

REQUEST FOR QUOTATION

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| YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED | |
| BID NUMBER: | RFQ016/2024 |
| RFQ ISSUE DATE: | Friday, 19 April 2024 |
| COMPULSORY BRIEFING SESSION | 30 April 2024 at 10:00am Microsoft Teams Join the meeting now Meeting ID: 312 940 315 195 Passcode: xbav2i |
| CLOSING DATE AND TIME: | Thursday, 07 May 2024 AT 23H55 |
| RFQ VALIDITY PERIOD | 90 DAYS |
| DESCRIPTION | SOURCING OF A PROFESSIONAL SERVICE PROVIDER (PSP) TO FACILITATE STRATEGIC PLANNING SESSIONS FOR THE DEVELOPMENT BANK OF SOUTHERN AFRICA (DBSA) |
| ELECTRONIC SUBMISSIONS | BID <ol style="list-style-type: none"> Bidders are advised to request submission link and all other enquiries to Tumim@dbsa.org – ONLY No tender submission link requests and any queries will be accepted after 12h00 on 03 May 2024. Any requests after the stipulated date and time will be disregarded. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically. Bidders who have received submission Links that have errors, will be provided with new Links for use. |
| TENDER TECHNICAL AND GENERAL QUERIES | E-mail address: tumim@dbsa.org |

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



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

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

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

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

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

TERMS AND CONDITIONS FOR BIDDING

RFQ SUBMISSION

1. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
5. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
6. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
7. IF THE BIDDER'S SUBMISSION OF A QUOTATION IS SUCCESSFUL, THE DBSA SHALL APPOINT THE BIDDER TO EXECUTE OR PROVIDE THE REQUIRED SERVICES OR GOODS. WHERE NO FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE SUCCESSFUL BIDDER, THE DBSA SHALL PLACE A PURCHASE ORDER WITH THE BIDDER AND THE AFORESAID GENERAL CONDITIONS OF CONTRACT SHALL APPLY TO ANY SUBSEQUENT PURCHASE ORDER. IN THE EVENT THAT A FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE BIDDER, THE PARTIES SHALL EXECUTE A SERVICE CONTRACT AND THEREAFTER THE DBSA SHALL PLACE A PURCHASE ORDER.
8. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.

9. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.

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

TAX COMPLIANCE REQUIREMENTS

1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

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

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
9. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
1. 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.

COMPLIANCE REQUIREMENTS

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

PRE-QUALIFICATION CRITERIA

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

| Responsiveness Criteria | | Prequalifying Criteria | Applicable to this Tender (Y/N) |
|-------------------------|---|------------------------|---------------------------------|
| 1 | Adherence in submitting Tender as two stages folders (Folder 1 - Functionality & Folder 2 - Price proposal) | Pre-Qualifier | Y |

| | | | |
|----------|--|----------------------|---|
| 2 | Attendance registers for Compulsory Briefing session – via Microsoft Teams | Pre-Qualifier | Y |
|----------|--|----------------------|---|

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

| Responsiveness Criteria | | Clarification Time | Applicable to this Tender (Y/N) |
|-------------------------|--|--------------------|---------------------------------|
| 6 | Standard conditions of tender as required. | 48 hours | Y |
| 7 | Returnable documents completed and signed. | 48 hours | Y |
| 8 | Submission of Proof of Registration with National Treasury Central Supplier Database (CSD) Summary Report or A Valid and Active Tax Compliance Status Pin issued by SARS for Tax Compliance status Verification: N.B - Bidder must be fully registered & tax compliant in order to do business with the DBSA. | 7 working days | Y |

FUNCTIONAL EVALUATION

From page 14-16 of the TOR

PRICE AND PREFERENCE EVALUATION

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

| | |
|-------|------------|
| PRICE | 80 |
| BEE | 20 |
| TOTAL | 100 POINTS |

ORAL PRESENTATIONS

BIDDERS WHO SUBMIT BIDS IN RESPONSE TO THIS RFQ MAY BE REQUIRED TO GIVE AN ORAL PRESENTATION, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, A MARKETING PROPOSAL DEMONSTRATION OF THEIR PROPOSAL TO DBSA. THIS PROVIDES AN OPPORTUNITY FOR THE BIDDER TO CLARIFY OR ELABORATE ON THEIR PROPOSAL. THIS IS A FACT FINDING AND EXPLANATION SESSION ONLY AND DOES NOT INCLUDE NEGOTIATION. DBSA SHALL SCHEDULE THE TIME AND LOCATION OF THESE PRESENTATIONS.

ORAL PRESENTATIONS ARE AN OPTION OF DBSA AND MAY OR MAY NOT BE CONDUCTED. IF SUCH PRESENTATIONS OR PRODUCT DEMONSTRATIONS ARE REQUIRED, THEN THE COST TO SET UP THESE SESSIONS WILL BE BORNE BY THE BIDDER. IT SHOULD ALSO BE NOTED THAT WHERE A BIDDER CAN ONLY FACILITATE SUCH PRESENTATION AND DEMONSTRATION SESSIONS ABROAD OR EVEN BEYOND THE PROVINCIAL BORDERS OF GAUTENG, THEN ANY ASSOCIATED SUBSISTENCE AND TRAVELING COST OF THE DBSA BID EVALUATION TEAM, WILL BE FOR THE ACCOUNT OF THE BIDDER.

REASONS FOR DISQUALIFICATION

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

(a) BIDDERS WHO SUBMITTED INCOMPLETE INFORMATION AND DOCUMENTATION ACCORDING TO THE REQUIREMENTS OF THIS RFQ;

- (b) BIDDERS WHO SUBMITTED INFORMATION THAT IS FRAUDULENT, FACTUALLY UNTRUE OR INACCURATE, FOR EXAMPLE MEMBERSHIPS THAT DO NOT EXIST, BEE CREDENTIALS, EXPERIENCE, ETC.;
- (c) BIDDERS WHO RECEIVED INFORMATION NOT AVAILABLE TO OTHER VENDORS THROUGH FRAUDULENT MEANS; AND/OR
- (d) BIDDERS WHO DO NOT COMPLY WITH ANY OTHER *REQUIREMENTS* AS STIPULATED IN THIS RFQ DOCUMENT.
- (e) BIDDERS WHO SUBMIT RESPONSE AFTER THE STIPULATED SUBMISSION DATE AND TIME.

RIGHT TO CANCEL

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

DECLARATION BY BIDDER

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

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

.....

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

TERMS OF REFERENCE (TOR)

SOURCING OF A PROFESSIONAL SERVICE PROVIDER (PSP) TO FACILITATE STRATEGIC PLANNING SESSIONS FOR THE DEVELOPMENT BANK OF SOUTHERN AFRICA (DBSA)

1. CONTEXT

The Development Bank of Southern Africa (DBSA) is one of several Development Finance Institutions (DFIs) established by the South African government, to catalyse development impact and growth through investment in both economic and social infrastructure and through supporting regional integration. The DBSA operates under Schedule 2 of the Public Finance Management Act (PFMA) and is mandated by the DBSA Act No 13 of 1997. The role of the Bank in driving development through financing projects, market making during counter-cyclical times and providing access to integrated regional and continental infrastructure networks and services to citizens is crucial in South Africa and the African continent. The Bank's strategic thrust includes driving sustainable growth with development impact, providing integrated infrastructure solutions and ensuring both operational and financial sustainability.

STRATEGIC GOALS

Underpinned by the Bank's ethos to **"bend the arc of history toward shared prosperity"**, the DBSA is focused on ensuring financial sustainability and strong governance, while moving onto a trajectory of accelerated and enhanced development impact i.e., **"grow the DBSA to maximise development impact"**. Our strategy builds on the four strategic goals, namely:

1) **Financial sustainability**

The DBSA aims to achieve financial sustainability through income growth, balance sheet growth, and cost optimisation. Achieving disbursement and credit extension targets is crucial to the financial sustainability of the Bank as this directly relates to the Bank's asset base, which must grow at a rate higher than or at par with increasing operating costs for long-term sustainability.

2) **Accelerating development impact**

Balanced with the financial focus is the developmental focus, which sees the Bank continuing to invest in those projects and activities that ultimately contribute towards unemployment reduction, poverty alleviation, and reduction of inequality. The aim is to drive quality transactions, while ensuring greater development impact of our investments. Priority is placed on increasing the development impact of disbursements and projects in our sectors in the region, as well as in the South African municipalities. The DBSA works to create an integrated development environment in the value chain in order to respond to the rapid changes in the environment – particularly in a post-lockdown environment.

3) **Future-fit-DBSA**

The DBSA endeavours to be more effective through tailoring its products, services, and organisational capabilities to respond to stakeholder needs. There is a need to improve collaboration and integration internally, as well as to completely digitalise the Bank. This will require an integrated approach operationally and a shift from strategy implementation through individual performance to team performance and outcomes. A future-fit DBSA requires a culture reform and mindset shift towards growth and innovation.

4) **Smart partnerships**

Smart partnerships are purpose-driven collaborations that co-create development solutions and enhance private sector participation in infrastructure projects that promote inclusive growth. They also help public sector entities unlock bottlenecks that serve as stumbling blocks to accelerated infrastructure development. The Bank pursues such partnerships inside and outside South Africa to fulfil its mandate.

2. **PURPOSE**

The DBSA is legislatively required to develop an annual Corporate Plan, which reflects on the Bank's strategic thinking, direction, and action leading to the achievement of consistent and planned results. The Corporate Plan identifies strategically important outcomes-oriented goals and objectives against which the DBSA's medium-term results can be measured and evaluated by the National Treasury, Parliament, and the Public.

On an annual basis, the DBSA holds two strategy planning sessions with its leadership team. The first session is the management strategy session with members of the Executive Committee and Unit Heads; and the second session consists of the Executive Committee members and members of the Board. Each session takes place over two days. The purpose of these sessions is to reflect on the past year's corporate performance and realign the short, medium and long-term organisational goals with the overarching DBSA mandate and its development position. The outcome of these sessions is a set of cohesive corporate initiatives and actions that are collaboratively developed and informed by data driven insights, best practice, and predictions about the future of the DBSA. These actions inform strategic priorities of the Bank, spanning the short, medium term and long term.

These sessions are facilitated by an external service provider who will be responsible for: (1) providing an expert view on the development finance industry (particularly in the infrastructure financing space), (2) synthesising strategic themes and (3) coordinating ideas from the sessions.

At the Board strategy planning session, the service provider may be required to facilitate the session with a view to achieve alignment of the Board priorities with the management strategic outcomes.

The sessions are focused on the existing strategic themes and pertinent areas of challenge/opportunity within the Bank. The two strategy planning sessions must be structured in a way that will enable discussions relevant to the Strategy and Corporate Plan of the Bank.

3. DETAILED SCOPE OF WORK

The successful Professional Service Provider (PSP) is expected to undertake the following activities:

- 3.1. **Develop a strategy session facilitation plan** for both the Management and Board sessions which include:
 - An agenda for the two-day sessions taking into consideration the Strategic Environment Analysis conducted by the DBSA Team.
 - An approach that will allow the delegates sufficient context and time to participate in the discussion while ensuring adherence to the agenda and time management.
 - An approach that will encourage active engagement and discussion in accordance with the agenda/programme and to achieve the objectives of the strategy sessions.
- 3.2. **Recommend Guest Speakers** - Provide a list of two potential guest speakers for each strategy session (*to be agreed to with the DBSA*) who are subject matter experts in DBSA sectors of investment, infrastructure growth, innovation as well as operational efficiencies (with biographic information). The successful PSP will be expected to source and pay for proposed speakers.
- 3.3. **Engage organisational representatives** to gather strategic inputs prior to strategy sessions, such as (but not limited to) the Corporate Strategy Team, the Chief Economist, the Chief Executive Officer, and Board Chairperson.
- 3.4. **Facilitate the Strategy Session** - Attend and facilitate Strategic Planning Session for Exco and possibly the Board session with the Management team of the DBSA in accordance with the scope of work at a venue to be confirmed by the DBSA.
- 3.5. **Provide implementable solutions** - Provide guidance to the Executive Team on innovative methodologies to activate DBSA's programmes and other resolutions of the strategic sessions.
- 3.6. **Compile a Strategy Session Report** - Produce a detailed Strategic Planning Outcomes Report.

4. REQUIRED EXPERTISE

The requisite skills and experience expected from the supplier include the following:

a) Company experience

- The bidder should have experience in strategy session facilitation, including experience in engaging and soliciting inputs from leadership and working collaboratively across teams.
- The bidder should possess an in-depth understanding of the public sector, the role of development finance institutions, particularly the importance of infrastructure finance, including emerging trends, pain points and opportunities relevant to the operations of the DBSA.
- The successful bidder should provide demonstrable evidence and experience in this regard.

b) References

- The bidder must provide at least three (3) reference letters in strategic planning facilitation experience in the public sector, infrastructure development sector and/or the Development Finance Institutions. References should be on a formal letterhead of the referee and signed by the authorised person.
- Bidders may also provide examples of strategy facilitation outcomes reports compiled, if available.

5. TIMEFRAMES AND DURATION

- The Management strategic planning session is indicatively scheduled for 03 – 04 October 2024 and the Board strategic planning session is scheduled for later in October or early November 2024 (dates subject to change). It is possible that the service provider's engagement may be limited to only facilitating the Management strategic planning session.
- Upon successful appointment, the Service Provider will be expected to engage with the project sponsor, in preparation for the environmental analysis and strategy sessions, as recommended by the DBSA Project Team. The services should be initiated at least one week after signing the acceptance letter.
- It is anticipated that the tasks associated with this process will require the Service Provider to be available for the full duration of the project or as determined by the client (DBSA).

6. MANAGEMENT AND REPORTING

The successful Professional Service Provider (PSP) shall report to the Project Manager on the process and work in close collaboration with any internal clients deemed vital for the successful completion of the assignment (e.g., the Strategy Team). The Project Manager will review and oversee

the completion of the stated deliverables. It is further envisaged that the payment schedule will be aligned to the milestone achievement and will be paid in accordance with the DBSA's framework order payment process.

7. TECHNICAL EVALUATION OF PROPOSAL

The Bid Evaluation Committee coordinated by the DBSA, will evaluate submissions based on the following criteria.

| Description | Evidence | Scoring guidelines | Weighting |
|--|---|---|-----------|
| <p>Board and Management strategic planning sessions plan / methodology</p> <p>Bidder to provide a plan for the strategy sessions facilitation which includes:</p> <ul style="list-style-type: none"> • An understanding of the business of the DBSA • Pertinent strategic issues of the DBSA • Identifying opportunities for growth • Identifies potential inhibitors to effective strategy implementation. • Facilitation methodologies and intended outcomes. • Approach to determining appropriate keynote speakers. | <p>Detailed plan comprising of the following but not limited to:</p> <p>(i) A sample agenda for the two-day sessions, taking into consideration the Strategic Environment Analysis conducted by the DBSA Team (Note. The environmental analysis will be provided by the Corporate Strategy Team when completed)</p> <p>(ii) A facilitation guide/ technique: This guide should be created in conjunction with the agenda and expected outcomes for the sessions. The guide should also demonstrate how the facilitator will provide delegates with ample time to engage on the topics, keep the delegates focused and manage time.</p> <p>(iii) Project timelines</p> | <p>30 points = Detailed plan including all the elements in (i) to (iii).</p> <p>20 points = Plan missing one element in (i) to (iii)</p> <p>10 points = Plan with one of the elements in (i) to (iii)</p> <p>0 points = No plan</p> | 30 |

| Description | Evidence | Scoring guidelines | Weighting |
|---|---|--|-----------|
| <p>Reference letters</p> <p>Bidder to provide at least three (3) reference letters in strategy facilitation in the public sector, infrastructure sector and/or Development Finance Institutions.</p> | <p>Reference letters on official letterhead should have the following information:</p> <ul style="list-style-type: none"> (i) Name of the client serviced. (ii) Name of service provider/bidder. (iii) Description of services rendered. (iv) Duration of the work/ year completed. (v) Contactable reference name and contact details. (vi) Signature of a duly authorised person or their representative. | <p>30 points = 3 letters with all elements in (i) to (vi) attached</p> <p>20 points = 2 letters with all elements in (i) to (vi) attached</p> <p>10 points = 1 letter attached with all elements in (i) to (vi) attached</p> <p>0 points = No reference letters attached</p> | <p>30</p> |
| <p>Experience of the Lead Facilitator</p> <p>Must have at least 10 years or more relevant experience in strategy session facilitation.</p> | <p>The Lead Facilitator must provide a profile/CV with information encompassing but not limited to experience and number of years in strategy session facilitation.</p> | <p>20 points = 10 years or more relevant experience</p> <p>15 points = 6 to 9 years' relevant experience</p> <p>5 points = 3 to 5 years' relevant experience</p> <p>0 point = Below 3 years' experience</p> | <p>20</p> |
| <p>Qualifications of key personnel – Lead Facilitator (master's degree)</p> <p>The preferred qualifications include MBA, master's in economics/ Master of Commerce,</p> | <p>Curriculum Vitae of the Lead Strategist and all supporting documents/copies of qualifications.</p> | <p>20 points = master's degree or above</p> <p>15 points = Honours degree</p> <p>5 points = bachelor's degree</p> | <p>20</p> |

| Description | Evidence | Scoring guidelines | Weighting |
|--|----------|--|------------|
| MSc Data analytics / Data science, M Phil - Strategy development, or any other related and relevant qualification. | | 0 point = Below bachelor's degree | |
| Total | | | 100 |
| Threshold | | | 70 |

Bidders who fail to obtain 70 points or above will not be evaluated further for Price and Specific Goals. The below threshold will be used:

| AREA | MAXIMUM POINTS |
|----------------|----------------|
| Price | 80 |
| Specific Goals | 20 |
| Total | 100 |

8. RESERVATIONS

The DBSA expressly reserves the following rights:

- To appoint more than one service provider for this assignment.
- To waive any or all irregularities in the proposals submitted.
- To appoint different service providers for different levels of the assigned work.
- To retain the right not to select any Service Provider for this assignment.

9. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

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

ANNEXURE A-PRICING SCHEDULE

| ID | KEY DELIVERABLE AS PER SCOPE OF WORK | EXPERT DESCRIPTION | EXPECTED OUTCOME/S | ESTIMATED NUMBER OF DAYS | RATE PER HOUR | TOTAL RATE |
|----|--------------------------------------|---|---|--|---------------|------------|
| 1. | Planning | Engage organisational representatives to gather strategic inputs prior to preparing for the strategy sessions | <ul style="list-style-type: none"> Agreed upon Execution Plan and methodology. Final Agenda | | | |
| | | Consider the Strategic environmental analysis conducted by the DBSA Team and provide inputs, prior to finalising the strategy sessions agenda | Strategic Environmental Analysis inputs report | | | |
| | | Source and pay for two guest speakers for each session (<i>agreed to by the DBSA</i>) relevant to the strategic themes | To give expert industry trends, insights and knowledge that will help the DBSA planning process | | | |
| 2. | Management Strategy Session | Facilitation of a rigorous participatory two (2) day workshop with the management of the DBSA, with up to 6 breakaway sessions | Identify and finalise the 2024/25 strategic priorities and themes for the Bank | Two days | | |
| | | Facilitators for up to 6 breakaway sessions | Reports on the outcomes of the breakaway sessions | Two days – estimated at 2 sessions per day, one hour per session | | |
| 3. | Outcomes Report | Produce and present the Management Strategic Planning Session Report to the DBSA with all strategy sessions | Management Strategic Planning Session Outcomes Report | | | |

| ID | KEY DELIVERABLE AS PER SCOPE OF WORK | EXPERT DESCRIPTION | EXPECTED OUTCOME/S | ESTIMATED NUMBER OF DAYS | RATE PER HOUR | TOTAL RATE |
|--|--|--|--|--------------------------|---------------|------------|
| | | discussions and outcomes | | | | |
| 4. | Board Strategy Session <i>*It should be noted that a decision on whether the PSP will be required to facilitate the Board session will be taken. The Bidder must however cost the activities as included in this table.</i> | Briefing/planning meetings with Corporate Strategy/ Chief Executive, Board Chairperson, other identified stakeholders | Final Agenda/Programme for the session | | | |
| | | Facilitation of a rigorous participatory two (2) day Strategic Planning Session with the Board members and Management | <ul style="list-style-type: none"> Board Strategic Direction and priorities Shareholder Priorities | Two Days | | |
| | | Produce and present the Board Strategic Planning Report to the DBSA with all strategy session's discussions and outcomes | Board Strategic Planning Session Outcomes Report | | | |
| TOTAL OF PROPOSED TIME-BASED FEES EXCLUDING VAT | | | | | | |
| 15% VAT | | | | | | |
| TOTAL PROPOSED TIME-BASED FEES INCLUDING VAT | | | | | | |

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 |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

2.2.1 If so, furnish particulars:
.....
.....

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

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.

1. If so, furnish particulars:

.....
.....

1. DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 1. 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.

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE C SBD 6.1

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

1.

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

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

1. GENERAL CONDITIONS

1. The following preference point systems are applicable to all bids:

- 1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

- 1.
 - a) The value of this bid is estimated **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
 - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender

2. Points for this bid shall be awarded for:

- 1. Price; and
- 2. B-BBEE Status Level of Contributor.

1. The maximum points for this bid are allocated as follows:

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

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

3. DEFINITIONS

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

1. POINTS AWARDED FOR PRICE

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

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

1. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

2. BID DECLARATION

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

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

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

4. SUB-CONTRACTING

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

(Tick applicable box)

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

1. If yes, indicate:

1. What percentage of the contract will be subcontracted.....%
2. The name of the sub-contractor.....
3. The B-BBEE status level of the sub-contractor.....
4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

6. DECLARATION WITH REGARD TO COMPANY/FIRM

1. Name of company/firm:.....
2. VAT registration number:.....
3. Company registration number:.....

4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6. COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

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

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 1. disqualify the person from the bidding process;
 2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 3. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 5. forward the matter for criminal prosecution.

| |
|--|
| <p>WITNESSES</p> <p>.....</p> <p>.....</p> |
|--|

| |
|--|
| <p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> |
| <p>DATE:</p> |
| <p>ADDRESS</p> |

Annexure D-SBD 7.1

5. CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

6. PART 1 (TO BE FILLED IN BY THE BIDDER)

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

NAME (PRINT)

CAPACITY

SIGNATURE

| WITNESSES | |
|-------------|-------|
| 1 | |
| 1. | |
| DATE: | |

NAME OF FIRM

DATE

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

16. PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| 1. NO. | PRICE (ALL APPLICABLE TAXES INCLUDED) | | DELIVERY PERIOD | B-BBEE STATUS OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|-----------|---------------------------------------|--|-----------------|-------------------------------|--|
| | | | | | |

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.
2.

Annexure E

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

| | | | |
|-------|---|---------------------------------|--------------------------------|
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

.....
Position

.....
Name of Bidder

ANNEXURE F

SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
 1. prices;
 2. geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
3. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
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 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure G

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

Annexure H

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

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

TAX COMPLIANT STATUS AND CSD REGISTRATION REQUIREMENTS

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

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

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



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

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