DEVELOPMENT BANK OF SOUTHERN AFRICA

Building Africa's Prosperity

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:	**RFP140/2026**
COMPULSORY BRIEFING SESSION DETAILS:	**Tender briefing will be done online via Microsoft teams. Bidders are advised to use the link below to join the briefing session.** **Click on the link to join the meeting. Bidders must complete their details fully in order to have access to the briefing session. The link will only be accessible 15 minutes before the meeting.** **Compulsory Briefing Session Link - RFP140.2026** **Link: 27 August 2026 @10H30 AM (Johannesburg time)**
CLOSING DATE:	**10 September 2026**
CLOSING TIME:	23H55 (Midnight)
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	The tender offer validity period is **120 calendar days** from the closing time for submission of Tenders. Tenderers non-acceptance of subsequent validity extensions will result in tenderers exclusion from process, whilst the process will continue to conclude
DESCRIPTION OF BID:	**APPOINTMENT OF A CONSULTANT TO DESIGN AND DEVELOP A JUST TRANSITION FINANCE MECHANISM (JTFM), INCLUDING AN OPERATIONALISATION FRAMEWORK, FOR SUPPORTING COMMUNITY GROUPS IMPACTED BY THE CLIMATE TRANSITION**
BID DOCUMENTS ELECTRONIC SUBMISSION:	**1. ELECTRONIC SUBMISSIONS** **INSTRUCTIONS:** ➢ Bidders are required to submit written requests for clarification via e-mail to **vusiscm@dbsa.org** **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 will be considered up to and including **04 <u>September 2026 16:30</u>** Johannesburg time. Requests received after this date may not be attended to. ➢ Any requests after the stipulated date and time may be disregarded. **NB: Electronic submission is encouraged for all bidders interested in this tender** **Closing date of this 10/09/2026 is before 23:55.** **No physical bids will be received or accepted at the DBSA offices**
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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PART A
INVITATION TO BID

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

BID NUMBER: **RFP140/2026**

DESCRIPTION: **APPOINTMENT OF A CONSULTANT TO DESIGN AND DEVELOP A JUST TRANSITION FINANCE MECHANISM (JTFM), INCLUDING AN OPERATIONALISATION FRAMEWORK, FOR SUPPORTING COMMUNITY GROUPS IMPACTED BY THE CLIMATE TRANSITION**

COMPULSORY BRIEFING: **27 August 2026** - Tender briefing will be done online via Microsoft teams.

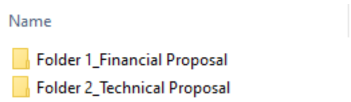
COMPULSORY BRIEFING LINK:

Time: 10H30 AM Johannesburg time **(Microsoft Teams)**

Compulsory Briefing Session Link - RFP140.2026

Closing time for the OneDrive Link submissions - 23h55 on the 10 September 2026 (Telkom Time)

CLOSING DATE:	10 September 2026
CLOSING TIME:	23H55



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?	**YES**		**NO**	

1..1.1	ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES/WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]
1..1.2	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES/WORKS OFFERED?**	☐Yes ☐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.)**	

[TICK APPLICABLE BOX]				
IF YES, WHO ISSUED THE CERTIFICATE?				
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)? ☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
	IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

PART C

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

☐ ☐ **Annexure J:** General Condition of Contract

☐ ☐ **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** means the time, specified as such under the clause (Bid Timetable) in Part C, by which Tenders must be received.

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 26.5 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: **vusiscm@dbsa.org**

No questions will be answered telephonically

4. SUBMISSION OF TENDERS

COMPULSORY BRIEFING: **27th August 2026** - Tender briefing will be done online via Microsoft teams.

Click on the link to join the meeting. Bidders must complete their details fully in order to have access to the briefing session. The link will only be accessible 15 minutes before the meeting.

[Compulsory Briefing Session Link - RFP140.2026]

Link: 27 August 2026 @10H30 AM (Johannesburg time) Time: 10H30 AM Johannesburg time **(Microsoft Teams)**

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

Link Request DATE By:	**04 September 2026**
Link Request TIME By:	16H30

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 vusiscm@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 90 (Ninety) 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	**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 Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be registered to do business with the DBSA	48 hours	Y
4	A Tax Pin issued by SARS.	48 hours	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 evaluation criteria**

26.1.1 Only those Bidders that meet the minimum threshold of **70%** for functional evaluation criteria during the Second Stage will be evaluated further. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

Bidders will be assessed on the functional evaluation criteria (Second Stage) as set out in this RFP. Only those Bidders that meet the minimum threshold of **70%** for functional evaluation criteria will proceed to the Third Stage.

26.1.2 **Third Stage – price**

26.1.2.1 Those Bidders which have passed the First Stage (Responsiveness Test) and Second Stage (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 Functional Evaluation Criteria below**

26.3 **<u>First Stage: Pre-Qualifying Criteria</u>**

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 Evaluation Criteria**

Only bidders who obtain a minimum score of 70 out of 100 points during the functional evaluation will proceed to the Price and Preference Points evaluation stage. The functional evaluation will be based on the criteria below.

Bidders must provide verifiable evidence, including project descriptions, reference letters, CVs, and methodology.

Table 2: Technical Evaluation Criteria

No.	Evaluation Criteria	Scoring for Whole Element	Weight
1	Company Experience in Financing Mechanisms, Just Transition Finance, Blended Finance and Institutional Design The bidder must submit Annexure A and signed client reference letters for completed projects demonstrating experience in financing mechanism design, blended finance, development finance programmes, investment facilities, Just Transition Finance, institutional design, and governance framework development. Annexure A must be followed in completing the project list.	1. Financing Mechanisms and Blended Finance Experience (20 Points) - Six (6) or more completed relevant assignments with supporting reference letters = 20; - Four (4) to Five (5) completed relevant assignments with supporting reference letters = 15; - Two (2) to Three (3) completed relevant assignments with supporting reference letters = 10; - One (1) completed relevant assignment with supporting reference letters = 5; - No relevant experience or insufficient evidence = 0. Just Transition Finance and Institutional Design Experience (15 Points) - Five (5) or more completed relevant assignments, of which at least Three (3) demonstrate direct Just	35

No.	Evaluation Criteria	Scoring for Whole Element	Weight
		Transition and/or Institutional Design experience, with supporting reference letters = 15 - Three (3) to Four (4) completed relevant assignments, of which at least Two (2) demonstrate direct Just Transition and/or Institutional Design experience = 12; - One (1) to Two (2) completed relevant assignments, including at least One (1) Just Transition and/or Institutional Design experience = 8; - Relevant assignments submitted with no direct Just Transition and/or Institutional Design experience = 4; - No relevant experience or insufficient evidence = 0.	
2	Project Team and Key Personnel The bidder must demonstrate that the proposed team possesses the collective qualifications, technical expertise and practical experience required to successfully design and develop the Just Transition Finance Mechanism (JTFM). The proposed team should collectively demonstrate competencies in financing mechanism design, blended finance, institutional and governance design, environmental and social safeguards, gender	**a.** Team Leader (10 Points): - Minimum NQF Level 9 qualification in Finance, Economics, Development Finance, Public Policy, Business Administration or related field and at least 10 years of demonstrated experience in financing mechanism design, blended finance, institutional development, governance frameworks, and stakeholder management = 10; - Minimum NQF Level 8 qualification and at least seven (7) to nine (9) years of demonstrated experience = 7;	30

No.	Evaluation Criteria	Scoring for Whole Element	Weight
	mainstreaming, stakeholder engagement and the operationalisation of development finance programmes, preferably within a Just Transition context. Bidders must submit detailed CVs for the proposed key resources in accordance with Annexure B.	- Less than seven (7) years of demonstrated experience or does not meet qualification requirements = 0. **b.** Institutional Design and Governance Specialist (5 Points): - Minimum NQF Level 8 qualification and at least five (5) years of demonstrated experience in institutional design, governance frameworks, organisational development, and policy formulation = 5; - At least three (3) to four (4) years of demonstrated experience = 3; - Less than three (3) years of demonstrated experience or does not meet qualification requirements = 0. **c.** Blended Finance / Investment Specialist (5 Points): - Minimum NQF Level 8 qualification and at least five (5) years of demonstrated experience in blended finance, investment facility design, development finance, investment appraisal, and financing instruments = 5; - At least three (3) to four (4) years of demonstrated experience = 3;	

No.	Evaluation Criteria	Scoring for Whole Element	Weight

		- - Less than three (3) years of demonstrated experience or does not meet qualification requirements = 0.
		
		d. Environmental, Social and Gender Specialist (5 Points):
		- Minimum NQF Level 8 qualification in Environmental Science, Social Sciences, Development Studies, Gender Studies or related field and at least 5 years of demonstrated experience in environmental and social safeguards, ESMF development, gender mainstreaming, social impact assessment, and inclusive development programmes = 5;
		  - At least 3 to 4 years of demonstrated experience = 3;
		  - Less than 3 years of demonstrated experience or does not meet qualification requirements = 0.
		
		e. Just Transition Facilitation Specialist (5 Points)
		- Minimum NQF Level 8 qualification in Development Studies, Social Sciences, Public Policy, Community Development, Economics or related field and at least five (5) years of demonstrated experience in Just Transition programmes, community	

No.	Evaluation Criteria	Scoring for Whole Element	Weight
		development, stakeholder engagement, participatory planning, livelihood development, socio-economic development programmes, or inclusive development initiatives = 5; - At least three (3) to four (4) years of demonstrated experience = 3; - Less than three (3) years of demonstrated experience or does not meet qualification requirements = 0.	
3	Methodology and Technical Approach The bidder must demonstrate a clear understanding of the objectives, scope, deliverables and expected outcomes of the assignment and provide a practical, coherent and implementation-oriented approach for designing and developing the JTFM. The proposed methodology should demonstrate how the bidder will undertake the diagnostic assessment, stakeholder engagement and co-design process, institutional and governance design, financial architecture development, operationalisation planning and implementation roadmap	A detailed methodology demonstrating an understanding of the following key aspects of the assignment: **1.** Understanding of the assignment, JTFM objectives, diagnostic assessment approach, and financing mechanism design methodology (5); **2.** Stakeholder engagement, co-design methodology, institutional and governance framework development, and financial architecture design approach (10); **3.** Workplan, deliverables, implementation roadmap, operationalisation planning, and resource allocation (10); **4.** Quality Management System (QMS) compliant with SANS 9000, ISO 9001, or an equivalent certified standard, including quality assurance and quality control	35

No.	Evaluation Criteria	Scoring for Whole Element	Weight
	development required under the Terms of Reference. The methodology should be evidence-based, aligned with Just Transition principles, and demonstrate a clear pathway towards the establishment of a sustainable, scalable and operational financing mechanism.	processes, as well as performance monitoring and evaluation mechanisms (5); **5.** Sustainability, scalability, and alignment with Just Transition principles, including social inclusion and gender responsiveness (5). • Each element carries a maximum score as indicated above. The score awarded will be multiplied by the applicable weighting as follows: • 0.5 = Element addressed in a generic, vague, incomplete, or unclear manner. • 1.0 = Element clearly, adequately, and comprehensively addressed. • Final Score per Element = Points Awarded × Applicable Weighting.	
	Total		100
	Minimum Threshold for Technical Evaluation		70

Note: Only completed assignments supported by signed client reference letters will be considered for scoring.

Only proposals that meet the threshold of 70% will proceed to the next stage, which is the evaluation on a price and preference point basis

26.5 **Third Stage: Price**

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

27. 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 totalling 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).

TERMS OF REFERENCE (TOR)

APPOINTMENT OF A CONSULTANT TO DESIGN AND DEVELOP A JUST TRANSITION FINANCE MECHANISM (JTFM), INCLUDING AN OPERATIONALISATION FRAMEWORK, FOR SUPPORTING COMMUNITY GROUPS IMPACTED BY THE CLIMATE TRANSITION

1. PURPOSE

This document sets out the general Terms of Reference ("ToR") for the appointment of a suitably qualified and experienced consultant to design and develop an integrated Just Transition Finance Mechanism (JTFM). The intention of the JTFM is to support community groups who are impacted by the energy transition through systemic interventions, ecosystem partnerships and capacity development that enables access to finance, builds resilience, and participation in the transition. Specifically, the consultant will:

1. Develop the institutional architecture, governance arrangements, investment strategy, financing framework, and appropriate financing instruments necessary to establish a sustainable financing mechanism capable of mobilising and deploying blended finance in support of South Africa's Just Transition.
2. Develop the operational procedures and documentation required for implementation, including the investment assessment framework, pricing framework, operational manual inclusive of an Environmental and Social Management Framework (ESMF), and Gender Action Plan (GAP).

The assignment must produce a practical, investment-ready mechanism that can be implemented by the Development Bank of Southern Africa (DBSA) and its strategic partners, while remaining sufficiently flexible to accommodate future expansion and additional financing partners.

2. INTRODUCTION

The DBSA, in partnership with the Presidential Climate Commission (PCC), is implementing the "Advancing an Inclusive Just Transition Finance Mechanism: Anchoring Finance in Partnerships, Capacity, and Innovation for a Just Transition" programme with financial support from the International Climate Initiative (IKI) of the Government of Germany. The JTFM seeks to accelerate South Africa's Just Transition by strengthening institutional capacity, promoting collaborative planning, mobilising finance, and developing innovative and fit-for-purpose financing approaches that enable inclusive and equitable participation in the transition to a low-carbon and climate-resilient economy.

The JTFM forms a central component of the broader DBSA and PCC programme aimed at advancing an inclusive Just Transition in South Africa. The mechanism is envisaged as a nationally anchored financing mechanism that supports the mobilisation, coordination and deployment of financial and technical resources towards Just Transition priorities. Beyond financing individual projects, the JTFM seeks to establish the institutional, governance, operational and knowledge management arrangements required to ensure long-term sustainability, scalability and impact. The mechanism is intended to strengthen the enabling environment for Just Transition investments, improve the pipeline of projects capable of delivering social, economic and environmental outcomes, and support the identification, preparation, incubation and financing of catalytic Just Transition initiatives that contribute to climate resilience, economic diversification, social inclusion and sustainable livelihoods.

The DBSA is a South African development finance institution (DFI), mandated to promote sustainable economic development through infrastructure investment, project preparation and development finance. The PCC is an independent multi-stakeholder advisory body established to provide strategic advice on South Africa's climate change response and to promote a Just Transition through inclusive dialogue, policy coordination and stakeholder collaboration. Together, the DBSA and PCC are working to develop practical financing solutions that respond to the needs of communities, workers and other stakeholders affected by the climate transition.

As part of this programme, the PCC submitted a policy recommendation to the Government of South Africa in 2024 proposing the establishment of a nationally anchored Just Transition Finance Mechanism. The proposed mechanism is intended to improve access to finance for community groups, workers, cooperatives, women- and youth-led enterprises, and small businesses affected by the climate transition by providing an inclusive financing framework supported by appropriate institutional arrangements, partnerships and capacity development.

South Africa's climate transition necessitates structural economic transformation in which emission-intensive sectors of the economy will decline and low-carbon and climate-resilient sectors will grow. The just transition aims to support and empower affected workers and communities through transition projects and programmes by transitioning out of declining sectors and into new sectors, which includes:

- Workforce development
- Economic diversification
- Sustainable agriculture and land rehabilitation
- Clean energy and infrastructure
- Social Protection and Services
- Community engagement and environmental stewardship
- Innovation and capacity building

As noted previously, the JTFM is intended to support the identification, preparation, incubation and financing of catalytic Just Transition initiatives that contribute to climate resilience, economic diversification, social inclusion and sustainable livelihoods. In addition to mobilising finance, the JTFM seeks to strengthen stakeholder participation, institutional capabilities and long-term implementation capacity to support the effective delivery of South Africa's Just Transition objectives.

The DBSA in partnership with the PCC, seeks to appoint a consultant to support the design and operationalisation of the JTFM through the development of its institutional architecture, governance arrangements, investment strategy, financial structure, operational systems and implementation roadmap.

3. BACKGROUND

The South Africa’s transition to a low-carbon and climate-resilient economy is reshaping economic structures, employment patterns, and local development trajectories, particularly in regions and sectors historically dependent on fossil fuels. Communities, workers, cooperatives, and small enterprises face heightened socio-economic risks during this transition if access to appropriate and inclusive financing mechanisms is not deliberately and intentionally addressed. While national just transition policies and planning frameworks have advanced, the implementation of just transition initiatives remains constrained by limited access to fit-for-purpose finance, especially for community-based, worker-led, women- and youth-led initiatives. These initiatives often face structural barriers such as limited institutional capacity, high perceived risk, and financing instruments that are misaligned with their scale, risk profiles, and developmental objectives. As a result, viable just transition projects frequently struggle to progress from concept to implementation.

In response, the DBSA, in partnership with the PCC, is implementing the IKI-funded project “Advancing an Inclusive Just Transition Finance Mechanism: Anchoring finance in partnerships, capacity, and innovation for a just transition”. A core pillar of this project is the establishment of a nationally anchored JTFM that improves inclusive access to finance and enables the mobilisation and deployment of capital for just transition-aligned initiatives. The mechanism is expected to leverage and coordinate public, private, concessional and philanthropic sources of finance through blended finance approaches that improve accessibility and investment readiness for underserved beneficiaries. The JTFM will be guided by the principles of procedural, distributive and restorative justice as articulated in South Africa's Just Transition Framework. The mechanism is intended to promote equitable access to finance and ensure meaningful participation by affected stakeholders in decision-making processes. Emphasis will be placed on supporting vulnerable and underserved groups, including women, youth, workers, communities affected by economic transition, cooperatives, community-based organisations and small, medium and micro enterprises (SMMEs). The JTFM will therefore seek to balance social, environmental and financial outcomes while contributing to an inclusive and people-centred transition.

While significant funding commitments have been announced in support of South Africa's Just Energy Transition, challenges remain in ensuring equitable access to finance, developing a pipeline of investment-ready projects, supporting community participation and ownership, and coordinating multiple sources of public, private, philanthropic and concessional finance. There remains a need for an institutional mechanism capable of addressing both financial and non-financial barriers to implementation.

The JTFM is being developed through phased milestones over 18 months, which includes the development of an Assessment Framework, Pricing Framework, Operational Manual, and ESMF with a Gender Action Plan. These outputs establish the institutional, financial, and safeguards foundation for piloting and scaling the mechanism.

While access to finance remains a critical challenge, the long-term success of the JTFM will depend equally on the establishment of appropriate institutional, governance and operational arrangements. To ensure sustainability beyond the initial programme period, the JTFM must be supported by clearly defined governance structures, transparent decision-making processes, operational procedures, environmental and social safeguards aligned with applicable DBSA and International Climate Initiative (IKI) safeguard requirements, monitoring and evaluation systems, capacity development mechanisms and implementation pathways. The design of these components is critical to ensure that the JTFM functions as a credible, scalable and nationally relevant financing mechanism capable of mobilising and deploying resources effectively over time.

The DBSA and PCC therefore seek to appoint a suitably qualified consultant or consortium to design and develop a comprehensive JTFM and supporting institutional architecture. The assignment will include the development of the governance, financing, operational, environmental and social, capacity development, monitoring and evaluation, and implementation components required to establish a sustainable, scalable and nationally relevant mechanism capable of mobilising and deploying finance for Just Transition priorities in South Africa.

4. SCOPE OF WORK

The DBSA intends to appoint a suitably qualified and experienced consultant, or consortium of consultants, to support the design and development of the JTFM for supporting community groups impacted by the climate transition, including associated systemic interventions, ecosystem linkages, and capacity development elements.

The objective of the consultancy is to design an integrated and inclusive financing mechanism that:

responds to the socio-economic impacts of the climate and energy transition on communities and workers; is aligned with the broader institutional, policy, and financial ecosystem; and is underpinned by targeted capacity-building interventions that enable affected community groups and workers to access finance, build resilience, and actively participate in the transition.

The consultant will be required to undertake the following tasks:

- **Inception Phase**

Objective: To participate in a DBSA organised inception meeting to establish a common understanding of the assignment, confirm the methodology, finalise the workplan and agree on governance, reporting and stakeholder engagement arrangements. The consultant will:

Review all relevant project documentation, including the approved IKI Proposal, Supplementary Information, existing studies and relevant national policies.

- Confirm the proposed methodology and workplan.
- Identify key stakeholders and develop a stakeholder engagement plan.
- Develop communications and consultation strategy.
- Prepare a Quality Assurance and Risk Management Plan.
- Confirm reporting arrangements and deliverable review processes.

Present the inception findings to the Project Steering Committee (PSC), comprising the DBSA, PCC, and other committee members.

- **Diagnostic Assessment including characterisation of beneficiaries**

Objective: To assess the current Just Transition financing ecosystem in South Africa, informed by global Just Transition financing trends, good practices and comparable international financing mechanisms, and identify institutional, financial, policy, ecosystem, project readiness and technical assistance architecture and identify gaps that the JTFM should address:

The consultant shall:

- Review existing financing mechanisms and financial instruments relevant to the Just Transition.
- Assess institutional mandates and financing programmes.
- Identify financing gaps and barriers to investment.
- Assess the availability of project preparation support.
- Review the policy and regulatory environment.
- Analyse demand for finance across sectors and beneficiary groups.

- Identify opportunities for coordination among existing institutions.
- Assess good international practice and lessons learned from comparable financing mechanisms.
- Undertake ecosystem mapping to identify key public, private, development finance, civil society, community and intermediary actors relevant to the JTFM.
- Assess existing institutional platforms, ecosystem structures, incubators, accelerators, project preparation facilities and technical assistance facilities that may support project origination, readiness, incubation and pipeline generation.
- Assess the relevance of existing DBSA platforms and broader ecosystem structures that may support implementation of the JTFM.
- Identify ecosystem gaps, duplication risks and opportunities for improved coordination and integration.
- Identify policy, regulatory and institutional barriers affecting access to finance and recommend enabling reforms and interventions.

o **Stakeholder Engagement to inform Co-design**

Objective: To ensure the JTFM is developed through a participatory and inclusive process that builds on existing stakeholder engagements under the JTFM and reflects stakeholder needs and national priorities.

- Review and consolidate the findings, recommendations and stakeholder input from previous and ongoing stakeholder engagement processes undertaken under the JTFM and related initiatives, including relevant studies, consultations and programme deliverables.
- Develop a stakeholder engagement approach that leverages existing consultation outcomes and identifies only those additional engagements required to address information gaps, validate findings or build consensus on key design elements. Analyse stakeholder roles, incentives, interdependencies, and coordination dynamics.
- Engage a wide range of stakeholders through targeted consultations, workshops and validation sessions, ensuring that engagement activities complement, rather than duplicate, previous consultation processes.
- Review existing capacity development initiatives and identify any remaining gaps that should be addressed through the JTFM.
- Ensure the meaningful inclusion of marginalised and vulnerable groups, including women and youth.
- Document and consolidate stakeholder inputs, indicating how previous engagements have informed the design of the JTFM and how new stakeholder feedback has been

incorporated into the financing mechanism, governance arrangements, and implementation framework.

- Prepare a Stakeholder Engagement and Consultation Report summarising previous engagements reviewed, additional engagements undertaken including a Comments and Response Record (or Issues Trail), key findings, areas of consensus and recommendations for the final design of the JTFM.

- ### Institutional and Governance Design

Objective: To develop an institutional framework that defines governance, management and operational arrangements required for establishment and long-term sustainability of the JTFM.

The consultant shall:

- Develop the institutional architecture for the JTFM.
- Define governance structures and decision-making arrangements.
- Develop roles and responsibilities for participating institutions.
- Develop governance policies and accountability mechanisms.
- Recommend reporting and oversight arrangements.
- Prepare a draft Terms of Reference for governance committees.
- Define the roles of intermediaries supporting communities, workers, cooperatives, SMMEs, women- and youth-led enterprises.
- Recommend ecosystem coordination and collaboration mechanisms.
- Recommend institutional arrangements that support sustainability and long-term institutionalisation of the JTFM.

- ### Investment Strategy

Objective: To develop an investment strategy that defines how the JTFM will mobilise and allocate finance in support of South Africa's Just Transition.

The consultant shall:

- Co-develop a clearly articulated overarching Investment Strategy, inclusive of measurable Just Transition objectives.
- Identify priority sectors and investment themes.
- Define target beneficiaries.
- Develop investment principles.
- Recommend financing windows.
- Define investment eligibility criteria, inclusive of environmental and social requirements.
- Recommend investment allocation principles.
- Develop an investment pipeline strategy.
- Recommend approaches for leveraging private sector investment.
- Ensure alignment with Just Transition, climate resilience, gender and inclusion objectives.

- ### Financial Architecture and Blended Finance Framework

Objective: To develop a sustainable financial structure capable of mobilising, coordinating and deploying multiple sources of finance.

The consultant shall:

- Assess appropriate financing instruments.
- Develop capital structure.
- Recommend blended finance approaches and fit-for purpose instruments
- Develop financial sustainability options.
- Recommend risk identification and weighting, including options for exploring weighing risks across different blended finance structures per project.
- Recommend risk-sharing arrangements.
- Develop approaches for mobilising concessional finance and private capital.
- Recommend financial management arrangements.
- Engage with relevant stakeholders, including DFIs, commercial banks, impact investors, philanthropic organisations, institutional investors, government entities and other prospective funding partners, to assess the relevance, suitability and bankability of the proposed financing instruments, blended finance structures and capital mobilisation approach, and incorporate feedback into the final financial architecture.

- **Operational Framework / Manual**

Objective: To develop operational procedures that enable efficient implementation and management of the JTFM. This includes assurances that the JTFM will be implemented in accordance with DBSA and IKI environmental, social and gender safeguards.

The consultant shall develop an Operational Framework / Manual, inclusive of procedures and draft templates, covering:

- Project origination
- Project screening
- Appraisal
- All due diligence requirements, including environmental and social aspects
- Investment approval
- Contracting
- Implementation support arrangements
- Monitoring and reporting
- Key Performance Indicators (KPIs) for all project development phases (origination, screening, appraisal, due diligence, monitoring and reporting) aligned to the objectives of the JTFM.
- Develop an Environmental and Social Management Framework (ESMF), aligned with applicable DBSA and IKI environmental, social and gender safeguard standards and requirements, and fully integrated into the Operational Framework / Manual, including

environmental and social screening, risk categorisation, due diligence, mitigation measures, implementation requirements, and safeguard monitoring and reporting procedures across the JTFM investment cycle.

- Prepare a methodology for gender analysis.
- Prepare a Gender Action Plan that promotes gender equality and social inclusion, and identifies targeted measures to enhance the participation, access to finance, and benefits accruing to women and vulnerable and marginalised groups affected by the climate and energy transition.
- Stakeholder engagement and grievance management processes. Recommend grievance redress arrangements for the JTFM, leveraging existing DBSA grievance mechanisms where appropriate and ensuring alignment with applicable DBSA and IKI safeguard standards and requirements.
- Portfolio management, including monitoring financial and Just Transition outcomes, portfolio risk management, performance reporting, and management of underperforming investments.
- Project close-out, including a 100-day exit plan which ensures the JTFM M&E and reporting requirements are adhered to, any additional agreements are closed out (e.g. Environmental and Social Action Plan) and any further agreements that may be necessary.
- Organogram with roles and responsibilities
- Implementation roadmap for the Operational Framework / Manual, illustrating the investment process from project identification to close, including reference to key role players and procedures.

o **Project Pipeline Development Framework**

Objective: To establish a structured approach for identifying, preparing and supporting investment-ready projects.

The consultant shall:

- Develop a pipeline development framework.
- Define project selection and prioritisation criteria.
- Develop project preparation processes.
- Develop a project readiness support framework.
- Design a technical assistance model supporting project preparation and financial readiness.
- Identify appropriate intermediaries and delivery partners.
- Recommend project incubation approaches.
- Define institutional roles and coordination arrangements for pipeline management.

- Recommend monitoring arrangements for pipeline development.

- **Investment Assessment Framework**

Objective: To establish transparent and objective criteria for evaluating investment proposals submitted to the JTFM.

The consultant shall develop:

- Eligibility criteria
- Assessment methodology
- Scoring system
- Investment appraisal tools
- Risk assessment methodology
- Investment decision templates
- Just Transition and inclusion assessment criteria

- **Pricing Framework**

Objective: To develop principles and methodologies for pricing financial products offered through the JTFM.

The consultant shall:

- Develop pricing principles
- Recommend pricing methodologies for different financing instruments.
- Assess concessionality requirements
- Recommend approaches for balancing financial sustainability and developmental impact.
- Prepare standardised term sheet templates for financing instruments to be utilised under the JTFM.

- **Capacity Development and Technical Assistance Framework**

Objective: To design a comprehensive capacity development framework supporting access to finance, project implementation readiness and long-term sustainability of the JTFM.

The consultant shall:

- Assess capacity-development needs across stakeholders.
- Develop a community and worker capacity-development framework.
- Develop institutional capacity-development recommendations.
- Define intermediary capacity requirements.
- Identify financial-sector capacity support requirements.

- Design technical assistance and project preparation delivery models to support project development, investment readiness and access to finance.
- Recommend sustainability measures for embedding capacity development within existing institutions and ecosystem structures.

o **Knowledge Management, Monitoring, Evaluation and Learning Framework**

Objective: To design systems that support reporting, monitoring, evaluation, learning and knowledge sharing across the JTFM ecosystem.

The consultant shall:

- Develop a knowledge management framework.
- Design monitoring and evaluation arrangements.
- Recommend reporting systems and requirements.
- Develop learning and adaptive management mechanisms.
- Recommend knowledge-sharing approaches across ecosystem actors.
- Define institutional responsibilities for implementation.

o **Implementation Roadmap**

Objective: To prepare a phased roadmap for establishing and institutionalising the JTFM.

The consultant shall:

- Define implementation phases, with clear identification of dependent steps or processes.
- Identify institutional responsibilities.
- Recommend resource requirements.
- Prepare an implementation schedule.
- Identify key risks and mitigation measures.
- Recommend performance indicators.
- Develop an Ecosystem Integration Strategy.
- Recommend mechanisms for collaboration and utilisation of existing platforms and ecosystem structures.
- Develop a Sustainability and Scalability Strategy for long-term institutionalisation of the JTFM.
- Recommend future governance, funding and operational arrangements beyond the initial implementation phase.

o **General Requirements**

Throughout the assignment, the consultant shall:

- Apply a participatory and co-design approach that reflects the principles of the Just Transition;
- Work collaboratively with the DBSA, PCC and other stakeholders;
- Align all outputs with applicable South African legislation, policy frameworks and relevant international climate finance good practice;
- Ensure that all reports are evidence-based, practical and implementation-focused; and
- Incorporate comments received from the DBSA, PCC and designated governance structures into all final deliverables

KEY DELIVERABLES AND TIMEFRAMES

The Consultant shall be required to complete and submit all draft deliverables within fifteen (15) months from the commencement date of the assignment to allow for review, stakeholder validation and incorporation of comments. All final deliverables, revised to the satisfaction of the Project Steering Committee (PSC), shall be completed and approved within eighteen (18) months from the commencement date of the assignment.

Table 1: Key deliverables and timeframes

Deliverable	Description	Indicative Timeframe
Inception Report	Detailed methodology, workplan, stakeholder engagement plan, communications plan and quality assurance approach	Month 1
Diagnostic Assessment and Ecosystem Analysis Report.	Assessment of the Just Transition financing ecosystem, institutional mapping, financing gap analysis and international benchmarking	Month 2
Stakeholder Engagement and Co-design Plan.	Stakeholder engagement and co-design plan developed through a participatory and inclusive approach, building on existing stakeholder engagements under the JTFM and reflecting stakeholder needs and national priorities. The plan shall include stakeholder mapping, engagement objectives, consultation methodologies, proposed workshops and validation processes, roles and responsibilities, and mechanisms for incorporating	Month 3

Deliverable	Description	Indicative Timeframe
	stakeholder feedback into the design and implementation of the JTFM.	
Institutional Architecture and Governance Framework	Proposed institutional arrangements, governance structures, decision-making processes and accountability framework	Month 6
Investment Strategy	Investment philosophy, financing windows, eligibility criteria, investment principles and target sectors	Month 7
Financial Architecture Report	Recommended blended finance model, capital structure, financial sustainability strategy and mobilisation approach	Month 8
Operational Framework and Manual (including ESMF and GAP)	Operating model, business processes, standard operating procedures and workflow diagrams including ESMF and Gender Action Plan aligned to DBSA & IKI safeguard standards applicable to the JTFM	Month 10
Project Pipeline Development Framework	Project origination, preparation, incubation and investment readiness framework	Month 10
Investment Assessment Framework	Project appraisal methodology, scoring criteria, investment assessment tools and templates	Month 11
Pricing Framework	Pricing methodology and guidance for financial products and instruments	Month 11
Capacity Development and Technical Assistance Framework	Capacity development framework supporting access to finance, project implementation readiness and long-term sustainability of the JTFM.	Month 12
Knowledge Management, Monitoring, Evaluation and Learning Framework.	Framework that supports reporting, monitoring, evaluation, learning and knowledge sharing across the JTFM ecosystem.	Month 13
Implementation Roadmap & Sustainability Strategy	Phased implementation plan, institutional responsibilities, resource requirements, monitoring framework and risk register	Month 15
Draft Consolidated Report	Consolidated draft report incorporating all framework components for review by Project Steering Committee.	Month 15

Deliverable	Description	Indicative Timeframe
Final Consolidated Report	Revised and integrated final report including the Stakeholder Engagement and Consultation Report, incorporating Project Steering Committee comments.	Month 18
Final Presentation	Presentation of the final JTFM design and implementation roadmap to the Project Steering Committee.	Month 18

DBSA ENGAGEMENT

The appointed consultant must engage closely with both the DBSA and the PCC to ensure alignment with project objectives, policy direction, and stakeholder expectations. This includes:

a. Develop a comprehensive understanding of the project objectives, structure, expected outcomes, and the respective roles of DBSA and PCC in the JTFM.

b. Engage regularly with DBSA and PCC through structured coordination mechanisms, including progress meetings, technical working sessions, and stakeholder engagements where relevant.

c. Ensure that PCC inputs are incorporated, particularly in relation to just transition policy alignment, stakeholder inclusivity, and systemic considerations.

d. Provide regular progress updates to both DBSA and PCC, highlighting key findings, risks, and emerging recommendations.

e. Submit all key deliverables for review and approval by the commissioning organisation (DBSA), in consultation with PCC where appropriate.

f. Support alignment with broader national just transition frameworks and ensure coherence with ongoing PCC-led initiatives and processes.

EVALUATION CRITERIA

- **Compliance Requirements**

The bidder must provide a valid proof of Professional Indemnity Insurance with a coverage value that is equal to or greater than the total value of the bidder's submitted financial offer. Documentary evidence of the Professional Indemnity Insurance or certificate confirming the level of cover must be submitted prior to appointment.

All international qualifications proposed for this assignment must be subjected to verification by the South African Qualifications Authority (SAQA) prior to any appointment being made. Bidders proposing resources with international qualifications must submit proof that the relevant qualifications have been submitted to SAQA for evaluation and verification. Such proof may include an acknowledgement of receipt, application reference number, or any other documentary evidence issued by SAQA confirming that the qualification evaluation process is underway. Failure to provide evidence of a SAQA evaluation application for international qualifications may impact the evaluation of the proposed resource and the bidder's compliance with the tender requirements.

- **Evaluation criteria**

Only bidders who obtain a minimum score of 70 out of 100 points during the functional evaluation will proceed to the Price and Preference Points evaluation stage. The functional evaluation will be based on the criteria below.

Bidders must provide verifiable evidence, including project descriptions, reference letters, CVs, and methodology.

Table 2: Technical Evaluation Criteria

No.	Evaluation Criteria	Scoring for Whole Element	Weight
1	Company Experience in Financing Mechanisms, Just Transition Finance, Blended Finance and Institutional Design The bidder must submit Annexure A and signed client reference letters for completed projects demonstrating experience in financing mechanism design, blended finance, development finance programmes, investment facilities, Just Transition Finance, institutional design, and governance framework development.	1. Financing Mechanisms and Blended Finance Experience (20 Points) - Six (6) or more completed relevant assignments with supporting reference letters = 20; - Four (4) to Five (5) completed relevant assignments with supporting reference letters = 15; - Two (2) to Three (3) completed relevant assignments with supporting reference letters = 10; - One (1) completed relevant assignment with supporting reference letters = 5; - No relevant experience or insufficient evidence = 0.	35

No.	Evaluation Criteria	Scoring for Whole Element	Weight
	Annexure A must be followed in completing the project list.	Just Transition Finance and Institutional Design Experience (15 Points) - Five (5) or more completed relevant assignments, of which at least Three (3) demonstrate direct Just Transition and/or Institutional Design experience, with supporting reference letters = 15 - Three (3) to Four (4) completed relevant assignments, of which at least Two (2) demonstrate direct Just Transition and/or Institutional Design experience = 12; - One (1) to Two (2) completed relevant assignments, including at least One (1) Just Transition and/or Institutional Design experience = 8; - Relevant assignments submitted with no direct Just Transition and/or Institutional Design experience = 4; - No relevant experience or insufficient evidence = 0.	
2	Project Team and Key Personnel The bidder must demonstrate that the proposed team possesses the collective qualifications, technical expertise and practical experience required to successfully design and develop the Just Transition Finance Mechanism (JTFM).	**e.** Team Leader (10 Points): - Minimum NQF Level 9 qualification in Finance, Economics, Development Finance, Public Policy, Business Administration or related field and at least 10 years of demonstrated experience in financing mechanism design, blended finance, institutional development, governance	30

No.	Evaluation Criteria	Scoring for Whole Element	Weight
	The proposed team should collectively demonstrate competencies in financing mechanism design, blended finance, institutional and governance design, environmental and social safeguards, gender mainstreaming, stakeholder engagement and the operationalisation of development finance programmes, preferably within a Just Transition context. Bidders must submit detailed CVs for the proposed key resources in accordance with Annexure B.	frameworks, and stakeholder management = 10; - Minimum NQF Level 8 qualification and at least seven (7) to nine (9) years of demonstrated experience = 7; - Less than seven (7) years of demonstrated experience or does not meet qualification requirements = 0. **f.** Institutional Design and Governance Specialist (5 Points): - Minimum NQF Level 8 qualification and at least five (5) years of demonstrated experience in institutional design, governance frameworks, organisational development, and policy formulation = 5; - At least three (3) to four (4) years of demonstrated experience = 3; - Less than three (3) years of demonstrated experience or does not meet qualification requirements = 0. **g.** Blended Finance / Investment Specialist (5 Points): - Minimum NQF Level 8 qualification and at least five (5) years of demonstrated experience in blended finance, investment facility design, development finance, investment	

No.	Evaluation Criteria	Scoring for Whole Element	Weight

		appraisal, and financing instruments = 5;
		- At least three (3) to four (4) years of demonstrated experience = 3;
		- - Less than three (3) years of demonstrated experience or does not meet qualification requirements = 0.
		
		h. Environmental, Social and Gender Specialist (5 Points):
		- Minimum NQF Level 8 qualification in Environmental Science, Social Sciences, Development Studies, Gender Studies or related field and at least 5 years of demonstrated experience in environmental and social safeguards, ESMF development, gender mainstreaming, social impact assessment, and inclusive development programmes = 5;
		  - At least 3 to 4 years of demonstrated experience = 3;
		  - Less than 3 years of demonstrated experience or does not meet qualification requirements = 0.
		
		e. Just Transition Facilitation Specialist (5 Points)
		- Minimum NQF Level 8 qualification in Development Studies, Social Sciences, Public Policy, Community	

No.	Evaluation Criteria	Scoring for Whole Element	Weight
		Development, Economics or related field and at least five (5) years of demonstrated experience in Just Transition programmes, community development, stakeholder engagement, participatory planning, livelihood development, socio-economic development programmes, or inclusive development initiatives = 5; - At least three (3) to four (4) years of demonstrated experience = 3; - Less than three (3) years of demonstrated experience or does not meet qualification requirements = 0.	
3	Methodology and Technical Approach The bidder must demonstrate a clear understanding of the objectives, scope, deliverables and expected outcomes of the assignment and provide a practical, coherent and implementation-oriented approach for designing and developing the JTFM. The proposed methodology should demonstrate how the bidder will undertake the diagnostic assessment, stakeholder engagement and co-design process, institutional and governance design,	A detailed methodology demonstrating an understanding of the following key aspects of the assignment: **6.** Understanding of the assignment, JTFM objectives, diagnostic assessment approach, and financing mechanism design methodology (5); **7.** Stakeholder engagement, co-design methodology, institutional and governance framework development, and financial architecture design approach (10); **8.** Workplan, deliverables, implementation roadmap, operationalisation planning, and resource allocation (10);	35

No.	Evaluation Criteria	Scoring for Whole Element	Weight
	financial architecture development, operationalisation planning and implementation roadmap development required under the Terms of Reference. The methodology should be evidence-based, aligned with Just Transition principles, and demonstrate a clear pathway towards the establishment of a sustainable, scalable and operational financing mechanism.	**9.** Quality Management System (QMS) compliant with SANS 9000, ISO 9001, or an equivalent certified standard, including quality assurance and quality control processes, as well as performance monitoring and evaluation mechanisms (5); **10.** Sustainability, scalability, and alignment with Just Transition principles, including social inclusion and gender responsiveness (5). • Each element carries a maximum score as indicated above. The score awarded will be multiplied by the applicable weighting as follows: • 0.5 = Element addressed in a generic, vague, incomplete, or unclear manner. • 1.0 = Element clearly, adequately, and comprehensively addressed. • Final Score per Element = Points Awarded × Applicable Weighting.	
	Total		100
	Minimum Threshold for Technical Evaluation		70

Note: Only completed assignments supported by signed client reference letters will be considered for scoring.

COMPETENCIES

The Service Provider and proposed team members should collectively demonstrate the following competencies:

- Proven experience in the design, development and operationalisation of financing mechanisms, investment facilities, blended finance structures and development finance programmes.
- Demonstrated experience in designing institutional arrangements, governance frameworks and operating models for public, private or development finance institutions.
- Demonstrated understanding of Just Transition principles and practical experience supporting Just Transition, economic diversification, community development, inclusive finance or climate-resilient development initiatives.

Preference will be given to bidders demonstrating:

- Direct experience in the development of Just Transition financing mechanisms, Just Energy Transition programmes or community-focused financing facilities.
- Experience supporting women-, youth-, worker- or community-led development initiatives.
- Experience working with Development Finance Institutions, multilateral development banks, climate funds or public sector financing institutions.
- Experience designing nationally scaled financing mechanisms, investment platforms or blended finance facilities.
- Experience working within South Africa or other developing country contexts undergoing energy or economic transitions.
- Knowledge of South African climate change, Just Transition and development policy frameworks, including the National Development Plan, Climate Change Act, Just Transition Framework and Just Energy Transition Investment Plan.
- Experience in stakeholder engagement, facilitation, consensus building and multi-stakeholder partnership processes involving government, civil society, communities, labour, development finance institutions and the private sector.
- Demonstrated experience in designing project pipeline development, investment assessment, technical assistance and capacity development frameworks.
- Experience in developing environmental and social safeguards frameworks, gender-responsive approaches and inclusive financing interventions.
- Demonstrated understanding of monitoring, evaluation, learning and knowledge management systems applicable to development finance and Just Transition programmes.
- Strong analytical, report writing, facilitation and communication skills.

REMUNERATION AND PRICING SCHEDULE

Payments for services rendered under this TOR will be made in South African Rand on a fixed-price basis, subject to the Project Steering Committee (PSC) approval of completed deliverables and milestones.

Table 3: Pricing Schedule and Payment Milestones

	Deliverable(s)	Payment (%)	Bid Price (ZAR)
1	Inception Report: including detailed methodology, workplan, stakeholder engagement plan, communications plan and quality assurance approach	10%	
2	Diagnostic Assessment and Ecosystem Analysis Report and Stakeholder Engagement and Co-design Report	15%	
3	Institutional Architecture and Governance Framework, Investment Strategy and Financial Architecture Report	25%	
4	Operational Framework and Manual (including ESMF and GAP), Project Pipeline Development Framework, Investment Assessment Framework and Pricing Framework	20%	
5	Capacity Development and Technical Assistance Framework, and Knowledge Management, Monitoring, Evaluation and Learning Framework	10%	
6	Implementation Roadmap and Sustainability Strategy	10%	
7	Draft Consolidated Report	5%	
8	Final Consolidated Report and Final Presentation to the Project Steering Committee.	5%	
	Sub-Total		
	VAT (15%)		
	Total	100%	

Payments: Will be composed of disbursement and professional fees per deliverable or milestone upon approval of such by DBSA. The cost / price needs to be structured such that it includes all costs such as professional fees, travel and subsistence costs and disbursements. Each milestone / deliverable should include all aspects.

GOVERNING LAW

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

CONFIDENTIALITY

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

Fees and Assumptions

(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)

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:

RFP140/2026 APPOINTMENT OF A CONSULTANT TO DESIGN AND DEVELOP A JUST TRANSITION FINANCE MECHANISM (JTFM), INCLUDING AN OPERATIONALISATION FRAMEWORK, FOR SUPPORTING COMMUNITY GROUPS IMPACTED BY THE CLIMATE TRANSITION

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** ______________________

Annexure A

Price proposal

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

Payments for services rendered under this TOR will be made in South African Rand on a fixed-price basis, subject to the Project Steering Committee (PSC) approval of completed deliverables and milestones.

Table 3: Pricing Schedule and Payment Milestones

	Deliverable(s)	Payment (%)	Bid Price (ZAR)
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3	Institutional Architecture and Governance Framework, Investment Strategy and Financial Architecture Report	25%	
4	Operational Framework and Manual (including ESMF and GAP), Project Pipeline Development Framework, Investment Assessment Framework and Pricing Framework	20%	
5	Capacity Development and Technical Assistance Framework, and Knowledge Management, Monitoring, Evaluation and Learning Framework	10%	
6	Implementation Roadmap and Sustainability Strategy	10%	
7	Draft Consolidated Report	5%	
8	Final Consolidated Report and Final Presentation to the Project Steering Committee.	5%	
	Sub-Total		
	VAT (15%)		
	Total	100%	

Payments: Will be composed of disbursement and professional fees per deliverable or milestone upon approval of such by DBSA. The cost / price needs to be structured such that it includes all costs such as professional fees, travel and subsistence costs and disbursements. Each milestone / deliverable should include all aspects.

ANNEXURE A: COMPANY EXPERIENCE AND TRACK RECORD

No.	Client Name	Project/Assignment Title	Nature of Assignment	Country	Year Completed	Duration	Reference Provided (Yes/No)

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

ANNEXURE B: KEY PERSONNEL

No.	Name of Resource	Role in Assignment	Highest Qualification	Years of Relevant Experience	Details of experience

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

ANNEXURE B: STANDARD CV TEMPLATE

CV Template	
Proposed resource Information	
Proposed Position as per the TOR	
Name of the Firm	
Date of Employment	
Name of the staff member	
Date of birth	
Nationality	

Education		
Date Obtained	**Institution**	**Degrees Obtained and National Qualification Level**

Experience				
Employment History Date	**Position Held**	**Company Name**	**Detail description in line with the criteria**	**Sector Experience**

Project list for projects undertaken

Key Projects Undertaken 1	
Name of the Assignment/Project	
Period in full dates	
Location	
Client	
Sector	
Positions Held	
Project Value in ZAR	
Activities Performed	
Key Deliverables	
Contactable reference: Name and contacts	
Key Projects Undertaken 2	
Name of the Assignment/Project	
Period in full dates	
Location	
Client	
Sector	
Positions Held	
Project Value in ZAR	
Activities Performed	
Key Deliverables	
Contactable reference: Name and contacts	

Annexure B

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	**Identity Number**	**Name of State institution**

SBD 4

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.

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

2.2.1 If so, furnish particulars:
……………………………………………………………………………………
……………………………………………………………………………………

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

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

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

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.

was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

……………………………… ..……………………………………………
Signature Date

……………………………… ……………………………………………
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

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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 80/20 preference point system.

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
SPECIFIC GOALS (BBBEE)	20
Total points for Price and SPECIFIC GOALS	**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:

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

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

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:

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

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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

……………………………………….
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….
DATE:…………………………………………………….

ADDRESS:…………………………………………………….

…………………………………………………….

…………………………………………………….
…………………………………………………….

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	**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 *audi alteram partem* rule was applied). **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.**	Yes ☐	No ☐
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)? **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.**	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
4.4.1	If so, furnish particulars:		

Annexure F

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

Annexure G

Certified copies of latest share certificates, in case of a company.

Annexure H

(if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.

Annexure I

Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.

Annexure J

[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 ACQUINTED 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 K

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