@dbsa.org
COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS	E-mail address: scmqueries@dbsa.org

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



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

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

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY	TICK APPLICABLE BOX]		ORIGINAL B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

[AN ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
[IF YES ENCLOSE PROOF]			
[IF YES, ANSWER THE QUESTIONNAIRE BELOW]			

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS PLEASE COMPLETE AS PER SECTION 3 OF THE TERMS AND CONDITIONS BELOW

TERMS AND CONDITIONS FOR BIDDING

1. RFQ SUBMISSION
a. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
b. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE
c. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
d. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
e. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
f. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
g. IF THE BIDDER'S SUBMISSION OF A QUOTATION IS SUCCESSFUL, THE DBSA SHALL APPOINT THE BIDDER TO EXECUTE OR PROVIDE THE REQUIRED SERVICES OR GOODS. WHERE NO FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE SUCCESSFUL BIDDER, THE DBSA SHALL PLACE A PURCHASE ORDER WITH THE BIDDER AND THE AFORESAID GENERAL CONDITIONS OF CONTRACT SHALL APPLY TO ANY SUBSEQUENT PURCHASE ORDER. IN THE EVENT THAT A FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE BIDDER, THE PARTIES SHALL EXECUTE A SERVICE CONTRACT AND THEREAFTER THE DBSA SHALL PLACE A PURCHASE ORDER.
h. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.
i. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
j. ANY BIDDER WHO HAS REASONS TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON ANY SPECIFIC BRAND MUST INFORM DBSA IN WRITING BEFORE THE RFQ CLOSING DATE. IT SHOULD HOWEVER, BE NOTED THAT DBSA RESERVES THE RIGHT TO ISSUE BRAND SPECIFIC SPECIFICATIONS "EQUIVALENT" / REQUIREMENTS TENDER.
k. BIDDERS ARE REQUIRED TO COMPLETE ANNEXURE B FOR ALL PRICE QUOTATIONS EXCEEDING THE VALUE OF R30 000 (VAT INCLUDED) AND ATTACH TO THE FUNCTIONAL/TECHNICAL PROPOSAL WHERE THE TENDERING PROCESS WILL USE A ONE ENVELOPE SYSTEM.
l. BIDDERS ARE ALSO REQUIRED TO COMPLETE AND SIGN ALL DECLARATIONS AS PART OF THE RFQ DOCUMENTATION PACK THE STANDARD BIDDING DOCUMENTS (SBD) PRESCRIBED BY THE NATIONAL TREASURY ATTACHED AS ANNEXURE C.

- m. THE SUCCESSFUL BIDDER WILL BE THE BIDDER THAT SCORES THE HIGHEST NUMBER OF POINTS IN THE PRICE AND PREFERENCE EVALUATION, UNLESS THE DBSA EXERCISES ITS RIGHT TO CANCEL THE RFP, IN LINE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.
- n. ALL PRICES MUST BE QUOTED IN SOUTH AFRICAN RAND (ZAR)
- o. THE COST OF MARKETING AND ADVERTISING, AND OTHER CHARGES MUST BE INCLUDED IN THE TOTAL PRICE QUOTED, IF THESE ITEMS ARE REQUESTED AS PART OF THE DBSA COST TEMPLATE / MODEL OF THIS RFQ. BIDDERS SHOULD UNDER NO CIRCUMSTANCES INCLUDE ANY ADDITIONAL COST ELEMENTS WHICH HAVE NOT SPECIFICALLY BEEN REQUESTED FOR AS PART OF THIS RFQ. IF ADDITIONAL ITEMS ARE SUGGESTED BY ANY BIDDER, THEN THESE ITEMS MUST BE SEPARATELY SPECIFIED WITH A CLEAR MOTIVATION OF WHY THESE ADDITIONAL ITEMS MAY BE REQUIRED. IT SHOULD ALSO BE FURTHER STATED WHETHER THE WORKABILITY OF THE SOLUTION PROPOSED IS DEPENDENT ON SUCH ADDITIONAL ITEMS OR NOT.
- p. BIDDERS ARE ALSO REQUESTED TO SEPARATELY PROVIDE A DETAILED COST BREAKDOWN OF ALL ITEMS TO BE PROVIDED AS PART OF THEIR RESPONSE TO THIS RFQ, WHICH CLEARLY DEPICTS THE ITEM DESCRIPTION (BRAND NAME, PRODUCT CODE) AND ASSOCIATED QUANTITIES. FAILURE TO PROVIDE THIS INFORMATION WILL INVALIDATE THE RFQ RESPONSE ON THE BASIS OF INCOMPLETENESS. THE TOTAL COST OF THE RFQ RESPONSE BASED ON THE DBSA COST TEMPLATE / MODEL SHOULD EXACTLY MATCH THE TOTAL COST OF THE DETAILED COST BREAKDOWN. IN THE EVENT OF ANY DISCREPANCIES, THEN THE HIGHER AMOUNT OF THE 2 DOCUMENTS WILL BE USED AS BASIS FOR THE PRICE EVALUATIONS OF THIS RFQ RESPONSE.

2. TAX COMPLIANCE REQUIREMENTS

- 1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 6. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 8. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 9. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO

10. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/>
NO		
11. 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.

4. COMPLIANCE REQUIREMENTS

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

5. PRE-QUALIFICATION CRITERIA

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

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

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

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

6. FUNCTIONAL EVALUATION

Refer to page 15 to 16 for detailed functional evaluation criteria

7. PRICE AND PREFERENCE EVALUATION

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

PRICE	80
Specific Goals	20
TOTAL	100 POINTS

8. REASONS FOR DISQUALIFICATION

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

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

9. RIGHT TO CANCEL

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

10. DECLARATION BY BIDDER

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

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

.....

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

TERMS OF REFERENCE (TOR)

1. Introduction

This is the Terms of Reference (ToR) for the Mid-Term Evaluation (MTE) of the Full-sized, GEF-financed project titled *Environmentally Sound Management and Disposal of Polychlorinated Biphenyls (PCBs) in the Republic of South Africa (GEF ID 9576)*. The Development Bank of Southern Africa (DBSA) is the Implementing Agency for the project, while the Africa Institute (AI) is the executing agency. The project is implemented in collaboration with the Department of Forestry, Fisheries and Environment (DFFE). The project duration is 5 years, and it is in its third year of implementation.

In line with GEF requirements, an MTE will be undertaken at the midpoint of project implementation to assess progress against planned outputs and milestones, review project effectiveness, efficiency, and adaptive management performance, and determine whether the project remains on track to achieve its intended outcomes and Global Environmental Benefits.

2. Project Background Information

The project titled *Environmentally Sound Management and Disposal of Polychlorinated Biphenyls (PCBs) in the Republic of South Africa (GEF ID 9576)* is a five-year initiative aimed at reducing and ultimately eliminating the use and release of PCBs into the environment. This will be achieved through the development and implementation of environmentally sound management (ESM) practices and the safe disposal of PCBs and PCB-contaminated oils, equipment, and waste in South Africa. Effective implementation of the project commenced in June 2021, and it is now ready for the Mid-Term Evaluation (MTE).

The initiative supports the operationalisation of South Africa's National Implementation Plan (SA NIP). The SA NIP is designed to position the country to meet its obligations under the Stockholm Convention on Persistent Organic Pollutants (POPs), hereinafter referred to as the Stockholm Convention.

As a Party to the Stockholm Convention, South Africa has made significant progress in establishing mechanisms to ensure compliance with the treaty. These efforts include the development of policies, regulations, and standards such as:

- **PCB Regulations:** Mandating the phase-out of PCB materials and PCB-containing equipment.
- **South African National Standard (SANS 290):** Addressing the management of polychlorinated biphenyls in mineral insulating oils.

This project is part of ongoing national efforts to implement ESM practices for PCBs and ensure compliance with the Convention. In line with the Convention's requirements:

- All equipment containing PCB concentrations above 0.05% (50 ppm) must be phased out by 2025.
- All resulting PCB-containing wastes must undergo ESM for final disposal by 2028.

This project is therefore a critical step in facilitating South Africa's compliance with international obligations and advancing the country's commitment to eliminating PCBs in an environmentally responsible manner.

The project consists of three components:

- **Component 1: Institutional capacity building and awareness raising.** This component strengthens South Africa's institutional and technical capacity to manage PCBs in an environmentally sound manner. It includes developing training materials; upgrading national PCB tracking systems; evaluating and improving sampling and monitoring capacity; preparing PCB phase-out and national management plans; implementing an IEC strategy; and conducting environmental and social risk assessments for selected sites.
- **Component 2: Final treatment and disposal of PCBs and PCB-contaminated oil, equipment, and waste.** This component focuses on the safe collection, treatment, and destruction of PCBs and contaminated oils, equipment, and wastes. Activities include assessing available national technologies, conducting technology transfer through international tendering and a PPP model, and final treatment of 2,640 metric tons of PCB-related materials, in accordance with occupational health and safety standards.
- **Component 3: Monitoring, evaluation, and replication.** This component ensures sustainability, knowledge sharing, and replication of project results. It includes conducting a gender assessment; implementing M&E and adaptive management; establishing a project website; producing annual lessons-learned publications; developing an end-of-project report; and completing both the Mid-Term and Terminal Evaluations.

3. MTE Purpose

The MTE will assess progress toward achieving the project objectives and outcomes as specified in the Project Document and identify challenges that require corrective action. The MTE will evaluate the likelihood of sustaining results, strengthen adaptive management for the remaining period, and document lessons learned to support improved implementation and future replication. The MTE will also review the project's strategy and its sustainability risks.

4. MTE Approach and Methodology

The MTE report must provide evidence-based information that is credible, reliable and useful.

The service provider is expected to review all relevant sources of information, including documents prepared during the preparation phase, the Project Document, project reports, including annual PIRs, project budget revisions, national strategic and legal documents, and any other materials that the team considers proper for this evidence-based review. The service provider will review baseline GEF focal area Core Indicators/Tracking Tools that must be completed before the MTE begins.

The service provider is expected to follow a collaborative and participatory approach, ensuring close engagement with the DBSA, DFFE and AI Project Team, direct beneficiaries and identified key stakeholders relevant to this project.

Stakeholder involvement must include interviews with stakeholders who have project responsibilities, including, but not limited to, DBSA, DFFE, AI - senior officials and task teams/component leaders, key experts and consultants in the subject area, academia, local government, and CSOs, etc.

The service provider will be responsible for proposing a detailed evaluation design and methodology appropriate to the evaluation's context and objectives. This design must be developed in close consultation with the service provider, the project implementing agency, and other relevant stakeholders. The selected methodologies should reflect best practices in evaluation and be feasible within the MTE's scope, timeline, and resources.

The MTE report must use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs, are incorporated.

The final MTE report must describe the full MTE approach taken and the rationale for the approach, making explicit the underlying assumptions, challenges, strengths, and weaknesses of the review methods and approach.

5. Scope of Work

The service provider will assess the following categories of project progress:

5.1 Project design

It is expected that the service provider will review the project's main problems and its underlying assumptions. This will include assessing the approach used to address the problems (theory of change) and determining whether it is the most effective route towards the expected or intended results. The relevance of the project to the country's and sector's development priorities, ownership, stakeholder engagement, decision-making processes, and gender inclusion in its development will also be scrutinised.

• 5.2 Progress towards results

In terms of progress towards project results, the service provider will be expected to perform the following functions:

- A detailed analysis of the project results framework (indicators and targets) and determined if they are specific, measurable, attainable, realistic and time-bound (SMART), both for the mid-term and terminal evaluation stages of the project.
- Review the results framework and tracking tool indicators against progress made towards the end-of-project targets. The results framework and tracking tool indicators are used to assess progress made towards the end-of-project targets. The CEO Endorsement document and its associated annexes, particularly the results framework and the tracking tool, clearly define targets (and indicators) that should have been achieved at the mid-point of the project's implementation. A report that will depict the progress towards results (could be a colour-coded dashboard system) based on the level of progress achieved shall be formulated
- Availability of Outputs: the evaluator should assess the project's success in producing the programmed outputs and making them available to the intended beneficiaries, as well as its success in achieving milestones as per the project design document.
- Achievement of Project Outcomes: Since this is an MTE, the likelihood of the achievement of project outcomes by the project's end (within the available resources) will be assessed by the evaluator. The evaluation should also report evidence of attribution between the GEF intervention and the project outcomes.
- Likelihood of Impact: the evaluator will assess the likelihood of the intended / positive impacts becoming a reality, but also any unintended positive and negative effects should be identified.

- **5.3 Project Implementation and Adaptive Management**

Project management arrangements are clearly defined in the CEO endorsement document and annexes. The service provider shall review the relevance, effectiveness of the executing agency and other supporting partners. The overall management, monitoring, reporting and operational systems (including financial systems and co-financing, progress reporting, stakeholder engagement and decision-making) relevant to the project shall be assessed.

The service provider will deliver a comprehensive analysis of project management practices, starting with an assessment of all delays encountered during the project's start-up and implementation phases. This will include identifying root causes and verifying the status of each resolution. Furthermore, the review must evaluate current work-planning processes to confirm their alignment with results-based management (RBM) principles. If deficiencies are found, it should provide concrete recommendations to reorient planning to achieve the defined project outcomes. Finally, the analysis must examine the use of the project's results framework/logframe as a core management tool, including a review of all significant changes made to it since the project's commencement.

5.4 Finance and co-finance

This review must thoroughly assess the project's financial management, with particular attention to the cost-effectiveness of interventions. This requires a detailed review of all changes to fund allocations resulting from budget revisions, alongside an assessment of the appropriateness and relevance of those revisions. A critical examination is also necessary to confirm the presence of appropriate financial controls, including robust reporting and planning mechanisms, that empower management to make informed budgetary decisions and ensure the timely flow of funds. Finally, based on the co-financing monitoring table, commentary must be provided on the strategic use of co-financing to achieve project objectives, and on whether the Project Team is meeting regularly with all co-financing partners to align financing priorities and annual work plans.

5.5 Project Risks

The service provider shall validate the importance and appropriateness of project risks allocated in the CEO endorsement document and rated in project implementation reports (PIRs), respectively. The financial, socio-economic, institutional framework, governance, and environmental risks shall also be analysed.

- **5.6 Sustainability**

The MTE report will identify and assess the key conditions or factors that are likely to undermine or contribute to the endurance of achieved project outcomes (i.e. 'assumptions' and 'drivers'). Some sustainability factors may be embedded in the project design and implementation, while others may be contextual and evolve over the life of the intervention. Where applicable, an assessment of factors that may affect the sustainability of project outcomes shall also be included. The evaluation will assess the following parameters:

- Socio-Economic Sustainability
- Financial Sustainability
- Institutional Framework and Governance Sustainability
- Environmental Sustainability

5.7 Factors Affecting Project Performance and Cross-Cutting Issues

- **Preparation and Readiness:** this criterion focuses on the inception or mobilisation stage of the project (i.e. the time between project approval and first disbursement). The evaluator could assess whether appropriate measures were taken to address weaknesses in the project design or to respond to changes that occurred between project approval, the securing of funds, and project mobilisation.
- **Quality of Project Management and Supervision:** the evaluator will assess the effectiveness of project management about providing leadership towards achieving the planned outcomes; managing team structures; maintaining productive partner relationships; maintaining project relevance within changing external and strategic contexts; communication and collaboration with DBSA/DFFE/AI personnel; risk management; use of problem-solving; project adaptation and overall project execution.
- **Stakeholder Participation and Cooperation:** the assessment will consider the quality and effectiveness of all forms of communication and consultation with stakeholders throughout the project life and the support given to maximise collaboration and coherence between various stakeholders, including sharing plans, pooling resources and exchanging learning and expertise. The inclusion and participation of all differentiated groups, including gender groups, should be considered.
- **Responsiveness to Gender Equality:** the evaluator will consider to what extent project implementation and monitoring have taken into consideration: (i) possible inequalities, especially those related to gender; (ii) specific vulnerabilities of disadvantaged groups (especially women, youth and children and those living with disabilities) to climate change; and (iii) the role of disadvantaged groups (especially those related to gender) in mitigating climate change. The completed gender-responsive measures and actual gender result areas should be reviewed.
- **Knowledge Management:** the project's completed Knowledge Management Approach, including: Knowledge and Learning Deliverables (e.g. website/platform development); Knowledge Products/Events; Communication Strategy; Lessons Learned and Good Practice; Adaptive Management Actions should be reviewed. This should be based on the documentation approved at the CEO Endorsement.
- **Communication and Public Awareness:** the evaluator will assess the effectiveness of a) communication of learning and experience sharing between project partners and interested groups arising from the project during its life and b) public awareness activities that were undertaken during the implementation of the project to influence attitudes or shape behaviour among wider communities and civil society at large.
- **Environmental and Social Safeguards:** implementation of the management measures against the Safeguards Plan submitted at CEO Approval should be reviewed, the risk classifications verified and the findings of the effectiveness of any measures or lessons learned taken to address identified risks assessed.
- **Country Ownership and Driven-ness:** the evaluator will assess the quality and degree of engagement of government / public sector agencies in the project. This factor concerns the level of ownership generated by the project over outputs and outcomes, which is necessary for long-lasting impact to be realised.

6. Approach to the MTE

The service provider will be provided with documentation relevant to the assignment, including the CEO endorsement with its annexes, project implementation reports, applicable policies and associated information from the executing and implementing agencies and other partners, as appropriate. They will further seek other information and documentation available in public domains that are relevant to the MTE process. The following activities will be undertaken in carrying out the MTE assignment:

- (i) **Desktop review:** the service provider will review all documents provided and secured by themselves to inform the review. The service provider may employ additional data-gathering methodologies as deemed fit and permitted by South African law.
- (ii) **Interviews:** the relevant project partners including project managers from the collaborating Implementing Agencies (DBSA, DFFE and AI), member(s) of the project management unit (PMU) and other staff from the executing agency as deemed fit, selected steering committee members, Component Leads from the CoJ, and other partners including representatives of the Department of Environment, Forestry & Fisheries (DEFF) shall be consulted in the MTE.
- (iii) **Formulation of MTE report:** based on activities (i) to (ii) listed above, the service provider shall document his/her findings and produce the MTE report.

7. Conclusion and Recommendation

The service provider will include a section in the MTE report presenting evidence-based conclusions based on the findings.

Additionally, the service provider is expected to make recommendations to the Project Team. Recommendations should be succinct, specific, measurable, achievable, and relevant suggestions for critical interventions. A recommendation table should be put in the report's executive summary.

8. Deliverables and timelines

The expected deliverables and timelines for the MTE are shown in Table 1.

Table 1: Deliverables and timelines

- Deliverables	- Description	- Proposed date of deliverable
1. Inception report and presentation	<ul style="list-style-type: none"> - The report will demonstrate the service provider's understanding of the TORs and will further provide a detailed work plan and associated timelines. The service provider will use this deliverable to clarify objectives and methods of the MTE. - The service provider shall convene a meeting either in person or virtually to present the findings of their assignment. It is the service provider's responsibility to ensure that all relevant stakeholders are invited and adequately represented at these meetings. The presentation should facilitate meaningful engagement, feedback, and validation of the findings. 	<ul style="list-style-type: none"> - Month 1 - - - - - - - - -
2. Draft MTE Report	<ul style="list-style-type: none"> - The report shall include, but not be limited to, the following elements: <ul style="list-style-type: none"> - Desktop review of project documentation provided to the service provider (and gathered by themselves) as part of carrying out the MTE assignment. - Application of data gathering methodologies to inform MTE. - Interviewing relevant project stakeholders, including project managers from implementing and executing agencies, government officials, and project component leads. - Documentation of findings from the activities carried out in no.1 above. Findings will be in line with the TORs of the MTE process, clearly describing the progress towards the achievement of the project objectives and outcomes as 	<ul style="list-style-type: none"> - Month 3 -

	<p>specified in the CEO Endorsement document and annexes, the assessment of signs of its success or failure and identifying the necessary changes to be made to set it on track to achieve its intended results.</p> <ul style="list-style-type: none"> - Findings on project design, results framework, progress towards achievement of results, implementation arrangements, as well as the risks identified towards its sustainability and implementation progress are documented. - Recommendations/changes that need to take place to redirect the project towards achievement of results are clearly documented. 	
3. Draft MTE Review Workshop	<ul style="list-style-type: none"> - Submission of the updated draft MTE with all stakeholder comments addressed. - Facilitation of a review workshop with key stakeholders, including DBSA, DFFE, and AI. 	- Month 5
- 4. Final MTE report	<ul style="list-style-type: none"> - Final report is the same as the three above. Will integrate comments from all stakeholders 	- Month 6

9. Competencies

The following competencies for the service provider (and team members) are expected:

- Advanced degree in environmental/natural science, engineering, social or development studies, or a related field.
- A minimum of eight (8) years of professional experience in the design, management, and evaluation of projects within relevant technical fields, including but not limited to waste management, hazardous chemicals, and climate change mitigation.
- Experience in undertaking evaluations or similar (and knowledge of evaluation policies/guidelines) with GEF/GCF experience advantageous.
- Experience in assessment for organisations with demonstrable alignment (or similar) with M&E policy and procedures is acceptable, with GEF/GCF experience advantageous.
- Experience with results-based monitoring and evaluation methodologies
- Experience applying SMART indicators and reconstructing or validating baseline scenarios
- Experience in gender (and sensitivity evaluation)
- Fluency in oral and written English is required

Note: international bidders are encouraged to partner with local service providers.

10. Evaluation Criteria

10.1 Functional criteria

Only bidders who score 70 or higher (out of 100) in the functional evaluation will qualify for the second-stage valuation.

Table 2: Functional criteria

Description	Scoring Criteria	Weighting
Methodology Bidder has provided a detailed, customised methodology for delivering the MTE project.	Excellent: Detailed and customised methodology for the required service provided. Score = 20 points Good Detailed but not customised methods provided. Score = 14 points Poor: Generic methodology provided. Score = 0 points	20
Qualification of the Team Lead - Degree in environmental/natural science, engineering, social or development studies, or a related field.	Excellent: Project Lead: - Service provider(s) have an advanced university degree in environmental/natural science, engineering, social or development studies or relevant fields. Score = 5 Poor: Score = 0 (No relevant qualification)	5
Experience of the Team Lead: Detailed CVs of resources to be deployed to the assignment will be submitted. A minimum of eight (8) years of professional experience in the design, management, and evaluation of projects within relevant technical fields, including but not limited to waste management, hazardous chemicals, and climate change mitigation.	Excellent: - Service provider(s) have an advanced university degree in environmental/natural science, engineering, social or development studies or relevant fields. - A minimum of eight (8) years of professional experience in the design, management, and evaluation of projects within relevant technical fields, including but not limited to waste management, hazardous chemicals, and climate change mitigation. Score = 10 points Poor: Score = 0 points (No relevant experience)	10
The deployed service provider/s are expected to have experience with the following key requirements listed below: - Experience in undertaking GEF/GCF evaluations or similar (and knowledge of evaluation policies/guidelines)	Excellent: - Experience in undertaking project/programme evaluations, GEG/GCF experience or similar (and knowledge of evaluation policies/guidelines) is advantageous. - Demonstrated experience with results-based M&E methodologies/procedures. - Experience in South Africa, a plus. - Project evaluation/review experiences within the United Nations or similar (or other organisations accredited to GEF/GCF or	50

Description	Scoring Criteria	Weighting
<ul style="list-style-type: none"> - Experience with results-based monitoring and evaluation methodologies - Experience in South Africa, a plus. - Project evaluation/review experiences within the United Nations system or similar will be considered an asset - Experience in gender (and sensitivity evaluation) 	<p>similar entity with demonstrable alignment of M&E policies/guidelines to GEF/GCF) system will be considered an advantage.</p> <ul style="list-style-type: none"> - Experience in gender (and sensitivity evaluation). <p>Score = 50 points</p> <p>Good:</p> <ul style="list-style-type: none"> - Bidder fulfils four of five requirements. <p>Score = 28 points</p> <p>Average:</p> <ul style="list-style-type: none"> - Bidder fulfils three of five requirements. <p>Score = 20 points</p> <p>Insufficient:</p> <ul style="list-style-type: none"> - Bidder fulfils two of five requirements. <p>Score = 14 points</p> <p>Poor:</p> <ul style="list-style-type: none"> - Bidder fulfils one or none of the requirements. <p>Score = 0 points</p>	
<p>References</p> <p>The bidder should provide contactable reference letter/s, not older than five (5) years, from clients accredited to the GEF/GCF (or a similar organisation with demonstrable alignment of M&E procedures with GEF/GCF), confirming successful completion of evaluations.</p> <p>Note: The reference letter/s must be on the client's letterhead.</p>	<p>Excellent:</p> <p>More than two reference letters submitted clearly describing the following:</p> <ul style="list-style-type: none"> - Name of organisation, contact person, contact details and signed. - Scope of work completed by the bidder (should be in line with requirements of these TORs) <p>Score = 15 points</p> <p>Good:</p> <p>2 reference letters submitted.</p> <p>Score = 7 points</p> <p>Average:</p> <p>Only one letter provided.</p> <p>Score = 5 points</p> <p>Poor:</p> <p>The bidder does not have letters of reference relevant to the MTE assignment.</p> <p>Score = 0 points</p>	15
Totals		100
Threshold		70

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)

1. Fees and Assumptions

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

FORM OF OFFER

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:

RFQ015/2026 – APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT THE MID-TERM EVALUATION FOR THE SOUTH AFRICA GEF-FUNDED PROJECT TITLED, “ENVIRONMENTALLY SOUND MANAGEMENT AND DISPOSAL OF POLYCHLORINATED BIPHENYLS (PCBS) IN THE REPUBLIC OF SOUTH AFRICA” GEF PROJECT ID: 9576

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

.....

1.1 Pricing schedule

Service providers will submit a pricing schedule based on the following deliverables and proposed costs.

Deliverable	Schedule
Inception report and presentation	20%
MTE report (draft) and workshop	40%
MTE report (final)	40%

Payments: Will consist of disbursements and professional fees per deliverable/milestone, upon DBSA's approval. The cost/price needs to be structured to include all costs, such as professional fees, travel and subsistence expenses, and disbursements. Each milestone/deliverable should consist of all aspects.

1.2 Disbursement arrangements

Deliverable	No. of Hours	Rate per hour	Total excl. of Vat
Inception report and presentation			
MTE report (draft) and workshop			
MTE report (final)			
Sub-total excl. of VAT			
VAT			
Total			

2. Travel and Subsistence

The quoted cost will cover all travel and subsistence costs.

BIDDER'S DISCLOSURE

a. PURPOSE OF THE FORM

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

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

b. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

▪ If so, furnish particulars:

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

• **DECLARATION**

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

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

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

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

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

.....
Signature

.....
Date

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Position

.....
Name of bidder

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

•

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

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

• **GENERAL CONDITIONS**

- The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- - a) The value of this bid is estimated **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
 - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender
- Points for this bid shall be awarded for:
 - i. Price; and
 - ii. B-BBEE Status Level of Contributor.
- The maximum points for this bid are allocated as follows:

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

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

- **DEFINITIONS**

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

- **POINTS AWARDED FOR PRICE**

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

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

90/10 **80/20** **or**

$$Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

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

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

- **BID DECLARATION**

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

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

- B-BBEE Status Level of Contributor: . . . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

- **SUB-CONTRACTING**

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- If yes, indicate:

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

(Tick applicable box)

YES	NO	
-----	----	--

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

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

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

- Name of company/firm:.....
- VAT registration number:.....
- Company registration number:.....
- **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

- **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

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

[TICK APPLICABLE BOX]
- Total number of years the company/firm has been in business:.....
- I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
 - The information furnished is true and correct;
 - The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - 1.1. disqualify the person from the bidding process;
 - 1.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 1.3. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - 1.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - 1.5. forward the matter for criminal prosecution.

WITNESSES

-
-

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

DATE:

ADDRESS

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

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

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

- I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) in accordance with the requirements and specifications stipulated in bid number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

- The following documents shall be deemed to form and be read and construed as part of this agreement:

- Bidding documents, *viz*

1. Invitation to bid;
2. Tax clearance certificate;
3. Pricing schedule(s);
4. Technical Specification(s);
5. Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
6. Declaration of interest;
7. Declaration of bidder's past SCM practices;
8. Certificate of Independent Bid Determination
9. Special Conditions of Contract;

- General Conditions of Contract; and
- Other (specify)

- I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

- I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

- I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)	WITNESSES 1 a) DATE:
CAPACITY	
SIGNATURE	
NAME OF FIRM	

DATE

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

a) I..... in my capacity
as.....
accept your bid under reference numberdated.....for the
supply of goods/works indicated hereunder and/or further specified in the annexure(s).

b) An official order indicating delivery instructions is forthcoming.

c) I undertake to make payment for the goods/works delivered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the
delivery note.

NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)		DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES
•
•

WITNESSES
•
•

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

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

CERTIFICATION

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

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

.....
Signature
Date

.....
Position
Name of Bidder

.....
Position
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure G

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

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

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

TAX COMPLIANT STATUS AND CSD REGISTRATION REQUIREMENTS

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

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

CSD Registration Number:	
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