RFP141/2026: Additional Written Responses to Clarification Questions Received

1. **Question: Historical data and assumptions**

Response: DBSA and PCC have not provided any additional prescribed assumptions beyond those contained in the RFP and subsequent clarification responses. Bidders are expected to apply their professional judgement and experience in developing their methodology, workplan, implementation approach, and pricing proposal, and to clearly state any assumptions underpinning their submissions.

2. **Questions: Project Steering Committee (PSC) meetings**

Response: PSC meetings will be held quarterly to provide strategic oversight of programme implementation. Given the intensive mobilisation and implementation requirements during certain phases of the programme, additional PSC meetings may be convened where necessary to address urgent implementation matters, key programme decisions, or emerging implementation challenges.

3. **Question:** Is videography / photography of the workshops required? Can the supplier suggest other ways to capture the findings?

Response: Photography and/or recording services may be required as part of event logistics support where approved by DBSA. Bidders may propose an appropriate approach for documenting engagements, provided that stakeholder inputs, discussions, outcomes, and key recommendations are adequately captured and reported.

4. **Question:** What exact services are required at these workshops?

Response: The Service Provider will be required to support the planning, coordination, facilitation, documentation, reporting, and logistics of stakeholder engagements, workshops, dialogues, consultations, town halls, roundtables, and related events in accordance with the scope of work outlined in the RFP.

5. **Comment:** (Suggestion) Suppliers cost only for the services required, and exclude any third-party costs (transport, venue hire, refreshments. AV, etc). This will allow DBSA to judge proposals accurately and will not cost the suppliers too much time and energy to cost out all these variables without knowing the specifics e.g. number of participants or locations.

Response: DBSA notes the comment. Bidders are requested to submit their financial proposals in accordance with the pricing requirements of the RFP and clearly indicate any assumptions used in preparing their pricing submissions.

6. **Comment:** Finally, as per the pre-bid workshop, suppliers will not be able to pay for third party costs before and DBSA will not be able to disburse funds without showing deliverables; hence, the above suggestion with DBSA directly paying for third party costs is the most cost effective and fair system to both parties.

Response: DBSA notes the comment. Bidders should structure their proposals in accordance with the requirements of the RFP and clearly state all pricing assumptions.

7. **Questions:** Since the RFP is submitted entirely electronically, could you confirm whether a digital signature i(Docu Sign or similar) acceptable on the Form of Offer and Acceptance, SBD4, and SBD6.1.? Can we also fill in the Form of Offer and Acceptance, SBD4, and SBD6.1. documents digitally and not in pen?

Response: Any form of signature is acceptable whether written or electronic

8. **Question:** Page 4 of the RFP shows the submission split as "Folder 1 – Financial Proposal" and "Folder 2 - Technical Proposal," but Part C and the Fees and Assumptions section describe it the other way round — Folder 1 as Pre-Qualifying/Functional and Folder 2 as Price/Financial. Given that a misfiled pricing proposal risks disqualification, could you tell us definitively which folder should hold which documents?

Response: The DBSA is only strict on the separation of pricing into a separate folder, in how your folders are structured (No1 or 2) is up to the bidder.

9. **Question:** The document has two sections both labelled Annexure A — one is the Price Proposal (page 47) and the other is the Company Experience and Track Record table (page 49). Could you clarify the correct numbering so we label our submission the way you'd expect to see it?

Response: Please ensure that Annexure A for pricing is included under the pricing folder and Annexure A for Company experience is included under the technical folder.

10. **Question:** On page 12, the deadline to request the Microsoft Teams link is given as 04 September 2026, 16h30 — but that's the same date as the general clarification deadline, and it's after the briefing itself, which took place on 27 August. Could you confirm what the actual deadline was meant to be?

Response: Since the extension was granted for the closing date bidders were allowed further time to submit additional questions

11. **Question:** Since attending the compulsory briefing is a pre-qualifying requirement, we wanted to check how that will actually be verified on your side — will DBSA work off its own Teams attendance log, or should bidders submit some proof of attendance with the bid itself?

Response: This will be verified internally using the DBSA Teams attendance log as the system records accurately on who attended the briefing session.

12. **Question:** Annexure F asks for CIPC documents listing members and percentages "in case of a close corporation," and Annexure G asks for share certificates "in case of a company.", so we'd like to confirm whether Annexure F can simply be marked not applicable, and whether our CIPC Disclosure Certificate (already required elsewhere in the RFP) covers what Annexure G is asking for, or if something else is needed.

Response: Yes that is correct. Bidders must submit CIPC documents and share certificates where applicable for their company structure.

13. **Question:** the bidder attended the compulsory briefing and would be the lead entity on our bid. If we bring in other companies to partner with us on this assignment, do they each need to have personally attended the 27 August briefing as well, or does our attendance as the proposed lead cover the partnership as a whole?

Response: not all members should attend as long as one member attended. This must be indicated in the tender response

14. **Question:** Following on from that — if partnering is permitted, are we able to sign a pre-bid teaming agreement with prospective partners ahead of submission, and formalise the full joint venture agreement only once (and if) we're appointed? And on the B-BBEE side, can a joint venture agreement be signed on the strength of each partner's own individual B-BBEE certificate, or would DBSA expect the joint venture itself to hold a separate, consolidated JV B-BBEE verification certificate at bid stage?

Response: consolidated JV B-BBEE verification certificate must be submitted in order to get point for preference points. A JV agreement must be submitted if bidders are in a JV arrangement.