

## REQUEST FOR PROPOSALS

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

<b>BID NUMBER:</b>	<b>RFP005/2024</b>
<b>COMPULSORY BRIEFING SESSION DETAILS:</b>	<p><b>25 January 2024 at 10:30am</b></p> <p><b>Microsoft Teams meeting</b></p> <p>Join on your computer, mobile app or room device</p> <p><a href="#">Click here to join the meeting</a></p> <p>Meeting ID: 316 029 864 885</p> <p>Passcode: uaEjzx</p> <p><a href="#">Download Teams</a>   <a href="#">Join on the web</a></p>
<b>CLOSING DATE:</b>	<b>09 February 2024</b>
<b>CLOSING TIME:</b>	23H55
<b>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</b>	120 days
<b>DESCRIPTION OF BID:</b>	<p>An Appointment of a Professional Service Provider (PSP) to assess what investments in digital infrastructure (information, communication, and technology) are required between now and 2030 (and extended to 2035), that will make it possible to achieve the targets as specified in the NDP, the SDGs, and other key national policies.</p>
<b>BID DOCUMENTS DELIVERY ADDRESS:</b>	<p><b>1. ELECTRONIC SUBMISSIONS</b></p> <p><b><u>INSTRUCTIONS:</u></b></p> <p>➤ Bidders are required to issue Tender Submission Link requests and all other enquiries to <a href="mailto:tumim@dbsa.org">tumim@dbsa.org</a> <b>ONLY</b>.</p>

➤ **No** – Tender Submission Link requests will be accepted after **16h00 on the 06 February 2023**. Any requests after the stipulated date and time will be disregarded.

➤ Bidders will thereafter receive a Microsoft OneDrive Link to upload their tender submission documents electronically.

**NB: Electronic submission is encouraged for all bidder's interest in this tender bid.**

**Closing date 09 February 2024 before 23:55. All bids must be in on the 09 February 2024.**

<b>NAME OF BIDDER:</b>	
<b>CONTACT PERSON:</b>	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>BIDDER'S STAMP OR SIGNATURE</b>	



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](mailto: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:** RFP005/2024.

**DESCRIPTION:**

**APPOINTMENT OF SERVICE PROVIDER (PSP) TO ASSESS WHAT INVESTMENTS IN DIGITAL INFRASTRUCTURE (INFORMATION, COMMUNICATION AND TECHNOLOGY) ARE REQUIRED BETWEEN NOW AND 2030 (AND EXTENDED TO 2035), THAT WILL MAKE IT POSSIBLE TO ACHIEVE THE TARGETS AS SPECIFIED IN THE NDP, THE SDGS, AND OTHER KEY NATIONAL POLICIES**

**COMPULSORY BRIEFING:** 25 January 2024

**Time:** 10:30am

**LINK REQUESTS:** No – Tender Submission Link requests will be accepted after **16h00 on the on the 06 February 2024**. Any requests after the stipulated date and time will be disregarded.

**CLOSING DATE:** 09 February 2024

**CLOSING TIME:** 23H55

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**The successful Bidder will be required to conclude a service level agreement with the DBSA**

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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.

<b>NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:</b>				
<b>POSTAL ADDRESS:</b>				
<b>STREET ADDRESS:</b>				
<b>CONTACT PERSON (FULL NAME):</b>				
<b>EMAIL ADDRESS:</b>				
<b>TELEPHONE NUMBER:</b>				
<b>FAX NUMBER:</b>				
<b>BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BBBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	<b>YES</b>		<b>NO</b>	

<b>/BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED?</b>  <b>[TICK APPLICABLE BOX]</b>				
<b>IF YES, WHO ISSUED THE CERTIFICATE?</b>				
<b>REGISTERED WITH THE NATIONAL TREASURY CSD</b>  <b>[TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>CSD REGISTRATION NUMBER</b>				
<b>TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS</b>				

<b>1..1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]
<b>1..1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<b>1..1.3 SIGNATURE OF BIDDER</b>	.....
<b>1..1.4 DATE</b>	
<b>1..1.5 FULL NAME OF AUTHORISED REPRESENTATIVE</b>	
<b>1..1.6 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>	

## **PART B**

### **TERMS AND CONDITIONS FOR BIDDING**

#### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY (MICROSOFT ONE DRIVE LINK) 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) OR ONLINE
- 1.3. 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.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

#### **2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 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.
- 2.3 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.

2.4 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.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS 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 COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

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

**NB:** Should all of 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 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:** evaluation criteria tables
- Annexure C:** SBD4 Declaration of Interest
- Annexure D:** SBD6.1 and B-BBEE status level certificate
- Annexure E:** SBD8: Declaration of Bidder’s Past Supply Chain Practices – N/A
- Annexure F:**  
SBD9: Certificate of Independent Bid Determination – N/A
- Annexure G:** Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation
- Annexure H:** Certified copies of latest share certificates, in case of a company.
- Annexure I : (if applicable):** A breakdown of how fees and work will be spread between members of the bidding consortium.
- Annexure J:** pporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria
- Annexure K:** General Condition of Contract
- Annexure L:** 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, 2017.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday.
- 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 4 (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 29 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment.
- 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, 2017 published in terms of the PPPFA.
- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 29.3 of this Part C.
- 1.19 **Price and Preferential Points Assessment** means the process described in clause 29.5 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](http://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: [tumim@dbsa.org](mailto:tumim@dbsa.org)

No questions will be answered telephonically.

#### 4. BID TIMETABLE

This timetable is provided as an indication of the timing of the tender process. It is indicative only and subject to change by the DBSA. Bidders are to provide proposals that will allow achievement of the intended commencement date.

Activity	Date
Advertisement of tender	16 /01/ 2024
RFP document available	16/01 / 2024
Compulsory briefing session	25/01/2024 at 10H30am
Closing date for tender enquiries	06/ 01 / 2024
<b>Link requests</b>	06 / 01 / 2024 by 16h00
<b>Closing date and time</b>	09 / 01 / 2024 at 23h55
Intended completion of evaluation of tenders	3/03/2024
Intended formal notification of successful Bidder(s)	28/03/ 2024
Signing of Service Level Agreement	31/03/2024
Effective date	01/04/ 2024

#### 5. SUBMISSION OF TENDERS

##### **Instructions:**

- Bidders are required to issue Tender Submission Link requests and all other enquiries to [TumiM@dbsa.org](mailto:TumiM@dbsa.org) **ONLY**.
- **No** – Tender Submission Link requests will be accepted after **16h00 on the 06 February 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.

**NB: No Physical submission will be accepted for this bid. Bidders must ensure that they follow the instructions for the electronic submission.**

#### 6. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

- 6.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part C.

- 6.2 All persons (whether or not a participant in this tender process) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.
- 6.3 All Bidders are deemed to accept the rules contained in this RFP Part C.
- 6.4 The rules contained in this RFP Part C apply to:
  - 6.4.1 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure;
  - 6.4.2 the Tendering Process; and
  - 6.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

## **7. STATUS OF REQUEST FOR PROPOSAL**

- 7.1 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.

## **8. ACCURACY OF REQUEST FOR PROPOSAL**

- 8.1 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.
- 8.2 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).
- 8.3 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.

## **9. ADDITIONS AND AMENDMENTS TO THE RFP**

- 9.1 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.
- 9.2 If the DBSA exercises its right to change information in terms of clause 9.1, it may seek amended Tenders from all Bidders.

## **10. 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 into between the DBSA and the successful Bidder.

## **11. CONFIDENTIALITY**

- 11.1 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.

## **12. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION**

- 12.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.
- 12.2 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 [tumim@dbsa.org](mailto:tumim@dbsa.org)
- 12.3 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).
- 12.4 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.
- 12.5 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.
- 12.6 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).

12.7 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.

### **13. UNAUTHORISED COMMUNICATIONS**

13.1 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 13 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.

13.2 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.

### **14. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION**

14.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.

14.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.

14.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

### **15. ANTI-COMPETITIVE CONDUCT**

15.1 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:

15.1.1 the preparation or lodgement of their Bid

15.1.2 the evaluation and clarification of their Bid; and

15.1.3 the conduct of negotiations with the DBSA.

15.2 For the purposes of this clause 15, 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.

15.3 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.

## **16. COMPLAINTS ABOUT THE TENDERING PROCESS**

- 16.1 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, ([tumim@dbsa.org](mailto:tumim@dbsa.org))
- 16.2 The written complaint must set out:
- 16.2.1 the basis for the complaint, specifying the issues involved;
  - 16.2.2 how the subject of the complaint affects the organisation or person making the complaint;
  - 16.2.3 any relevant background information; and
  - 16.2.4 the outcome desired by the person or organisation making the complaint.
- 16.3 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.

## **17. CONFLICT OF INTEREST**

- 17.1 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.
- 17.2 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.
- 17.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

## **18. LATE BIDS**

- 18.1 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.
- 18.2 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.

- 18.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 18.2, 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.

## **19. BIDDER'S RESPONSIBILITIES**

- 19.1 Bidders are responsible for:

- 19.1.1 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;
- 19.1.2 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;
- 19.1.3 ensuring that their Bids are accurate and complete;
- 19.1.4 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;
- 19.1.5 ensuring that they comply with all applicable laws in regards 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
- 19.1.6 submitting all Compulsory Documents.

- 19.2 Bidders with annual total revenue of R10 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.

- 19.3 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.

- 19.4 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.
- 19.5 Failure to provide the required information may result in disqualification of the Bidder.

## **20. PREPARATION OF BIDS**

- 20.1 Bidders must ensure that:
- 20.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
  - 20.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.
- 20.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.
- 20.3 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.
- 20.4 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.
- 20.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

## **21. ILLEGIBLE CONTENT, ALTERATION AND ERASURES**

- 21.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.
- 21.2 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.
- 21.3 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.

## **22. 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.

## **23. RESPONSIBILITY FOR BIDDING COSTS**

23.1 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.

23.2 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:

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

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

## **24. DISCLOSURE OF BID CONTENTS AND BID INFORMATION**

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

24.1.1 as required by law;

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

24.1.3 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.

## **25. RISK ANALYSIS AND OBJECTIVE CRITERIA**

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

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

- i) Any bidder that has a cumulative order book totaling three (3) Awards with outstanding value, will be excluded from the selection.
- ii) Where a bidder has three (3) 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 in the selection.
- iii) Where a bidder has three (3) active Awards with an outstanding value and at least one of the projects has stalled for a period of six (6) months or more, or the client has placed the project on hold indefinitely, the bidder may be included in the selection.
- iv) The DBSA has the discretion to apply an objective criterion.

- v) The DBSA reserves the right to disqualify a tenderer with unrealistic price offers.
- vi) The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.
- vii) The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- viii) In the event of a partial award, the DBSA reserves the right for items excluded from the award, to be retendered in a new tender process.
- ix) Tenderer is required to price the whole Pricing document for the project and non-adherence is noncompliance, resulting in disqualification.
- x) The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- xi) The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

## **26. 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**

1. Financial stability of the bidder based on key ratio analysis ;
2. Efficiency ;
3. Profitability ;
4. Financial Risk;
5. Liquidity ;
6. Acid Test ;
7. Solvency; and
8. Commercial relationship with a politically exposed and brand risk

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.

**27. USE OF BIDS**

27.1 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.

27.2 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.

**28. BID ACCEPTANCE**

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

## 29. EVALUATION PROCESS

29.1 The Bids will be evaluated and adjudicated as follows:

### 29.1.1 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 as PRE-QUALIFIER, will be **disqualified immediately:**

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence in submitting Tender as two stage folders (Folder 1 – Prequalifiers & Functionality Proposal & Folder 2 - Price Proposal)	Pre-Qualifier	Y
2	Attendance registers for Compulsory Briefing session.	Pre-Qualifier	Y

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

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

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
5	Submission of proof of registration with National Treasury Central Supplier Database (CSD) (provide summary report). Bidder/s must be registered and compliant with CSD in order to do business with the DBSA.	48 hours	Y
	A valid and active Tax Compliance Status Pin issued by SARS.	48 hours	Y

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

#### 29.1.2 **Second Stage – Functional criteria**

29.1.1 Only those Bidders which score **[80]** points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

Bidders will be assessed on the functional criteria set out in this RFP. Only those Bidders which comply with the eligibility criteria will proceed to the next stage.

#### 29.1.2 **Third Stage – price and preferential points**

29.1.2.1 Those Bidders which have passed the initial and first stages of the tender process will be scored on the basis of price and preference point allocation in accordance with the applicable legislation.

29.1.2.2 The successful Bidder will be the Bidder that scores the highest number of points in the second stage of the Bid evaluation, unless the DBSA exercises its right to cancel the RFP, in line with the PPPFA Regulations.

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

29.3 **Qualification: Pre-Qualifying Criteria**

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

29.4 **Second Stage: Functional Criteria**

The Functional Criteria that will be used to test the capability of Bidders are as follows: The technical proposal will be evaluated according to the criteria and scoring system **indicated under terms of reference section 9.2 on page 57 – 61 of this document**. The technical score will be calculated out of 100 points, and only those bids that achieve a threshold of **80 points** for the technical proposal will move to the next level of evaluation where a score for oral presentation.

A minimum of **80 points out of a 100** for the functional evaluation will qualify the Bid to move on to the third stage of evaluation, which is oral presentation evaluation. Bidders that do not score 4 points or higher at this stage of the evaluation will not be evaluated during the second stage of the evaluation.

29.5 **Third Stage: Price and Preferential Points Assessment**

29.5.1 the second stage of evaluation of the Bids will be in respect of price and preferential procurement only. Points will be allocated to Bidders at this stage of the evaluation in accordance with the PPPFA and the PPPFA Regulations, as follows:

Price points 80

Preferential procurement points 20

### 29.5.2 Price points

The following formula will be used to calculate the points for price:

$$P_s = 80(1 - (P_t - P_{min}) / P_{min})$$

Where:

$P_s$  = Points scored for comparative price of tender or offer under consideration;

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer.

### 29.5.3 Preferential procurement points

A maximum of 20 points may be awarded in respect of preferential procurement, which points must be awarded to a tenderer for attaining their B-BBEE Status Level in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

An unincorporated trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate Bid.

#### 29.5.4 **Total**

The total points scored by each Bidder will be calculated by adding the points scored for price (out of 80) to the points scored for preferential procurement (out of 20).

The successful Bidder will be the Bidder which has the highest total points (out of 100) for both price and preferential procurement (unless there is a basis for selecting a different successful Bidder in accordance with section 2(1)(f) of the PPPFA).

### **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 had 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 As part of the evaluation of this Bid, 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.

**38. MANDATORY QUESTIONS**

38.1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a √ or an X) regarding compliance with the requirements. Where necessary, the Bidders shall substantiate their response to a specific question.

**NOTE: It is mandatory for Bidders to complete or answer this part fully; failure to do so result the Bid being treated as incomplete and the Bid may be disqualified.**

38.1.1

This Bid is subject to the General Conditions of Contract stipulated in this RFP document.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.2

The laws of the Republic of South Africa shall govern this RFP and the Bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.3

The DBSA shall not be liable for any costs incurred by the Bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.4

The DBSA may request written clarification or further information regarding any aspect of this proposal. The Bidders must supply the requested information in writing within two working days after the request has been made, otherwise the proposal may be disqualified.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.5

In the case of Consortium, Joint Venture or subcontractors, Bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.6

In the case of Consortium, Joint Venture or subcontractors, all Bidders are required to provide mandatory documents as stipulated in Part C: Checklist of Compulsory Returnable Schedules and Documents of the Tender Document.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.7

The DBSA reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest Bidder or award parts of the proposal to different Bidders, or not to award the proposal at all.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.8

Where applicable, Bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.9

By submitting a proposal in response to this RFP, the Bidders accept the evaluation criteria as it stands.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.10

Where applicable, the DBSA reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.11

The DBSA reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.12

Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.13

<p>The Bidder should not qualify the proposal with own conditions.</p> <p><b>Caution:</b> If the Bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.14

Delivery of and acceptance of correspondence between the DBSA and the Bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.		
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38.1.15

Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. The DBSA shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the Bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that the DBSA reserves the right to award the same proposal to next best Bidders as it deems fit.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.16

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.17

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by the DBSA signatory and added to this RFP as an addendum.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.18

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.19

<b>Bidders who make use of subcontractors:</b>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>
1. It is the responsibility of the Bidder to select competent subcontractors that meet all the tender requirements stipulated in this tender document.		
2. The Bidder shall be responsible for all due diligence of the selected subcontractors and will be held liable for any non-performance of the subcontractor.		
3. Bidders are required to provide documentation (such as BBBEE Certificate/Sworn Affidavit, Valid or Active Tax Compliance Status Pin Issued by SARS, CSD Summary Report, Valid or Active CIDB Certificate etc.) for the relevant subcontractor as a minimum in support of the subcontracting arrangement.		
4. Subcontracting must not contradict any Regulation or Legislation.		
5. No separate contract shall be entered into between the DBSA and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.		

38.1.20

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.21

No interest shall be payable on accounts due to the successful Bidder in an event of a dispute arising on any stipulation in the contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.22

<p>Evaluation of Bids shall be performed by an evaluation panel established by the DBSA.</p> <p>Bids shall be evaluated on the basis of conformance to the required specifications (functionality) as outlined in the RFP. For Bids considered for price and preference evaluation, points shall be allocated to each Bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for B-BBEE status level of contributor (according to the PPPFA Regulations) is 20.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.23

If the successful Bidder disregards contractual specifications, this action may result in the termination of the contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.24

The Bidders' response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

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38.1.25

Should the evaluation of this Bid not be completed within the validity period of the Bid, the DBSA has discretion to extend the validity period.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.26

Upon receipt of the request to extend the validity period of the Bid, the Bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original Bid response valid under the same terms and conditions for a further period.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.27

Should the Bidder change any wording or phrase in this document, the Bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

38.1.28

Tax Compliance Status either on CSD National Treasury Database or SARS eFiling System as a Condition for Appointment/Award of the Bid.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>
This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be tax compliant prior to appointment/award of the bid as no bid will be awarded to persons who are not tax compliant.		

38.1.29

<p>Company registration with CSD National Treasury Database as a Condition for Appointment/Award of the Bid.</p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>
<p>This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be registered on the CSD National Treasury site prior to appointment/award of the bid.</p>		

38.1.30

<p><b>The following will be grounds for disqualification:</b></p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>
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<ul style="list-style-type: none"> <li>• Unsatisfactory performance under a previous public contract in the past 5 years, provided that notice of such unsatisfactory performance has been given to the bidder; and/or</li> <li>• The bidder or any of its directors have committed a corrupt or fraudulent act in competing for the appointment; and/or</li> <li>• The bidder or any of its directors have been convicted of fraud or corruption in the last 5 years; and/or</li> <li>• The bidder or any of its directors have been listed in the Register for Tender Defaulters under section 9 of the Prevention and Combating of Corrupt Activities Act; and/or</li> <li>• Bids received after the stipulated closure time will be immediately disqualified; and/or</li> <li>• Bidders whom have recently completed or currently performing, or to commence work on specific categories of services may be excluded to enable the Bank manage its concentration risk. This threshold is currently set at R10 million for consultancy services.</li> </ul>		
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Signature(s) of Bidder or assignee(s)

Date

---

Name of signing person (in block letters)

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Capacity

---

Are you duly authorized to sign this Bid?

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Name of Bidder (in block letters)

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Postal address (in block letters)

Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

.....

.....

.....

.....

.....

Telephone Number:.....FAX number.....

Cell Number: .....

Email Address.....

## **PART E**

# **TERMS OF REFERENCE**

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## **GOING BEYOND THE INFRASTRUCTURE FUNDING GAP: AN INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) PERSPECTIVE FOR SOUTH AFRICA**

## **1. INTRODUCTION**

The Development Bank of Southern Africa (DBSA) is a development finance institution (DFI) that promotes economic and social development by mobilising financial and other resources from the national and international private and public sectors for sustainable development projects in South Africa and the rest of the African continent. The DBSA's mandate encapsulates the provision of financial, technical and other assistance, with a focus on infrastructure investment.

As a State-Owned Entity (SoE), the DBSA is aligned with the country's, regional, and international policy imperatives. The country policies include the National Development Plan (NDP) 2030, the Integrated Urban Development Framework (IUDF), and the National Climate Change Response Policy (NCCRP).

Within the region the DBSA is aligned to Regional

Infrastructure Master Plans and Africa Union's Agenda 2063. Internationally, the DBSA is aligned to the Sustainable Development Goals (SDGs) (United Nations 2012), the Paris Agreement (United Nations 2015), and the New Urban Agenda (NUA) (United Nations 2016), all with the purpose of accelerating economic growth and development, as well as eliminating poverty and reducing inequality. In the context of the above, the Bank focuses on the Water, Transport, Energy and Information Communications and Technology (ICT) sectors to promote economic infrastructure, and focuses on the Education, Health and Housing sectors to deepen social infrastructure.

## **2. BACKGROUND AND CONTEXT**

The DBSA has partnered with the National Planning Commission (NPC), in order to assess what investments in digital infrastructure (information, communication and technology) are required between now and 2030 (and extended to 2035), that will make it possible to achieve the targets as specified in the NDP, the SDGs, and other key national policies.

Impetus for this research also arises from the National Infrastructure Plan 2050 (NIP2050) which was adopted by Cabinet in April 2022. It is South Africa's first long-term infrastructure plan. It explicitly references the NDP as its mandate. The focus areas are bulk energy, bulk water, freight and digital infrastructure. Infrastructure South Africa (ISA) in the Presidency is the custodian of the NIP2050, in collaboration with the Department of Public Works and Infrastructure.

These terms of reference focus on building an accurate 'gap analysis' of current investment levels versus the investment levels required to achieve the NDP/SDG/NIP2050 goals with respect to digital infrastructure relating mainly to connectivity, and to a lesser extent digital readiness. This will produce an accurate assessment of the public and private investments required through to 2035 to achieve those goals, with milestones for 2030 as well.

It has been decided that an adapted version of the World Bank's Beyond the Gap (BtG) analytical framework<sup>i</sup> will be used for this work. The logic of this analysis is as follows:



The advantage of using this specific methodological framework is that it allows for comparability across countries, and it has been recently implemented by the DBSA in partnership with several national line departments, including Water, Transport, Basic Education and Higher Education<sup>1</sup>. BtG has moved the focus of the debate regarding infrastructure investment needs away from a simple focus on spending more, toward a focus on spending better on the right objectives, using relevant metrics. It provides a systematic approach to estimating the infrastructure funding needed to close service gaps. By exploring thousands of scenarios, it shows how funding needs depend on key policy choices in pursuing relevant development goals.

Applying the research methodology mentioned above should lead to the generation of a clear framing and estimate of future investment requirements and the roles that different public and private actors could play to make these investments happen. This provides the basis for convening meaningful stakeholder dialogues about what would be required for these roles to become a reality. The research needs to thereby contribute to creating an appropriate basis for trust within active working coalitions that assemble institutional configurations to achieve a shared goal by investing public and private funds in an appropriate way. Whilst the sectoral reports are important in themselves, equally important are the outcomes they can support - of facilitated partnering to agree on strategic missions and investment strategies.

### **Digital Infrastructure**

Digital infrastructure, often referred to as information and communications technology (ICT) infrastructure, plays a vital role in increasing job creation, stimulating economic growth, broadening educational opportunities, enhancing public service delivery, improved targeting of beneficiaries of public services, and rural development, among others. Advances in technology have empowered people

to exchange knowledge, learn, become entrepreneurs and perform previously cumbersome activities efficiently and cost-effectively. This in turn, makes ICT an essential driver of economic growth and development in South Africa. The internet has become one of the most fundamental and vital infrastructures. The International Telecommunication Union (ITU) has shown that an additional 10% of broadband penetration can lead to a 2,04% increase in per capita GDP growth in developing economies (Daily Maverick 2022). But most developing countries, including South Africa, lack the infrastructure and tools to reach those numbers.

The digital divide, which refers to the gap in usage and access to digital infrastructure and services between individuals, households, businesses, or geographical areas, is a growing and significant problem in South Africa. More specifically, it affects certain population segments, for instance low-income, township and rural communities, due to the lack of digital infrastructure, affordability and skills. The ultimate goal of closing the digital divide is to inclusively provide every member of a society with an equitable opportunity to benefit from digital development. For example, it has been estimated that 7.5 million low-income South Africans are paying 80 times more than middle- and upper-income citizens for access to the internet, exacerbating inequality in the country (Project Isizwe 2019). This digital divide has a negative impact on competitiveness, inclusiveness and sustainability of the economy. Without connectivity, people are excluded from participating in the economic and social networks that are necessary for human development in contemporary society, which is a human right. This narrative is highlighted in SDG 5.b to 'enhance the use of enabling technologies, in particular.

ICT, to promote women's empowerment,' and SDG 9.c to 'significantly increase access to ICT and strive to provide universal and affordable access to Internet in LDCs by 2020'.

South Africa is lagging far behind other countries globally in terms of ICT infrastructure deployment, especially with regards to fibre, cell phone towers and, to a lesser degree, wireless networks and mobile devices. In the Huawei Global Connectivity Index 2020 report, South Africa ranked 56<sup>th</sup>, down from 46<sup>th</sup> in 2018. The GCI ranked 79 countries according to their scores on ICT investment, ICT maturity, and digital economic performance.

South Africa also has a plethora of old policies, developed more than a decade ago, which either need review or, the ones that are acceptable, are not being executed. For example, with South Africa Connect, it was noted back in 2013 that it should be easy to connect every school, library, police station, community centre, etc., but this has yet to come to fruition.

While South Africa grapples with basic connectivity access challenges, other countries with existing high internet penetration rates are actively directing their efforts to promoting widespread adoption of faster connectivity, including the expansion of 5G coverage and promotion of relevant use cases. These

nations realise that quality, reliable, high-speed, affordable and widely available broadband access underpins the 4th industrial revolution (4IR) and is essential for countries to remain competitive and create employment opportunities. Broadly speaking, they are also anticipating the promotion of 5G-Advanced around 2025 and IMT-2030 (the basis for 6G) in 2030.

In addition, these countries are driving digital transformation at a national level, aiming to become what are colloquially referred to as 'gigabit societies'.

In Asia, for instance, South Korea, widely recognized for its exceptional broadband speeds and extensive network coverage, has made substantial investments in fiber-optic infrastructure, facilitating the deployment of gigabit networks. Singapore is another prime example, where the government has played a significant role in driving digital innovation, enabling its citizens to access gigabit-speed internet in homes, schools, and workplaces.

China began orchestration of major fibre to the home (FTTH) deployment from 2013, resulting in one of the world's highest penetration rates. It also worked with the major operators to create the largest 5G network in the world, providing extensive urban and rural coverage. These initiatives to provide high speed access underpin a comprehensive and multifaceted 'digital China' strategy.

The European Union is three years into its 'Digital Decade' initiative, one of the primary goals of which is to accelerate the digital transformation of the EU and ensure that it remains globally competitive in the digital age. Key components of this initiative on the connectivity side including planning high penetration of highspeed home access, gigabit connectivity of businesses and widespread coverage of 5G. On this connectivity base, there is a focus on digital skills development (ensuring the workforce is adequately prepared), a data strategy (enabling the flow of data whilst maintaining privacy and security concerns), cybersecurity capabilities and a transformation to green and sustainable technology use. Estonia, a European frontrunner, boasts a highly developed digital infrastructure that includes secure e-government services, making use of nationwide access to high-speed internet.

Mauritius has by far the highest FTTH penetration in Africa, based on proactive initiatives to have 100Mbps access to every household by 2017, after which it commenced its comprehensive Digital Mauritius 2030 Strategy Plan, which includes the 2021 target of 'gigabit' access speeds on fibre, 5G and Wi-Fi.

These countries serve as examples for what can be achieved when a strong commitment to digital transformation is combined with a robust investment in advanced connectivity infrastructure. While South Africa continues to strive to bridge the basic connectivity gap, these nations are harnessing the power of gigabit societies to pave the way for a more technologically advanced and interconnected future.

At the same time, policy makers, investors and the ICT industry are seeking to address the environmental impact of significant increases in energy consumption arising from the exponential growth of data centres, mobile towers, internet usage and electronic devices.

South Africa needs to develop plans and policies and invest in appropriate connectivity infrastructures to overcome the digital divide. The country needs to remain competitive, develop employment opportunities and harness the benefits of digital transformation whilst mitigating the negative impacts of new technologies.

### **3. OBJECTIVES**

The DBSA with the NPC as its partner, are seeking to appoint a Professional Service Provider (PSP) to undertake a study (the focus of this tender) to achieve the following high-level objectives:

- To quantify the investments that are required between now and 2030, and extended to 2035, in terms of both new capital and operations and maintenance (O&M), that will make it possible to achieve the broadband connectivity targets as specified in the NDP, NIP2050, SDGs, and other key national policies.
- Set out key uncertainties and strategic policy options required to achieve NIP2050, NDP and SDG goals, along with recommendations, taking into account the various costs/funding, economic and social impacts of critical policy choices.
- Identify investment barriers and financing gaps and highlight connectivity infrastructure cost drivers and the implications of different policy choices.
- Engage policy makers and other key stakeholders, to the extent possible, to work through the implications of policy choices and their trade-offs, in terms of costs, access and service levels.
- Position the study within the context of the need for South Africa to increase its digital readiness, outlining the high-level policy and investment pre-requisites for the country to achieve appropriate levels of digital transformation.

### **4. SCOPE OF WORK**

In light of the above, the DBSA and NPC seek to appoint a PSP to undertake this assignment according to the scope of work outlined in the table below.

Note that the project relates to the information and communication technology (ICT) sector and digital infrastructure. In terms of the research and analysis outlined below, the PSP should place 80% of the resourcing and focus on connectivity infrastructure - viz the value chain which spans the first mile (at

South Africa's borders), middle mile and last mile access. The balance of 20% of the resourcing and focus should be placed on digital readiness and the associated ICT infrastructure.

<p>4.1 Development of Target Metrics</p>	<p>Select and propose the relevant metrics to consider and the relevant targets specified in the NDP, NIP2050, and SDG goals, and other key national policies, relating to broadband connectivity, considering the need to:</p> <p>Overcome, or bridge the so-called 'digital divide,' or the discrepancy between those who can access and use ICT in a meaningful way, and those who cannot.</p> <p>Accelerate the digital transformation of South Africa to ensure it remains competitive and creates economic opportunities.</p> <p>The targets should at least (but not only) relate to access and affordability.</p>
<p>4.2 Benchmarking</p>	<p>Propose what should constitute the full stack of ICT infrastructure types for inclusion in the study (i.e., fixed and mobile data network, data centres and associated hardware, service platforms, devices etc.), specifying which are connectivity related and which relate to wider digital readiness.</p>
	<p>Select (with clear justification) at least three other countries of relevance to the South African context as benchmarks in terms of their current connectivity status and targets, to determine the effectiveness of regulation, affordability, access, usage, quality of service and competition in the South African market.</p>

4.3 Baseline analysis	<p>Report on the current state of infrastructure in terms of the selected metrics.</p> <p>Report on the policy and regulatory frameworks that are in place (or in development) that govern the flow of public and private investments in digital infrastructure and service delivery with respect in particular to technologies, service levels and resilience.</p>
4.4 Stakeholder Engagement	<p>Gather information, via interviews and/or surveys with relevant stakeholders, to inform all relevant analysis within the scope of work.</p>
4.5 Gap analysis	<p>Based on the BtG framework (where applicable), determine the funding gap between current levels of investment in connectivity infrastructures and what will be required to achieve the target metrics specified in 4.1 (above) covering new capital, operations, and maintenance spending.</p> <p>Develop and propose at least three scenarios, primarily based on differing investment levels. For each scenario, determine what the financing targets should be for optimising achievement of the digital infrastructure NDP, NIP2050 and SDG goals by 2030 as well as by 2035, together with a high-level, socio-economic impact assessment, which should include direct, indirect and induced impacts.</p>
4.6 Policy and Regulatory Analysis	<p>Specify the policy, institutional and regulatory (PIR) changes required to enable an increased level of investment in ICT infrastructure to achieve the targets specified in 4.1 (above).</p>

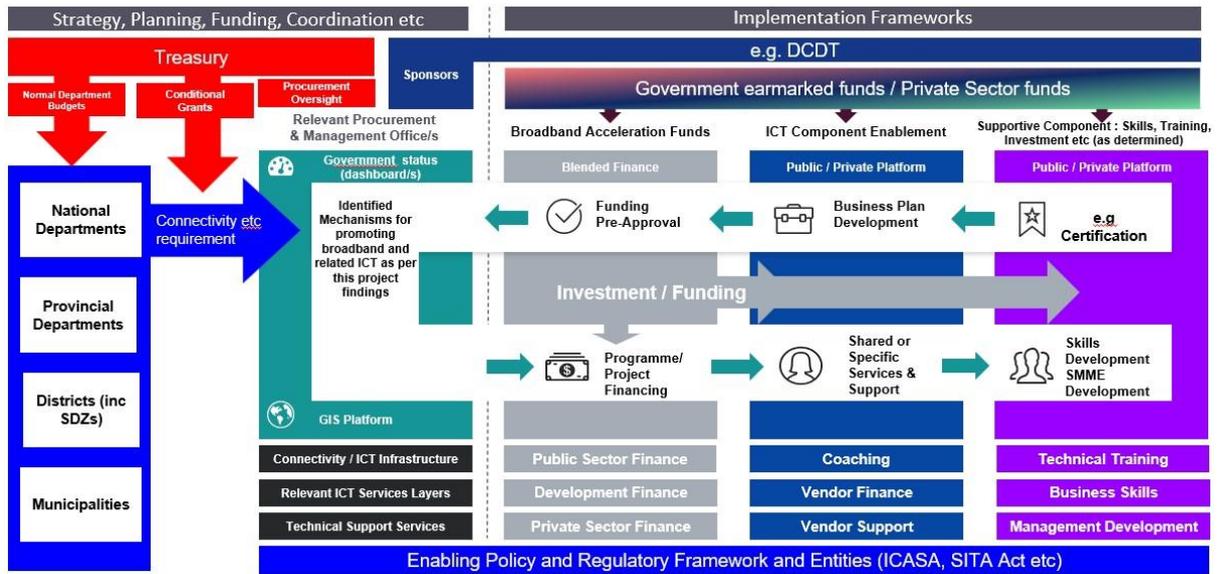
<p>4.7 Analysis of Digital Readiness</p>	<p>Itemise and describe (at high level) what ICT preconditions and enablers are needed for 4IR technologies (artificial intelligence, machine learning, big data analysis, automation, connected vehicles) to be effectively rolled out in South Africa.</p> <p>Provide a comprehensive list and description (at high level) of the other pre-requisites (aside from infrastructure investment) for digital transformation (such as skills training, ethical frameworks, cybersecurity, effective spectrum regulation etc.).</p> <p>Suggest the high-level considerations that government and other line departments (such as health, education, transport etc.) should be building into their digital transformation planning.</p>
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The take-home messages of the analysis should show investment needs for the sector in South Africa, in Rand amounts and as a percentage of gross domestic product (GDP) annually, depending on the desired level and quality of service and the technologies deployed. Ideally this should include identification of the appropriate categories of investment sources, whether they be government or private, local or international, blended or via partnerships.

Note that similar studies have been completed (or are being completed) for sectors such as basic education, water supply and transport, including the ICT requirements of those sectors (such as tablets in classrooms). Therefore, this study need not quantify the investment requirements for each sector but should describe the linkages.

A critical part of the narrative will be to highlight the significance of institutions, policies and regulations affecting implementation of investment finance to reduce gaps, while remaining alert to potential externalities. Based on that, the required analysis should then project in quantitative and qualitative terms how the right policies could generate the platform for investments that will enable South Africa to achieve the digital infrastructure NDP/SDGs/NIP2050 and stay on track to reach their targets.

The diagram below gives an indicative example of how the overall narrative needs to be integrated, relating to the funding, funding sources and governance as well as policy, regulation and other critical enablers in the country (this diagram is illustrative):



## 5. KEY DELIVERABLES AND TIME FRAMES

The following key deliverables are to be provided by the PSP:

<u>Milestone</u>	<u>Description</u>	<u>Deliverables</u>	<u>Time Frame</u>
Milestone 1: Inception Report	Based on an initial review of relevant documentation, describe the empirical approach with key research questions and methodology, including the proposed scenarios, information on data sources and collection, sampling, and key indicators (item 4.1 in the Scope of Work).  Further include the list of proposed countries for benchmarking, with justification (item 4.2 in the Scope of Work).	<b>Deliverable 1:</b> Draft inception report  <b>Deliverable 2:</b> Meetings with the Project Steering Committee to present, obtain inputs, and finalise the report  <b>Deliverable 3:</b> Final inception report	Draft report one (1) month after signing of the Contract
Milestone 2: Baseline report	Baseline Analysis  Report on the current state of infrastructure and the PIR environment (item 4.3 in the Scope of Work).	<b>Deliverable 4:</b> Draft Baseline Report  <b>Deliverable 5:</b> Meetings with the Project Steering Committee to present, obtain inputs, and finalise the report  <b>Deliverable 6:</b> Final baseline report	Draft report within one month of Deliverable 3

<p>Milestone 3: Stakeholder report</p>	<p>Stakeholder Engagement</p>	<p><b>Deliverable 7:</b> Prepare a brief report and hold meeting(s) with the Project Steering Committee to report on progress, and ensure appropriate sample/ representation of stakeholders is achieved.</p> <p><b>Deliverable 8:</b> Report and presentation to Steerco of the results of the stakeholder surveys/interviews.</p>	<p>Stakeholder engagement proposal and progress reports</p> <p>Report and Presentation within three months after signing of the Contract.</p>
<p>Milestone 4: BtG ICT Sector Report</p>	<p>Taking into account the global dynamics of digital transformation that is underway, quantify the infrastructure investment needs and gaps between</p>	<p><b>Deliverable 9:</b> Draft BtG ICT sector report</p> <p><b>Deliverable 10:</b> Workshop the report with the Steering</p>	<p>Draft report within six (6) months of Deliverable 3</p> <p>Presentations to government departments up to six (6) months after</p>

	<p>now and 2030, and extended to 2035 that will ensure that it will be possible to achieve the digital infrastructure targets as specified in the NDP, NIP2050, SDGs and other key national policies.</p> <p>Items 4.5, 4.6 and 4.7 of the Scope of Work should be covered.</p> <p>The full report should cover in detail, the background and objectives of the study, the methodology or approach, results, analysis and recommendations amongst others. The report must contain all supporting documents in the form of Annexures, including the final deliverables from Milestones 2 and 3.</p>	<p>Committee, obtainment and finalise the report</p> <p><b>Deliverable 11:</b> report to DBSA's Board and Board (virtual)</p> <p>T, etc.</p> <p><b>Deliverable 12:</b> report to NPC, person or virtual)</p>	<p>submission of the Closeout report.</p>
<p>Milestone 5: Close-out report</p>	<p>A report that summarises the journey of the study undertaken, challenges, successes, and lessons learned.</p>	<p><b>Deliverable 12:</b> Close-out report</p>	<p>Two weeks after Steerco signs off on the final report</p>

## 6. SUMMARY OF OUTPUTS

<b>Deliverable</b>	<b>Number (est. minimum) – submission/s or meeting/s</b>	<b>Types of deliverables</b>
Inception Report (drafts and final)	3	Report based on review of various strategic and policy documents (e.g., 2016 National Integrated ICT Policy White Paper, Digital Economy Master Plan, SA in the Digital Age, BtG report 2019, BtG report in SA 2022, SDGs, PC4IR etc.) and the ensuing selection of key metrics.
Baseline Analysis (drafts and final)	3	Baseline report - containing analysis of the current state of infrastructure and the PIR environment (item 4.3 in the Scope of Work).
Stakeholder engagements (workshops, interviews or other formats) (please specify)	20	Engagements with one or more representatives from at least 20 relevant stakeholder groups, e.g.: relevant government departments (DCDT, NT, etc.), SOEs (BBI, Sentech, SITA, etc.), industry bodies (DCA, ACT, etc.), academics or institutions, civil society representatives, major telecommunications operators and service providers/operators.  Presentation on summarised findings to Steerco.
PSC meetings (virtual)	8	Monthly progress reports

BtG ICT Report (drafts and final)	1	MS-Word and PDF document with a final summary MS-Powerpoint Presentation presented to DBSA, NPC, DCDT, etc. (inperson or virtual).
Close-out report	1	PDF document

## 7. REQUIRED SKILLS AND EXPERIENCE

The proposal must indicate the name and role of each team member and indicate whether alternative and equally qualified as well as experienced personnel would be available in the event the indicated persons are no longer available. Please provide the names and qualifications of said personnel.

The following is a brief description of some of the key skills and experience the DBSA and NPC believe are necessary for the suitably qualified candidate PSP to possess:

- Project management
- Advanced research methods and approaches
- In-depth knowledge of the ICT sector and public finance in South Africa • Economics (scenario development) and financial analysis/modelling (ICT sector)
- High level infrastructure (ICT) costing.
- Infrastructure planning
- Disruptive technologies in the ICT sector
- Ability to implement the 'Beyond the Gap' methodology
- Excellent written and verbal communication skills
- Experience in stakeholder participation facilitation

An indication of the prospective PSP's track record (team members' CVs, list of similar previous work and research conducted) in the areas of expertise detailed above should accompany the proposal.

## 8. PROPOSAL STRUCTURE

The tenderer must structure their technical proposals as follows:

- a) Tenderer’s understanding of the project and the ToR
- b) Approach, design and methodology for conducting the analysis
- c) Activity-based research plan/schedule showing key milestones and due dates (allow two weeks for the Steerco to review and approve the draft inception report, four weeks for the Steerco to review and approve the draft report, and two months for DBSA EXCO/Board notification). The schedule must cover the inception report, data collection tools, draft reports and final reports.
- d) Competence showing experience of similar previous work conducted including contactable references.
- e) Team composition.
- f) CVs of the team lead(s) and key personnel.
- g) Any sub-contracting arrangements including work-split and details of the sub-contractors including CVs of key personnel.

**9. EVALUATION CRITERIA**

The following methodology and criteria in selecting a preferred Consultant will be utilised:

**Stage 1:** Responsiveness

**Stage 2:** Functional evaluation (minimum 80%)

**Stage 3:** Price and Preference Evaluation (80/20)

The test for administrative responsiveness will include the following:

**9.1 Stage One: Responsiveness**

1	Administrative responsiveness check
	<ul style="list-style-type: none"> <li>• Whether the Tender has been received on time</li> </ul>
	<ul style="list-style-type: none"> <li>• Whether the compulsory briefing was attended</li> </ul>
	<ul style="list-style-type: none"> <li>• Whether all Returnable Documents were completed and returned by the closing date and time</li> </ul>
	<ul style="list-style-type: none"> <li>• Verify the validity of all returnable documents</li> </ul>



3 relevant projects	3 = 16 points	
2 relevant projects	2 = 10 points	
1 relevant project	1 = 0 point	

Technical Information	Score	Weight
<p><b>2. Experience of the Project Leader(s)</b></p> <p>The bidder's assigned project leader(s) must have extensive and relevant qualifications*, skills and ideally 15 years' experience in related assignments including knowledge and understanding of the South African ICT market (policy, regulations, investments), SDG and NDP goals, NIP2050, and economic modelling amongst others. The bidder must submit a comprehensive CV of the project leader(s) providing information on qualifications, relevant work experience and key competencies.</p> <p>*Minimum academic qualifications are in business, engineering and/or finance related to infrastructure investment, along with a post graduate qualification in a relevant field including Engineering, Economics, Finance, MBA, Development Studies, Sustainable Development or Development Finance.</p> <p><b>Note:</b> the following scoring matrix will be used to evaluate this criterion:</p>		<b>20%</b>
The Project Leader(s) with relevant experience exceeding 15 years	5 = 20 points	
The Project Leader(s) with relevant experience of between 12 and 15 years	4 = 16 points	
The Project Leader(s) with relevant experience of between 10 and 12 years	3 = 12 points	
The Project Leader(s) with relevant experience of between 8 and 10 years	2 = 8 points	
	1 = 0 point	

The Project Leader(s) with relevant experience not exceeding 8 years		
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Technical Information	Score	Weight
<p><b>3. Approach/Methodology</b></p> <p>The bidder must demonstrate a thorough understanding of the objectives, milestones, and deliverables of this assignment (as per the scope outlined in sections 3, 4, 5 and 6) by <b>providing</b> a comprehensive methodology/approach to be utilized for executing this study. This must include at least the following:</p> <ul style="list-style-type: none"> <li>• understanding of the scope of work,</li> <li>• proposed approach, demonstrating its relevance to meeting the project objectives, motivation for the proposed methodologies, and clear description of proposed outcomes.</li> <li>• <b>Note:</b> <i>the following scoring matrix will be used to evaluate this criterion both qualitatively and quantitatively:</i></li> </ul>		<b>20%</b>
Detailed and relevant methodology/approach adequately addressing all (>80%) of the critical aspects of the scope of work and overall assignment as itemised immediately above.	5 = 20 points	
Methodology/approach partially addressing (50% to 80%) of critical aspects of the scope of work and overall assignment as itemised immediately above.	3 = 11 points	
Methodology/approach not addressing aspects (<50%) of the scope of work and overall assignment as itemised immediately above.	1= 0 point	

Technical Information	Score	Weight
<p><b>4. Programme with key milestones</b></p> <p>The bidder must demonstrate competency in the planning and execution of projects or assignments of this nature. The Bidder must <b>provide</b> a comprehensive execution plan or programme outlining the following elements:</p> <ul style="list-style-type: none"> <li>• project schedule,</li> <li>• critical milestones,</li> <li>• key activities,</li> <li>• milestone dependencies and</li> <li>• reporting plan.</li> </ul> <p>It is expected that the study will be executed over a period not exceeding 10 months.</p> <p><b>Note:</b> <i>the following scoring matrix will be used to evaluate this criterion both qualitatively and quantitatively:</i></p>		<b>15%</b>
<p>Execution plan adequately addressing all (&gt;80%) critical aspects of the scope of work and overall assignment, with project plan clearly indicating key activities, their interdependence, and their contribution to meeting overall project objectives.</p>	5 = 15 points	
<p>Execution plan partially addressing (50% to 80%) of the critical aspects of the scope of work and overall assignment.</p>	3 = 8 points	
<p>Execution plan not addressing aspects (&lt;50%) of the scope of work and overall assignment.</p>	1 = 0 point	

Technical Information	Score	Weight
<p><b>5. Experience of the key personnel</b></p> <p>The bidder's key personnel of the proposed team must have relevant qualifications, skills and experience in similar assignments including knowledge and understanding of the South African ICT market (policy, regulations, investments), SDG and NDP goals, NIP2050, infrastructure, undertaking literature reviews, stakeholder engagement, costing and economic modelling amongst others.</p> <p>The bidder must submit an organogram with CVs including the following:</p> <ul style="list-style-type: none"> <li>• The composition of the proposed team, clearly outlining the main disciplines and the key personnel responsible for each workstream. Please refer to <b>Annexure B Table B</b> of this document for the format in which the required information must be provided.</li> </ul> <p><b>Note:</b> the following scoring matrix will be used to evaluate this criterion:</p>		<b>20%</b>
Averaged combined personnel's relevant experience exceeding 15 years	5 = 20 points	
Averaged combined personnel's relevant experience of 10 to 15 years	4 = 15 points	
Averaged combined personnel's relevant experience of 8 to 10 years	3 = 11 points	
Averaged combined personnel's relevant experience of 5 to 8 years	2 = 8 points	
Averaged combined personnel's experience less than 5 years	1 = 0 point	
Total weight		<b>100</b>
Threshold		<b>80</b>

### 9.3. Stage Three: Price and Preference Evaluation (80/20)

Bidders who pass stage 1, 2 and 3 of the evaluation will progress to commercial evaluation stage.

### 10. PRICING SCHEDULE -ANNEXURE A

<b>Deliverable</b>	<b>Number of hours</b>	<b>Rates</b>	<b>Total</b>
Inception Report			
Baseline Report			
Stakeholder survey summary report and presentation			
BtG ICT sector report			
Close-out report			
Sub-total			
VAT @15%			
Grand total			
Disbursements			
Contract Price			

Note: Costs will be compared based on the grand total excluding disbursements. Preference will be given to the use of National Treasury rates for disbursements.

### 11. INFORMATION SUPPLIED BY DBSA AND NPC

The DBSA and NPC will provide access to appropriate documents and employees to the PSP for the purposes of the assignment, which include:

- a) Assisting in facilitating access through introductory letters to key stakeholders who need to contribute to the study in one way or another (e.g., Department of Communications and Digital Technologies).

## **12. INTELLECTUAL PROPERTY**

All data collected, products and deliverables shall be regarded as the exclusive intellectual property of the DBSA and NPC for use as they please in promoting their organisations' future business interests. Furthermore, the PSP undertakes to treat all work pertaining to this project with the highest degree of possible confidentiality for the duration of the project and afterwards.

**ANNEXURE B: EVALUATION CRITERIA TABLES**

**Table A: (Document format for Company Experience)**

Name of the project and year completed	The role of your company	Monetary size of the project	Project details/description	Contactable reference for each of the projects
				Name: Designation: Contact number: Email address:

*[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 this Technical Evaluation Criteria.]*

**Table B: (Document Format for details of the bidder's proposed project team)**

Name	Position	Qualifications	Years of Relevant Experience	Role / Duties in this Project	Relevant Project Experience	Estimated time/manhours on this assignment
					Project description, Client, Project period, Year Completed, Monetary Value.	

**ANNEXURE C**

**SBD 4**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:  
.....

2.2 Identity Number:  
.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number:  
.....

2.5 Tax Reference Number:  
.....

2.6 VAT Registration Number:  
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup> “State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>” Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:  
.....

Name of state institution at which you or the person  
.....

connected to the bidder is employed :  
.....

Position occupied in the state institution:  
.....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3. Full details of directors / trustees / members / shareholders.**

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Tax Reference Number</b>	<b>State Employee Number / Persal Number</b>


**4. DECLARATION**

I, THE UNDERSIGNED(NAME).....  
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS  
 CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS  
 DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## Annexure D

### SBD 6.1

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

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

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

---

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- **the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and**

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 preference point system will be applicable to this tender.

1.2 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80

<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	100

1.4 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.

1.5 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 in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“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;
- (c) **“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;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“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;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“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;

- (i) **“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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

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

4.1 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 (80/20 system)
1	20
2	18
3	16

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

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

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

6.1 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.

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

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

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

**Designated Group: An EME or QSE which is at 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

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name \_\_\_\_\_ of  
company/firm:.....

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety

- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 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:

- 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) 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 –
  - (a) disqualify the person from the bidding 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 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
- (e) forward the matter for criminal prosecution

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDER(S)
DATE:.....
ADDRESS.....
..... .....

**Annexure E**

SBD 8

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES – N/A**

**Annexure F**

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION – N/A**

## **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**

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

## **Annexure I**

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

## **Annexure J**

**Bidders are required to include, as Annexure J to their Bids, supporting documents to their responses to the Pre- Qualifying Criteria and Evaluation Criteria.**

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

**Annexure K**

**[General Conditions of Contract]**

**PLEASE NOTE THAT ALL BIDDERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.**

**PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL ACQUAINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.**

NOTE: All Bidders are required to confirm **(Tick applicable box)** below:

<b>Item</b>	<b>YES</b>	<b>NO</b>
Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?		

## Annexure L

### 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](mailto:dbsa@whistleblowing.co.za)  
Free Post : Free Post KZN 665 | Musgrave | 4062  
SMS : 33490