

RFI NUMBER:	<div data-bbox="1117 226 1464 436">  </div> <div data-bbox="764 380 948 409">RFI 001 /2023</div>
DESCRIPTION:	Request for Information: Software Solution for the development and migration of the existing manual Excel-based Order of Magnitude Cost Estimate tool to a web-based solution for SHIP
Compulsory Briefing Session	Not applicable
CLOSING DATE:	16 March 2023
CLOSING TIME:	<p>a) Bidders that wish to submit a tender response must send an email to <a href="mailto:davidSCM@dbsa.org">davidSCM@dbsa.org</a> indicating their participation.</p> <p>b) This must be done three (3) working days before submission date.</p> <p>c) Bidders will thereafter receive a OneDrive Link to submit tender documents electronically.</p> <p>d) Closing time for the OneDrive Link submissions – 16 March 2023 AT 23h55 (Telkom Time).</p>
RFI RESPONSES MUST BE HAND DELIVERED / COURIERED TO:	NO HAND DELIVERY OF PROPOSALS
ATTENTION:	David Nyaku
BIDDER NAME:	

## ENQUIRIES

Enquiries regarding this Request for Information should be emailed to the DBSA:

**Bid enquiries:**

SCM and Technical Queries	<a href="mailto:davidscm@dbsa.org">davidscm@dbsa.org</a>
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Enquiries should reference specific paragraph numbers, where appropriate.

All questions/ enquiries must be forwarded in writing not later than **3 days before tender closing 16 March 2023.**

Questions/Answers will be emailed to bidders.

## Request for Information (RFI):

Software Solution for the development and migration of the existing Excel-based Order of Magnitude Cost Optimisation tool to a web-based solution for SHIP

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## 1. INTRODUCTION

The Development Bank of Southern Africa (DBSA) is a government-owned Development Finance Institution (DFI) established in 1983, with the mandate to promote economic growth as well as regional integration for sustainable development projects and programmes in South Africa and the wider Sub-Saharan Africa. This is achieved primarily through preparation, funding, and delivery of infrastructure projects in the markets within which the Bank operates.

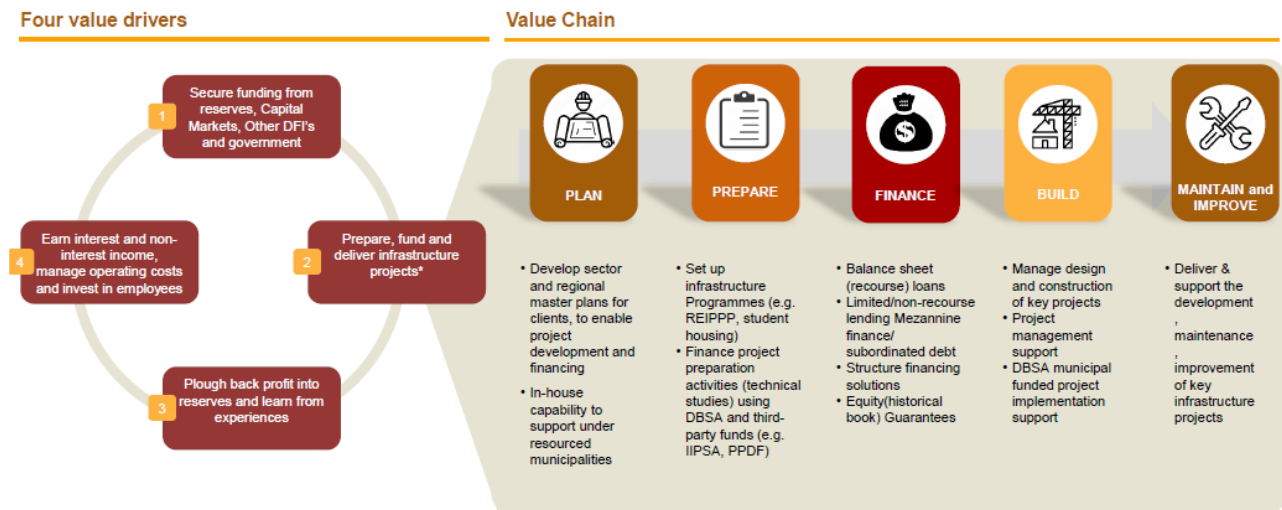


Figure 1: Primary Focus Areas For the DBSA

DBSA primarily plays a key role in the preparation, funding and building phases of the infrastructure development value chain. The diagram below illustrates the various DBSA services as well as their key target markets per value chain segment.

### List of DBSA products and services



Figure 2: Products and Services of the DBSA

## **2. PURPOSE**

The purpose of this document is to detail a Request for Information (RFI) in respect of a software solution which will assist the DBSA in the development and migration of an existing Excel-based order of magnitude cost estimation tool into a web-based solution for the Student Housing Infrastructure Programme (SHIP).

## **3. PROBLEM STATEMENT**

In South Africa, students often live in poor and unsafe conditions located in decaying parts of a city, in informal settlements or areas that are far from their campuses. This applies particularly to students attending previously disadvantaged institutions. Where on-campus accommodation is available, residences are often overcrowded and in a rundown condition. These conditions hamper students' ability to succeed academically, which has far-reaching consequences impeding their opportunities.

## **4. BACKGROUND AND CONTEXT**

South Africa's Post School Education and Training (PSET) system, under the oversight of Department of Higher Education and Training (DHET) comprises universities and technical vocational education and training (colleges). Access to decent and affordable student housing for all students, and in particular those from disadvantaged backgrounds, is necessary to improve the quality, outputs and outcomes of the PSET system. The student housing market in South Africa is underdeveloped as an investable asset class.

In 2019 DHET announced the establishment of the SHIP to accelerate and expand the development of undergraduate student housing that aims to develop approximately 300 000 new beds, over a 10-year period, at 26 public universities and 50 public Technical and Vocational Education and Training (TVET) colleges throughout South Africa. The programme is aimed at providing safe, accessible, affordable, and decent student accommodation to improve educational outcomes through the following initiatives:

- support and implement a funding model underpinned by National Student Financial Aid Schemes (NSFAS) allocations to students for housing (meals and rent);
- catalyse private sector investment into the sector; and
- standardise the procurement method and building standards of student housing infrastructure, to lower transaction and building costs

SHIP seeks to ensure that student housing is developed into an attractive and reliable asset class for potential investors, thereby attracting the new and greater sources of financing into this market. It further showcases how the collaboration between multiple stakeholders (National Treasury, the DHET, the Institutions, NSFAS, local municipalities, Private sector, and the Lending market) can yield tangible infrastructure delivery in the student housing sector which is both innovative and scalable.

The programme is expected to positively impact economic growth, reduce poverty (particularly in rural areas) and to enhance access to quality education by creating direct and indirect jobs, stimulating local procurement and production, addressing skills shortages, and providing much-needed student housing in South Africa. By incorporating green building solutions, the programme will also support climate change initiatives.

The DBSA requires information informing the development and migration of web-based solution with the intelligence to provide a view of the student housing demand, student housing supply opportunities and online (web-based) access to a wide user group already using the existing Excel-based Order of Magnitude Cost Estimate Tool.

#### 4.1 INSTITUTIONAL DEMAND ANALYSIS PLATFORM

The pragmatic rollout of the 300 000 beds target over 10 years requires an understanding of the institutional student housing demand. Demand is calculated as;

$$y = (a \times b) - c;$$

y = total number of required student beds;

a = total number of in-contact student enrolments per campus;

b = typology (A, B or C) (80% or 50%) and

c = available student beds (*comprising of institution owned and privately owned and sourced by the institution through PPP, Accreditation Model or model recognised by the institution*)

In addition to the demand assessment, it is important to have a view of the availability of land and/or buildings suitable for student housing. This is land/buildings could be owned by the institution, state or privately owned. The institutional net demand per campus will be available for view to the public.

## **4.2 STUDENT HOUSING PLATFORM**

DBSA understand that the acceleration of student housing requires a collaborative approach with Private sector and other key stakeholders. A web-based application is required to allow for the capturing of data by different stakeholders that will assist the DBSA to proactively identify stakeholders to collaborate with for the acceleration of student housing. The online solution should allow different stakeholders to key in their area of interest that will contribute towards the acceleration of student housing, either through but not limited to:

- Provision of land – Public & Private Institutions;
- Properties ideal for re-development into Student Housing - Public & Private Institutions;
- Development of student housing facilities – Developers; and
- Alternative Building Technology Suppliers
- Funding – Financial services organisation

This will assist to effectively engage with key stakeholders through collaboration and to assist potential developers to move stakeholders from Planning to Commitment level and also to prepare projects for bankability.

## **4.3 ORDER OF MAGNITUDE COST OPTIMISATION ESTIMATE TOOL**

In October 2021, the DBSA completed the development of an Order of Magnitude Cost Estimate Tool (the Tool), with the involvement of and assistance from a 3<sup>rd</sup> party, for the programme to establish an optimal cost-per-bed as part of an estimated Order-of-Magnitude project budget before detailed design. The tool considers different scenarios that influence the modelling assumptions and outcomes. These includes coastal or inland, building technology, rural vs urban and commercial structure. It also takes into account the impact of innovative and green technologies and provides the feasible rental cost depending on various financing options. The basic cost is based on the Policy on the Minimum Norms and Standards for Student Housing at Public Universities (Department of Higher Education and Training (DHET), 2015 and recently completed student housing facilities. While the tool was developed mainly for greenfield sites, it is being expanded to calculate estimates for existing facilities.



The tool is Microsoft Excel®-based and calculates a rental cost per bed based on back-end data built into it and high-level user input at the front-end. Built-in data will include key elements of student housing including capital costs, whole-life costs and financial models and influencing factors, such as location and design model. The end-user of the tool is not able to change these inputs. 'Front-end' data is input by the end-user via a dashboard tab and results in an output (rental cost per bed) based on the back-end data and calculations, taking the user-input into account. The front-end dashboard allows the end user to describe the proposed facility in terms of a number of aspects.

The Output dashboard displays the user input information and the calculated capital cost per bed, operational cost per bed and overall possible rental cost per bed, taking these and the financial model into account. An indication of the environmental or climate impact benefits is an output, enabling the user to see the potential emissions and water-saving benefits and whether an application for climate funding is likely to be successful. The Output dashboard is designed to enable a direct comparison of a conventionally constructed facility (that is fully compliant with Norms and Standards and SANS 10400 Part XA and EDGE) and a facility that includes alternative green technologies in terms of cost and climate benefits (based on improvements modelled in EDGE).

The tool computes the standardised baseline for student housing projects in terms of GHG emissions, demonstrate the additionality of such projects and provides a basis of illustrating how student housing projects enhance the current practice for construction to produce significant climate mitigation and/or adaptation impact in order to support the application of climate change finance. Further to the enabling cost comparison and the computation of standardised baselines, the tool is designed to include the following functionalities:

- i) Calculation and comparison of the project life-cycle costs between a conventional building and an alternative green design.
- ii) A net present value (NPV) and internal rate of return (IRR) computation comparing a conventional building to an alternative green building.
- iii) Computation Allowance for various of the project(s) applicable borrowing funding structures and funding terms including a range of gearing between debt and equity, debt terms including interest rates and equity return requirements capacity (assuming a range of interest rates debt tenors, rental lease rate, etc.). This includes computation of the project borrowing capacity using conventional building guidelines and the green alternative.

- iv) The tool calculates the cost per bed based on the cashflows associated with the Project. The tool does not include financial statements such as forecast balance sheet and profit and loss statements.
- v) The tool allows for various sensitivity analysis to determine the cost of the bed under various assumptions
- vi) Computation of the climate impact metrics both over an annual basis and over the project life. This involves offset of capital cost of the climate mitigation against the saving in utility cost.
- vii) Comparison of student life experience metrics (relative to access to campus and other amenities)

Included in the model are whole-life costs for a student residence. The operating model used for a residence will impact the facility design, capital cost and whole-life cost. A focus only on design and build often results in a drive to reduce the capital cost which can result in an increase in whole-life costs of a facility. The tool therefore views the entire life-cycle cost of a facility (excluding end of life costs such as decommissioning and demolition) where the lowest NPV of the capital and whole-life costs are reviewed and compared.

Benefits of the Tool include:

- quick calculation of planned projects with the ability to model different options in terms of size, configuration, procurement methodologies and finance, taking into account the location of the facility;
- assist in compiling Feasibility Studies by ensuring same methodology across all institutions;
- benchmark for evaluation of proposals for new residences;
- ensuring value for money if made part of the briefing documents to project consultants;
- preparation of Capex budgets. Estimates to be translated into cashflows over MTEF;
- basis for asset register and maintenance plan;
- the cost of building elements will inform Life Cycle Costing; and
- promote a competitive process to drive the price of student housing development down.

## 5. FUNCTIONAL REQUIREMENTS

The DBSA requires the information to support the development and migration of an existing Excel-based order of magnitude cost estimate tool to a web-based online solution:

The DBSA requires information around the following functional requirements a web-based solution for an order of magnitude cost estimate tool should fulfil:

1. Provision of a web-based application with access via the DBSA website to PSET's for capturing of data that will, in the back end, provide an analysis of student housing demand for a specific institution at campus level.
2. Provision of a web-based application with access via the DBSA website to Key Stakeholder with the interest to contribute towards the acceleration of student housing, either through but not limited to:
  - Provision of land and properties ideal for re-development into the Student Housing – Public & Private Institutions
  - Development of student housing facilities – Developers; and
  - Funding – Financial services organisation
3. Development and migration of the existing Excel-based Order of Magnitude Cost Estimate Tool to a web-based application solution with access via the DBSA website to external stakeholders and PSET's for costing prospective student housing projects, including operational life cycle and finance costs over the finance period.
4. The web-based solution (application) should consider the following:
  - Ease of use with quick navigation to move around different pages, forms, or sheets
  - Ability to block irrelevant content and not allow progression to the next level if minimum information is not inputted based on clearly defined business rules
  - Must comply with security best practices in terms of protection of intellectual property, data, access (internal and external), including proper and adequate data segmentation and classification based on defined user and legal requirements
  - The ICT network infrastructure must be sufficient to support multiple users at a time, the DBSA website, its visitors and the back-end data and servers.
  - Make provision for data analytics, business intelligence and integration with other applications, such as Power BI, in relation to the users, opportunities for acceleration, funding requirements etc. as defined by the user base.
  - Have capabilities to generate various user-defined reports ready for presentation

- Capability to fully integrate and utilise the Geographical Information Systems (GIS) technology for the visualisation of the spatial data of Institutions campuses, residences (owned and leased), land parcels and buildings that are within 5 km off campus and ideal for student housing development as well as demand analysis per campus. Ability to view the results of both the *4.1 Institutional Demand Analysis Platform* and *4.2 Student Housing Supply Platform* specified above on the GIS.

## 6. COMPETENCY, EXPERTISE AND EXPERIENCE

**Overview of firm:** The Service Provider must provide a brief outline of its experience along with pertinent corporate details including full legal company name; the year the business was established; the number of people currently employed; and services currently being provided.

**Company Experience:** The Service Provider providing the requested information must have developed, implemented, and maintained an order of magnitude cost optimisation software solution that is currently operational and being used by a company and provide the required evidence of usage in the last three (3) years.

## **7. EXPECTED DELIVERABLES, OUTPUTS AND TIMELINES**

- A detailed response required to the RFI as detailed under point 5 above
- A detailed response to the potential pricing based on the detail highlighted under point 5 above
- A detailed response to organisational competencies, expertise and experience based on the detail under point 5 and 6 above.
- The Service Provider must respond to this RFI within 10 days from the date of publication.
- The Service Provider may be requested to present or clarify their detailed information using an online communication platform such as Microsoft Teams (or in person) on a day determined by the DBSA.

## **8. PRICING AND PAYMENT TERMS**

Provide detailed indicative pricing based on the areas detailed under point 5 above.

## ANNEXURES

### Annexure A - General Questions

#### [Annexure A] Section 1 - Basic Company information

##### 1.1 Basic Company Information:

	Company Name	
	Company Website Address	
	Are you a Manufacturer / Installers	
	Date Founded	
	No. of Employees	

##### 1.2 Primary Location:

	Street	
	City	
	Province	
	Postal Code	
	Phone	
	E-Mail Address	
	Fax	

##### 1.3 Primary Contact Person:

	Name	
	Title	
	Phone	
	Fax	
	E-Mail Address	

##### 1.4 Indicate the type of vendor / service: Mark with (X)

##### 1.5 Please list any holding / parent / subsidiary companies and attach company structure (if applicable): List Information Here

	Parent Company?	
	Subsidiaries?	
	I have attached company structure Mark (X)	YES: <span style="margin-left: 20px;">NO:</span>

##### 1.6 If you are a local company (South African) - what is your company's status regarding Broad Based Black Economic Empowerment? Additional Comments

	BBBEE Status	Level:	Comments:
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#### CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions:

- Tick in the relevant block below

RFI 2023: Software solution information based on the development and migration of an Excel-based Order of Magnitude Cost Optimisation Tool

- Ensure that the following documents are completed and signed where applicable
- Use the prescribed sequence in attaching the annexes that complete this RFI Document

For this RFI document to be completed the below check list is required to be completed and all required documents to be attached accordingly.

<b>Returnable schedules and documents</b>	<b>YES</b>	<b>NO</b>
Annexure A: General Questionnaire		
Annexure B: Tax Compliance Status Requirements		
Annexure C: Completed Declaration of interest		
Annexure D: SBD6.1 and B-BBEE status level certificate		
Annexure E: SBD8: Declaration of Bidder's Past Supply Chain Practices		
Annexure F: SBD9: Certificate of Independent Bid Determination		
Annexure G: Supporting documents - CSD Compliance Status and Registration in the form of a CSD Summary Report		
Annexure H: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation		
Attachment of client references: Minimum three client reference letters		
Attachment of the detailed company profile		

#### **Annexure C**

#### **SBD 2**

### **TAX COMPLIANCE STATUS REQUIREMENTS**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

**Note: Valid Tax Compliance Status (TCS) is mandatory. Bidders are required to submit Tax Compliance Status Pin Issued by SARS together with the tender documentation. Bidders must be tax compliant at all times for bidders to participate in the tender process and post the tender process. Failure to provide this information, may lead to disqualification.**

**DECLARATION OF INTEREST**

1. Is the Bidder, or any person connected with or employed by the Bidder or an entity which forms part of the Bidder, aware of any fact which may give rise to an actual or perceived conflict of interest on the part of the Bidder, the DBSA or any person involved in the evaluation or adjudication of this Bid?

YES	NO

2. If the answer to 1 above is “Yes”, Bidders are required to set out, in detail immediately below, the facts which may give rise to an actual or perceived conflict of interest and identify the individuals to which those facts relate.


3. In addition, Bidders are required to complete the following:



3.1. Full Name of Bidder or his or her representative: .....

3.2. Identity Number: .....

3.3. Position occupied in the Company (director, trustee, shareholder<sup>1</sup>):  
.....

3.4. Company Registration Number:  
.....

3.5. Tax Reference Number:  
.....

3.6. VAT Registration Number: .....

3.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 4 below.

3.8. Are you or any person connected with the bidder presently employed by the state<sup>2</sup>?

YES	NO

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:  
.....  
.....  
.....

3.8.1. 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

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<sup>1</sup> " Shareholder" means a person who owns shares in the company.

<sup>2</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.

If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

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

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

3.9. Did you or your spouse, or any of the company's director's trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES	NO

If so, furnish particulars:

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

3.10. 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

If so, furnish particulars:

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

3.11. Are you, or any person connected with the bidder 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?

YES	NO

If so, furnish particulars.

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

3.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

If so, furnish particulars:

YES	NO

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

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

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal Number

**DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY ON BEHALF OF THE BIDDER THAT THE INFORMATION FURNISHED IN THIS DEDCLARATION 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

## 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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

1.5 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.

1.6 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.

- Any other requirement prescribed in terms of the B-BBEE Act.

#### 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### 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		NO	
-----	--	----	--

- 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:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME √</b>	<b>QSE √</b>
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		
<b>OR</b>		
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 certificates, 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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p>.....</p> <p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p>
--	--

## Annexure E

SBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system.



- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.

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

Item	Question	Yes	No
4.1	<p><b>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</b>            (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation.
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices.
  - (b) geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices.
  - (d) the intention or decision to submit or not to submit, a bid.
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
  9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
  10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
- <sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder

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### **CSD Tax Compliant Status and Registration Requirements**

**ALL PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY AND IS REQUIRED TO ATTACH PROOF OF COMPLIANT STATUS IN THE FORM OF A CSD SUMMARY REPORT AT THE TIME OF TENDER SUBMISSION.**

**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.**

<b>CSD Registration Number:</b>	
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## Annexure H

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



**The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.**

Report any incidents of Fraud and Corruption to Deloitte Tip-offs Anonymous:

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