

## REQUEST FOR PROPOSALS

<b>YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</b>	
<b>BID NUMBER:</b>	<b>RFP063/2025</b>
<b>COMPULSORY BRIEFING SESSION DETAILS:</b>	<p><b>Tender briefing will be done online via Microsoft teams. Bidders are advised to use the link below to join the briefing session.</b></p> <p><b>Link: <a href="#">COMPULSORY BRIEFING SESSION LINK</a></b></p> <p><b>17 June 2025 @11H00 (Johannesburg time)</b></p>
<b>CLOSING DATE:</b>	<b>02 July 2025</b>
<b>CLOSING TIME:</b>	23H55 (Midnight)
<b>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</b>	120 days
<b>DESCRIPTION OF BID:</b>	<b>Team of Specialists for the development of a Non-Sewered Sanitation (NSS) Scale-up Strategy and Standardization in South Africa.</b>
<b>BID DOCUMENTS ELECTRONIC SUBMISSION:</b>	<p><b>1. ELECTRONIC SUBMISSIONS</b></p> <p><b><u>INSTRUCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>➤ Bidders are required to submit written requests for clarification via e-mail to <a href="mailto:lihleSCM@dbsa.org">lihleSCM@dbsa.org</a> <b>ONLY</b>, quoting the RFP Number on the subject of the e-mail.</li> <li>➤ Bidders will thereafter receive a OneDrive Link to upload their submission documents electronically.</li> <li>➤ Written requests for clarification will be considered up to and including <b>27 June 2025 16:00</b> Johannesburg time. Requests received after this date may not be attended to.</li> <li>➤ Any requests after the stipulated date and time may be disregarded.</li> </ul> <p><b>NB: Electronic submission is encouraged for all bidders interested in this tender</b></p>

	<b>Closing date of this RFP063.2025 is 02 July 2025 before 23:55.</b> <b>No physical bids will be received or accepted at the DBSA offices</b>
<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: RFP063/2025**

**DESCRIPTION: Team of Specialists for the development of a Non-Sewered Sanitation (NSS) Scale-up Strategy and Standardization in South Africa.**

**COMPULSORY BRIEFING: 17 June 2025** - Tender briefing will be done online via Microsoft teams.

**COMPULSORY BRIEFING LINK:** [COMPULSORY BRIEFING SESSION LINK](#)


**Time: 11H00 AM Johannesburg time (Microsoft Teams)**

**Closing time for the OneDrive Link submissions - 16h00 on the 27<sup>th</sup> of June 2025 (Telkom Time)**


**CLOSING DATE: 02 July 2025**

**CLOSING TIME: 23H55**

Name

 Bidder Name

Name

 Folder 1\_Financial Proposal

 Folder 2\_Technical Proposal

- a) It remains the bidder's responsibility to ensure that the bid submission is uploaded using the correct bidder document and tender link.
- b) Should a bidder encounter an issue with the system, the bidder must provide sufficient evidence as proof of attempting to upload their submission before the cut-off time and the error received.
- c) Faxed, emailed bids will not be accepted, only an electronic submission received via the link will be accepted.
- d) It is therefore the responsibility of the bidder to request for a link to participate.
- e) The DBSA assumes no responsibility if a Bidder's designated email address is not correct, or if there are technical challenges, including those with the Bidders computer, network, or internet service provider (ISP).

**BID SUBMISSION LINK REQUESTS:**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED).

BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.

<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 /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED?</b>	<b>YES</b>		<b>NO</b>	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES/WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES/WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]			
SIGNATURE OF BIDDER				
DATE				
FULL NAME OF AUTHORISED REPRESENTATIVE				
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				
[TICK APPLICABLE BOX]				
IF YES, WHO ISSUED THE CERTIFICATE?				
REGISTERED WITH THE NATIONAL TREASURY CSD [TICK APPLICABLE BOX]	YES		NO	
CSD REGISTRATION NUMBER				
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS				

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME TO THE LINK PROVIDED. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED)</p> <p>1.3. SOUTH AFRICAN BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED BY BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MUST BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 ALL BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS IN THEIR COUNTRY OF RESIDENCE.</p> <p>2.2 SOUTH AFRICAN BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 SOUTH AFRICAN BIDDERS CAN APPLY FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 SA BIDDERS' MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER (TAX COMPLIANCE) IN ACCORDANCE WITH APPLICABLE LEGISLATION IN THEIR COUNTRY OF RESIDENCE.</p> <p>2.6 WHERE SA BIDDERS HAVE NO TCS AVAILABLE BUT ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/></span>          YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

**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; and
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

**NB:** Should all these documents not be included, the Bidder may be disqualified on the basis of non-compliance

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	One original Bid document in separate folders; Folder 1 - for Pre-Qualifying Criteria and Functional Evaluation and Folder 2 - Price / Financial Proposal – <b>Electronic submission</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part A:</b> Invitation to Bid
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part B:</b> Terms and Conditions of Bidding
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part C:</b> Checklist of Compulsory Returnable Schedules and Documents
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part D:</b> Conditions of Tendering and Undertakings by Bidders
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part E:</b> Specifications/Terms of Reference and Project Brief
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure A:</b> Work Plan
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure B:</b> Price Proposal Requirement
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure C:</b> SBD4 Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure D:</b> SBD6.1 and B-BBEE status level certificate
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure E:</b> Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation

☐☐

**Annexure F:** Certified copies of latest share certificates, in case of a company.

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

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**Annexure H:** Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.

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**Annexure I:** General Condition of Contract

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**Annexure J:** CSD Tax Compliance Status and Registration Requirements Report

## PART D

### CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

#### 1. DEFINITIONS

In this Request for Proposals, unless a contrary intention is apparent:

- 1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;
- 1.3 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2022.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday in South Africa.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** means the time, specified as such under the clause (Bid Timetable) in Part C, by which Tenders must be received.
- 1.10 **DBSA** means the Development Bank of Southern Africa Limited.
- 1.11 **DFI** means Development Finance Institution.
- 1.12 **Evaluation Criteria** means the criteria set out under the clause 26 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment (where applicable) and Part E.
- 1.13 **Functional Criteria** means the criteria set out in clause 27 of this Part C and in Part E.
- 1.14 **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.15 **PFMA** means the Public Finance Management Act, 1999.

- 1.16 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.17 **PPPFA Regulations** means the Preferential Procurement Regulations, 2022 published in terms of the PPPFA.
- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 26.3 of this Part C and Part E.
- 1.19 **Price and Preferential Points Assessment** means the process described in clause 26.6 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)
- 1.31 **WPO** means the Water Partnerships Office.

## 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: [lihleSCM@dbsa.org](mailto:lihleSCM@dbsa.org)

No questions will be answered telephonically.

## 4. SUBMISSION OF TENDERS

COMPULSORY BRIEFING: **17 June 2025** - Tender briefing will be done online via Microsoft teams.

LINK: [COMPULSORY BRIEFING SESSION LINK](#)

Time: 11H00 AM Johannesburg time (**Microsoft Teams**)

CLOSING DATE: **02 July 2025**

CLOSING TIME: 23H55

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

- 5.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part C and in Part E.
- 5.2 All persons (whether a participant in this tender process or not) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.
- 5.3 All Bidders are deemed to accept the rules contained in this RFP Part C.
- 5.4 The rules contained in this RFP Part C apply to:
  - 5.4.1 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure;
  - 5.4.2 the Tendering Process; and
  - 5.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

- 5.5 The WPO / DBSA will enter a contract with the consultant for the work set out in these Terms of Reference. The consultant must be a single legal entity, which can obtain expertise through sub-contracts if necessary. Any proposal submitted by a consortium or joint venture of two or more firms must be accompanied by the consortium formation document or joint venture agreement, as applicable, authenticated by a Notary Public, which sets forth the precise responsibilities of each of the parties thereto. Consortia and joint venture members should be advised that each member would be held jointly and severally liable for the performance of the consortium or joint venture.
- 5.6 The WPO / DBSA reserves the right to terminate this appointment, amend the scope of work or temporarily defer the work, or any part thereof. If the contract between WPO / DBSA and the consultant is terminated by either party due to reasons not attributable to the consultant, the consultant will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the consultant for the relevant theme of the project during which the appointment was terminated.
- 5.7 The persons proposed for professional work on the project shall remain on the project unless permission is granted in writing by the WPO / DBSA to change the proposal. Such permission will only be granted in exceptional circumstances.
- 5.8 The consultant may not use any material or information derived from the provision of the services in terms of the contract for any purpose. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of this appointment shall vest in the WPO / DBSA.
- 5.9 Personal information derived during the project must be managed as per POPIA.
- 5.10 The costs of preparing proposals and of negotiating the contract are not reimbursable.
- 5.11 The WPO / DBSA is not bound to accept any of the proposals submitted and reserves the right to negotiate the price with the preferred bidder(s).
- 5.12 The DBSA will not accept any late bid submissions and will return late bid submissions unopened. Bidders may not contact the WPO or any participant on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any efforts by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, will result in rejection of the bid.

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

- 6.1 This RFP is an invitation for person(s) to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP. Accordingly, this RFP must not be

construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

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

- 7.1 Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 7.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).
- 7.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

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

- 8.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 8.2 If the DBSA exercises its right to change information in terms of clause 8.1, it may seek amended Tenders from all Bidders.

## **9. REPRESENTATIONS**

No representations made by or on behalf of the DBSA in relation to this RFP will be binding on the DBSA unless that representation is expressly incorporated into the contract ultimately entered between the DBSA and the successful Bidder.

## **10. CONFIDENTIALITY**

All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

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

- 11.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.
- 11.2 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to [lihleSCM@dbsa.org](mailto:lihleSCM@dbsa.org)
- 11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.
- 11.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).
- 11.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

## **12. UNAUTHORISED COMMUNICATIONS**

- 12.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 12 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.



- 12.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

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

- 13.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.
- 13.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
- 13.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

### **14. ANTI-COMPETITIVE CONDUCT**

- 14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
- 14.1.1 the preparation or lodgement of their Bid
  - 14.1.2 the evaluation and clarification of their Bid; and
  - 14.1.3 the conduct of negotiations with the DBSA.
- 14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.
- 14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

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

- 15.1 Any complaint about the RFP or the Tendering Process must be submitted to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, ([tenders@dbsa.org](mailto:tenders@dbsa.org))

- 15.2 The written complaint must set out:
- 15.2.1 the basis for the complaint, specifying the issues involved;
  - 15.2.2 how the subject of the complaint affects the organisation or person making the complaint;
  - 15.2.3 any relevant background information; and
  - 15.2.4 the outcome desired by the person or organisation making the complaint.
- 15.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

## **16. CONFLICT OF INTEREST**

- 16.1 A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.
- 16.2 The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.
- 16.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

## **17. LATE BIDS**

- 17.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.
- 17.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.

17.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

## **18. BIDDER'S RESPONSIBILITIES**

18.1 Bidders are responsible for:

- 18.1.1 examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;
- 18.1.2 fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;
- 18.1.3 ensuring that their Bids are accurate and complete;
- 18.1.4 making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;
- 18.1.5 ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and
- 18.1.6 submitting all Compulsory Documents.

18.2 South African bidders with annual total revenue of ZAR10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.

18.3 South African bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.

- 18.4 The DBSA reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the DBSA.
- 18.5 Failure to provide the required information may result in disqualification of the Bidder.

## **19. PREPARATION OF BIDS**

- 19.1 Bidders must ensure that:
- 19.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
  - 19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.
- 19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.
- 19.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.
- 19.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.
- 19.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

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

- 20.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.
- 20.2 The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.
- 20.3 The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

## **21. OBLIGATION TO NOTIFY ERRORS**

If, after a Bidder's Response has been submitted, the Bidder becomes aware of an error in the Bidders Response (including an error in pricing but excluding clerical errors which would have no bearing on the evaluation of the Bid), the Bidder must promptly notify the DBSA of such error.

## **22. RESPONSIBILITY FOR BIDDING COSTS**

- 22.1 The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.
- 22.2 The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:
- 22.2.1 the Bidder is not engaged to perform under any contract; or
  - 22.2.2 the DBSA exercises any right under this RFP or at law.

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

- 23.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:
- 23.1.1 as required by law;
  - 23.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;
  - 23.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

## **24. USE OF BIDS**

- 24.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.
- 24.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

## 25. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 90 (Ninety) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

## 26. EVALUATION PROCESS

26.1 The Bids will be evaluated and adjudicated as follows:

### 26.1.1 First Stage – Test for administrative Responsiveness

The test for administrative responsiveness will include the following:

#### **Stage 1: Responsiveness**

The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited to;

**A. Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.**

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence to submitting Tender as a two-folder tender. Folder 1: Functionality and returnable submission separate from Folder 2: Pricing proposal submission	Pre-Qualifier	Y
2	Attendance Register of the Compulsory Briefing Session attended by the Tenderer.	Pre-Qualifier	Y
3	Proof of Registration of the Key Experts by a recognized professional registering body / institution in line with the Tender Data	Pre-Qualifier	Y

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

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

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

#### 26.1.2 Second Stage – Functional criteria

26.1.1 Only those Bidders which score **[70]** points or higher (out of a possible 100) during the functional evaluation of the Second Stage will be evaluated further. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

Bidders will be assessed on the functional criteria (Second Stage) as set out in this RFP. Only those Bidders which comply with the eligibility criteria will proceed to the Third Stage.

#### 26.1.2 Third Stage – price

26.1.2.1 Those Bidders which have passed the First Stage (Responsiveness Test) and Second Stage (Functional Evaluation) of the tender process will be eligible to be evaluated on the Third Stage, based on price, in accordance with the PPPFA regulations.

26.1.2.2 The recommended preferred Bidder will be the Bidder with the lowest overall price in the Third Stage of the Bid evaluation, unless the DBSA exercises its right to cancel the RFP, in line with the PPPFA Regulations.

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

**26.3 First Stage: Pre-Qualifying Criteria**

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

**Note: A tender that fails to meet any Pre-Qualifying Criteria stipulated herein in the tender documents is an unacceptable tender. Also refer to Part E – Pre-Qualification.**

It is required that the team of specialists should (at a minimum) consist of the following individual key personnel:

- ❖ One Lead Technical Specialist;
- ❖ One Lead Financial Specialist;
- ❖ One Lead Structural / PPP Specialist and
- ❖ One Lead Legal Specialist.

These key personnel may be supported by an appropriately qualified team of technical and social specialists, financial analysts, economists and legal professionals.

The bidder must therefore demonstrate that they have in their employ professionally registered persons or have a written undertaking from professional service providers who have in their employ registered professionals who can provide the services listed in the table below for the duration of the assignment.

All specialists shall have a minimum of first degree (Bachelors) or postgraduate degree as specified in accordance with each role and shall have a minimum of the years stated in professional experience after they secured their first degree and registration, refer to Table 1. A detailed work history which includes the organisation, role, tenor (indicating the dates of commencement and departure) and responsibilities should be provided to support the number of years of professional experience. In addition, the relevant qualifications should be supported by copy(ies) of the certificate(s).



**Table 1: The Required Expertise**

No.	Expert Required	Pre-Qualification Criteria	Does the lead specialist meet the min. pre-qual criteria? Y/N
<b>1.</b>	<b>LEAD TECHNICAL SPECIALIST {BIDDER TO INSERT RESOURCE NAME}</b>		
1.1	Relevant Academic Qualifications in specified field (i.e quantity surveying, engineering, BSc, built environment etc.)	Bachelor's degree and above with relevant professional registration (ECSA)	
1.2	<b>Relevant Experience in:</b> <ul style="list-style-type: none"> <li>• Experience with water &amp; sanitation solutions and municipal sanitation planning.</li> <li>• Knowledge of South African regulatory frameworks and sanitation policies.</li> <li>• Proficiency in data analysis, GIS mapping, and stakeholder engagement methodologies.</li> </ul> Minimum of three recent traceable & contactable project references of experience must be submitted with the bid.	At least 10 years' experience	
1.3	<b>Sanitation relevant sector experience:</b> <ul style="list-style-type: none"> <li>• Having done assessments of the operation and functioning of the wastewater treatment system, including the sewer network.</li> <li>• Experience with non-sewered sanitation infrastructure.</li> <li>• For regions investigated in the demand mapping being able to determine the on-site Sanitation Containment Capacity Management as well as On-site Emptying and Transport Capacity Management.</li> <li>• Experience in doing infrastructure market assessments.</li> <li>• Experience in assessing the effectiveness of systems and procedures for the management of</li> </ul>	At least 5 years' experience in the Water & Sanitation sector	

	sanitation infrastructure and monitoring and evaluation thereof.		
<b>2.</b>	<b>LEAD FINANCIAL SPECIALIST {BIDDER TO INSERT RESOURCE NAME}</b>		
<b>2.1</b>	<p>Academic qualifications</p> <p><b>Relevant Academic qualifications</b></p> <p>(i.e., finance, economics, engineering, actuarial science, public or business administration, or any numeric degree).</p> <p>•Relevant qualifications should be supported by copy (ies) of the certificate (s); and</p> <p>•For international qualifications, relevant South African Qualification Authority equivalent to be indicated.</p>	Bachelor's degree and above with relevant professional registration (SAICA, CGMA)	
<b>2.2</b>	<p>Relevant Experience in:</p> <ul style="list-style-type: none"> <li>Financial and economic cost benefit analysis</li> <li>Financial and risk modelling</li> <li>Budget analysis and affordability solutions</li> <li>Social impact bonds and concessional lending for sanitation infrastructure</li> <li>Water &amp; Sanitation Sector experience or similar: Financial analysis and project finance in infrastructure projects within the Water and Sanitation sector or similar.</li> </ul> <p>Minimum of three recent traceable &amp; contactable project references of experience must be submitted with the bid.</p>	At least 10 years' experience	
<b>3</b>	<b>LEAD STRUCTURAL / PPP SPECIALIST {BIDDER TO INSERT RESOURCE NAME}</b>		
<b>3.1</b>	<p>Academic qualifications</p> <p><b>Relevant Academic qualifications</b></p> <p>(i.e., finance, economics, actuarial science, engineering or any numeric degree).</p>	Bachelor's degree and above with relevant professional registration (CP <sup>3</sup> P)	

	<p>Relevant qualifications should be supported by copy (ies) of the certificate(s)•Relevant qualifications should be supported by copy (ies) of the certificate (s); and</p> <p>•For international qualifications, relevant South African Qualification Authority equivalent to be indicated.</p>		
<b>3.2</b>	<p>Relevant Experience in:</p> <ul style="list-style-type: none"> <li>• Social franchising model.</li> <li>• Independent Sanitation Provider (ISP) models.</li> <li>• Public-Private Partnerships (PPPs) for infrastructure development.</li> <li>• Performance-based servicing and contracting</li> <li>• Community-based Multiple Use Water Services (MUS)</li> <li>• Blended finance models integrating grant funding with commercial investments.</li> <li>• Commercial user-pays models to ensure financial sustainability</li> <li>• Water &amp; Sanitation Sector experience or similar: in service models for social infrastructure projects within the Water and Sanitation sector or similar.</li> </ul> <p>Minimum of three recent traceable &amp; contactable project references of experience must be submitted with the bid.</p>	At least 10 years' experience	
<b>4.</b>	<b>LEAD LEGAL SPECIALIST {BIDDER TO INSERT RESOURCE NAME}</b>		
<b>4.1</b>	<b>Academic Qualifications (ie LLB)</b>	Bachelor's degree and above with relevant professional registrational (LPC)	
<b>4.2</b>	<p>Relevant experience in:</p> <ul style="list-style-type: none"> <li>• Due diligence of infrastructure projects for public entities, with focus on legal and regulatory aspects</li> <li>• Service models, PPPs and social franchising</li> </ul>	At least 10 years' experience	

	<ul style="list-style-type: none"> <li>• Commercial contracts</li> <li>• Legal structuring experience in infrastructure projects within the Water &amp; Sanitation sector or similar.</li> </ul> <p>Minimum of three recent traceable &amp; contactable project references of experience must be submitted with the bid.</p>		
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***Note: Only bids which satisfy the above pre-qualification criteria will be evaluated for the Functional Evaluations. Failure on the part of any key specialist to score at or above the minimum threshold on the minimum expertise WILL RESULT in the disqualification of the prospective Service Provider and the rejection of the proposal in its entirety.***

#### 26.4 **Second Stage: Functional Criteria**

The technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of 100 points, and only those bids that achieve a threshold of **70** points for the technical proposal will move to the next level of evaluation where a score for price and BBEE. The table below provides the evaluation criteria and refer to **Part E – Qualification Criteria**.

No.	Evaluation Criteria	Scoring for evaluation criteria	Minimum Score Required	Maximum Points Total (100%)
<b>Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety.</b>				
<b>1.</b>	<b>LEAD TECHNICAL SPECIALIST</b>			<b>15</b>
<b>1.1</b>	<p><b>Relevant Academic Qualifications</b> in specified field (i.e quantity surveying, engineering, BSc, built environment etc.)</p> <ul style="list-style-type: none"> <li>• Relevant qualifications should be supported by copy (ies) of the certificate (s); and</li> <li>• For international qualifications, relevant South African Qualification Authority equivalent to be indicated.</li> </ul>	<ul style="list-style-type: none"> <li>• Points for Experience: Bachelor's degree (and above) with relevant professional registration (ECSA) = <b>3 points</b></li> <li>• Anything below bachelor's degree (and above) with relevant professional registration = 0 points</li> </ul>	<b>3</b>	<b>3</b>
<b>1.2</b>	<p><b>Relevant Experience in:</b></p> <ul style="list-style-type: none"> <li>• Experience with water &amp; sanitation solutions and municipal sanitation planning.</li> <li>• Knowledge of South African regulatory frameworks and sanitation policies.</li> </ul> <p>Proficiency in data analysis, GIS mapping, and stakeholder engagement methodologies.</p> <p>Minimum of three recent traceable &amp; contactable project references of experience must be submitted with the bid.</p>	<p>Points for experience:</p> <p>&gt; 12 years = 7 points</p> <p>&gt; 10 years = <b>5 points</b></p> <p>Less than 10 years = 0 points</p>	<b>5</b>	<b>7</b>

No.	Evaluation Criteria	Scoring for evaluation criteria	Minimum Score Required	Maximum Points Total (100%)
<b>Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety.</b>				
<b>1.3</b>	<b>Sanitation relevant sector experience:</b> <ul style="list-style-type: none"> <li>• Having done assessments of the operation and functioning of the wastewater treatment system, including the sewer network.</li> <li>• Experience with non-sewered sanitation infrastructure.</li> <li>• For regions investigated in the demand mapping being able to determine the on-site Sanitation Containment Capacity Management as well as On-site Emptying and Transport Capacity Management.</li> <li>• Experience in doing infrastructure market assessments.</li> <li>• Experience in assessing the effectiveness of systems and procedures for the management of sanitation infrastructure and monitoring and evaluation thereof.</li> </ul>	Points for experience: > 7 years = 5 points ≥ 5 years = <b>3.5 points</b> Less than 5 years = 0 points	3.5	5
<b>2.</b>	<b>FINANCIAL SPECIALIST</b>			<b>13</b>
<b>2.1</b>	<b>Relevant Academic qualifications</b> (i.e., finance, economics, actuarial science, public or business administration, or any numeric degree).	<ul style="list-style-type: none"> <li>• Points for Experience: Bachelor's degree and above with relevant professional registration (SAICA, CGMA) = <b>3 points</b></li> </ul>	3	<b>3</b>

No.	Evaluation Criteria	Scoring for evaluation criteria	Minimum Score Required	Maximum Points Total (100%)
<b>Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety.</b>				
	Relevant qualifications should be supported by copy (ies) of the certificate (s); and  For international qualifications, relevant South African Qualification Authority equivalent to be indicated.	<ul style="list-style-type: none"> <li>Anything below a bachelor's degree and relevant professional qualification = 0 points</li> </ul>		
<b>2.2</b>	<b>Relevant Experience in:</b> <ul style="list-style-type: none"> <li>Financial and economic cost benefit analysis</li> <li>Financial and risk modelling</li> <li>Budget analysis and affordability solutions</li> <li>Financial analysis and project finance in infrastructure projects within the Water and Sanitation sector or similar.</li> <li>Social impact bonds and concessional lending for sanitation infrastructure.</li> </ul> Minimum of three recent traceable & contactable project references of experience must be submitted with the bid.	Points for experience:  > 12 years = 10 points  ≥ 10 years = <b>7 points</b>  Less than 10 years = 0 points	<b>7</b>	<b>10</b>
<b>3.</b>	<b>STRUCTURAL / PPP SPECIALIST</b>			<b>15</b>
<b>3.1</b>	<b>Relevant Academic qualifications</b>  (i.e., finance, economics, actuarial science, engineering or any numeric degree).	<ul style="list-style-type: none"> <li>Points for Experience: Bachelor's degree and above with relevant professional registration (CP<sup>3</sup> P) = <b>3 points</b></li> </ul>	<b>3</b>	<b>3</b>

No.	Evaluation Criteria	Scoring for evaluation criteria	Minimum Score Required	Maximum Points Total (100%)
<b>Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety.</b>				
	Relevant qualifications should be supported by copy (ies) of the certificate(s)	<ul style="list-style-type: none"> <li>Anything below a bachelor's degree and relevant professional qualification = 0 points</li> </ul>		
<b>3.2</b>	<b>Relevant Experience:</b> <ul style="list-style-type: none"> <li>Social franchising model</li> <li>Public-Private Partnerships (PPPs) for infrastructure development.</li> <li>Performance-based servicing and contracting</li> <li>Community-based Multiple Use Water Services (MUS)</li> <li>Blended finance models integrating municipal funding with commercial investments.</li> <li>Commercial user-pays models to ensure financial sustainability</li> <li>Structuring and project finance in infrastructure projects within the Water and Sanitation sector or similar.</li> </ul> <p>Minimum of three recent traceable &amp; contactable project references of experience must be submitted with the bid.</p>	<p>Points for experience:</p> <p>&gt; 12 years = 12 points</p> <p>≥ 10 years = <b>8 points</b></p> <p>Less than 10 years = 0 points</p>	<b>8</b>	<b>12</b>



No.	Evaluation Criteria	Scoring for evaluation criteria	Minimum Score Required	Maximum Points Total (100%)
<b>Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety.</b>				
<b>4.</b>	<b>LEGAL SPECIALIST</b>			<b>12</b>
<b>4.1</b>	<b>Academic Qualifications (ie LLB)</b>  Relevant qualifications should be supported by copy (ies) of the certificate (s); and  For international qualifications, relevant South African Qualification Authority equivalent to be indicated.	<ul style="list-style-type: none"> <li>Points for Experience: Bachelor's degree and above with relevant professional registration (LPC) = <b>3 points</b></li> <li>Anything below bachelor's degree (and above) with relevant professional registration = 0 points</li> </ul>	<b>3</b>	<b>3</b>
<b>4.2</b>	<b>Relevant experience in:</b> <ul style="list-style-type: none"> <li>Due diligence of infrastructure projects for public entities, with focus on legal and regulatory aspects PSPs and structured financing</li> <li>Commercial contracts</li> <li>Legal structuring experience in infrastructure projects within the Water &amp; Sanitation sector or similar.</li> </ul> Minimum of three recent traceable & contactable project references of experience must be submitted with the bid.	Points for experience:  > 12 years = 9 points  ≥ 10 years = <b>6 points</b>  Less than 10 years = 0 points	<b>6</b>	<b>9</b>
<b>5</b>	<b>PROJECT COMPREHENSION, APPROACH &amp; METHODOLOGY</b>			<b>35</b>
<b>5.1</b>	<b>Comprehensive Approach &amp; Methodology:</b>	<ul style="list-style-type: none"> <li>Addresses all requirements, demonstrates a sound understanding</li> </ul>		<b>25</b>

No.	Evaluation Criteria	Scoring for evaluation criteria	Minimum Score Required	Maximum Points Total (100%)
<b>Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety.</b>				
	Demonstrate a detailed proposal through inter alia: <ul style="list-style-type: none"> <li>• Work plan for execution of the scope,</li> <li>• project management approach,</li> <li>• Team organogram detailing experience of key roles and the support roles,</li> <li>• Provide a detailed understanding of the assignment,</li> <li>• Show clear analysis of key challenges and risks associated with the assignment and adequate proposals to address these,</li> <li>• Concrete suggestions regarding the proposed methodology and approach (do not duplicate the ToRs) and where necessary amendments / additions to the proposed scope,</li> <li>• Detailed level of presentation,</li> <li>• List of standardised documents.</li> </ul>	of assignment, associated risks = 25 points <ul style="list-style-type: none"> <li>• Addresses most of the requirements, demonstrates a fair understanding of assignment, associated risks = 17.5 points</li> <li>• Partially addresses requirements, but overall is not convincing (i.e. scope is not fully addressed, or timeframes are not reasonable) or does not address the requirement and is not detailed = 0 points</li> </ul>		
<b>5.2</b>	<b>Staffing (Support Roles)</b> <ul style="list-style-type: none"> <li>• Staffing proposal in line with requirements of TOR and proposed methodology</li> <li>• Sufficient personnel depth</li> </ul>	<ul style="list-style-type: none"> <li>• Addresses all requirements, and demonstrates a sound understanding of the envisaged support roles and their availability to back stop the key personnel = 10 points</li> <li>• Partially addresses requirements, and demonstrates a sound understanding</li> </ul>		<b>10</b>

No.	Evaluation Criteria	Scoring for evaluation criteria	Minimum Score Required	Maximum Points Total (100%)
<b>Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety.</b>				
	<ul style="list-style-type: none"> <li>Availability of senior backstopping for Key Personnel ie. Suitably qualified &amp; experienced professionals for the following functions:</li> <li>Technical</li> <li>Financial &amp; Economic</li> <li>Legal</li> <li>Project manager/ coordinator</li> </ul>	<ul style="list-style-type: none"> <li>of the envisaged support roles and their availability to back stop the key personnel = 7 points</li> <li>Does not address the requirements = 0 points</li> </ul>		
<b>6</b>	<b>PROFILE OF THE BIDDER &amp; ACCOMPANYING COMPANIES</b>			<b>10</b>
<b>6.1</b>	<p>A score will be provided for overall impression of the bidder considering that they have covered all four requirements as listed below. The firm needs to demonstrate by providing proof of the requirements listed below:</p> <ul style="list-style-type: none"> <li>a) Establishment (firm established more than 5 years ago).</li> <li>b) Relevant alignment to the scope of works within the profile of firm.</li> <li>c) International experience in Structured Finance, Project Finance, PPP financing, service models or similar to this assignment</li> <li>d) Application of innovation in the financing of infrastructure projects.</li> </ul>	<p>Addresses all requirements = 10 points</p> <p>Addresses two (2) of the requirements = 7 points</p> <p>Does not address requirements related to client relationship management = 0 points</p>		
<b>OVERALL MINIMUM SCORE REQUIRED</b>			<b>70%</b>	

No.	Evaluation Criteria	Scoring for evaluation criteria	Minimum Score Required	Maximum Points Total (100%)
Failure on the part of any key personnel to score at or above the minimum threshold on the minimum expertise will lead to the disqualification of the bidder and the rejection of the bid in its entirety.				
OVERALL EVALUATION SCORE				100%

- 26.5 A minimum of **70 points out of a 100** for the functional evaluation will qualify the Bid to move on to the Third Stage of evaluation, which is price and preferential point's evaluation. Bidders that do not score **70** points or higher at this stage of the evaluation will not be evaluated during the Third Stage of the evaluation.

## 26.6 **Third Stage: Price**

- 26.6.1 the Third Stage of evaluation of the Bids will be in respect of price and specific goals.

## 27. **Risk Analysis and Objective Criteria**

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.

## 28. **Due Diligence**

DBSA shall perform a due diligence exercise on the preferred bidder to determine its risk profile. The due diligence exercise may take the following factors into account inter alia.

### **a. Judgements and criminal convictions**

DBSA may consider previous civil judgements against the preferred bidder as part of its risk assessment. DBSA may also consider whether the preferred bidder or any of its directors have been convicted of a serious offence.

### **b. Pending litigation/liquidation/business rescue (distinct from Working Capital)**

DBSA may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.

### **c. Performance**

DBSA will not consider the Service provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

### **d. Reputational harm**

If DBSA is likely to suffer substantial reputational harm because of doing business with the preferred service provider, it may take this into account as

part of its risk assessment.

**e. Restricted/Blacklisted**

Is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement.

**f. Vetting**

The DBSA reserves the right to conduct vetting on the tenderer or any of its directors.

**g. PEP Checks for both Companies and Individual directors, as well as Procure Check and or any other systems that the DBSA may choose to utilize (which may be conducted by an authorized third party) that would be done to assess all risks, including but not limited to**

- a. Financial stability of the bidder based on key ratio analysis;
- b. Efficiency;
- c. Profitability ;
- d. Financial Risk;
- e. Liquidity;
- f. Acid Tes ;
- g. Solvency; and
- h. Commercial relationship with a politically exposed and brand risk.

- v. The WPO / DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- vi. The WPO / DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

**29.** Generally, suppliers have their own business standards and regulations. Although DBSA cannot control the actions of our suppliers, we will not tolerate any Illegal activities. These include, but are not limited to:

- Misrepresentation of any kind (e.g. origin of manufacture, specifications, intellectual property rights, etc);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and
- Harassment, intimidation or other aggressive actions towards DBSA's employees.

**30. STATUS OF BID**

**30.1** Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.

**30.2** A Bid must not be conditional on:

- 30.2.1** the Board approval of the Bidder or any related governing body of the Bidder being obtained.

- 30.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation.
  - 30.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent.
  - 30.2.4 the Bidder obtaining the consent or approval of any third party; or
  - 30.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
- 30.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
- 30.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

### **31. CLARIFICATION OF BIDS**

- 31.1 The DBSA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or discussions are held in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.
- 31.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

### **32. DISCUSSION WITH BIDDERS**

- 32.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder's offer.
- 32.2 Where applicable, the DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.
- 32.3 The DBSA is under no obligation to undertake discussions with, and Bidders.
- 32.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:
- 32.4.1 conduct a site visit, if applicable;
  - 32.4.2 provide references or additional information; and/or
  - 32.4.3 make themselves available for panel interviews.

### **33. SUCCESSFUL BIDS**

- 33.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.
- 33.2 The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.
- 33.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder's Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

### **34. NO OBLIGATION TO ENTER INTO CONTRACT**

- 34.1 The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.
- 34.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

### **35. BIDDER WARRANTIES**

- 35.1 By submitting a Bid, a Bidder warrants that:
  - 35.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
  - 35.1.2 it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;



- 35.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- 35.1.4 it accepts and will comply with the terms set out in this RFP; and
- 35.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

## **36. DBSA'S RIGHTS**

- 36.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:
  - 36.1.1 cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
  - 36.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
  - 36.1.3 vary or extend any time or date specified in this RFP
  - 36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process;
  - 36.1.5 require additional information or clarification from any Bidder or any other person;
  - 36.1.6 provide additional information or clarification;
  - 36.1.7 negotiate with any one or more Bidder;
  - 36.1.8 call for new Bid;
  - 36.1.9 reject any Bid received after the Closing Time; or
  - 36.1.10 reject any Bid that does not comply with the requirements of this RFP.

## **37. GOVERNING LAWS**

- 37.1 This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.
- 37.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.
- 37.3 All Bids must be completed using the English language and all costing must be in South African Rand (ZAR).

## **PART E**

### **TERMS OF REFERENCE & PROJECT BRIEF**

#### **INTRODUCTION & BACKGROUND**

- Introduction

This section sets out the Terms of Reference (“ToR”) for the appointment of a team of suitably qualified specialists to the Water Partnerships Office (WPO) for the purpose of compiling a strategy to enable the scaled implementation of non-sewered sanitation solutions (NSSS) within municipalities in South Africa with specific focus on the following themes:

Theme 1 – Landscape assessment,

Theme 2 - Innovative financing & service models,

Theme 3 - Regulatory & procurement assessment,

Theme 4 – Standardisation, and

Theme 5 – Scale-Up Strategy.

- Background

The National Water Partnerships Programme (NWPP) is a programme developed by the Department of Water and Sanitation (DWS), the Development Bank of Southern Africa (DBSA) and the South African Local Government Association (SALGA) to address some of South Africa’s water and sanitation challenges. While the NWPP is owned by the DWS, the WPO has been established as a ring-fenced entity within the DBSA to give effect to and facilitate implementation of the NWPP. The role and responsibility of the WPO is to design standardized programmes to assist municipalities and water boards to scale the implementation of water and sanitation projects in partnership with the private sector.

South Africa faces significant challenges in providing adequate sanitation services to its population. The National Development Plan aims to ensure that all South Africans have full, affordable, and reliable access to sufficient water and sanitation by 2030. However, the projected water deficit, extreme flood and drought events, and increasing demand necessitate a shift towards non-sewered, low-water, and resource efficient (water, energy, and sludge) sanitation solutions. The adoption of NSS can help address these challenges by providing sustainable and cost-effective sanitation options that do not rely on extensive water

resources and systems that can be recovered faster when climate impacts damage infrastructure.

The Non-sewered Sanitation (NSS) Programme is one of the programmes which will provide the framework and level of standardization to support municipalities and water boards to create and assist non-sewered sanitation projects conducive for private sector participation. Non-sewered sanitation is a broad category defining sanitation technologies that are not connected to centralised sewer systems and includes off-grid or on-site and decentralised systems which may be communal, connected to a single building or to a number of buildings via a simple sewer for a ringfenced small village or settlement. In the South African context, due to climate challenges, water shortages and overloaded waterborne sanitation systems. Non-Sewered Sanitation Systems (NSSS) is further refined and defined as Water Efficient Sanitation Systems (WESS), ie. systems that are modular, use water efficient or resource efficient frontend pedestals connected to blackwater/wastewater treatment systems that recycle the treated water either partially or fully. These systems are expected to address sanitation service delivery gaps in South Africa which are unlikely to be connected to a centralised waterborne system in the next 10 to 20 years due to density, economies of scale and water availability.

For the purpose of this study, this definition excludes Ventilated Improved Pit (VIP) toilets as they that do not include a full safe, independent sludge treatment and service model for sludge as part of the full solution. Container based systems that show a reliable service and sludge treatment model may be considered for certain types of communal buildings, or small settlements (eg. rural or informal).

Market assessments for NSS are crucial to understanding the current state of sanitation services, identifying gaps, and determining the potential for scaling up these NSS technologies that go beyond resources such as The Green-Drop report, Municipal Shit-Flow Diagrams (SFDs), Statistic South Africa reports which provide good preliminary demand data however these datasets only allude to backlogs and latent demand. An assessment of the demand for which NSS can fulfil obligations to end-user organization /agency (Municipalities, Metros, Water Services Authority or Provider (WSA/P) with informal settlements, Department of Basic Education (DBE) with school sanitation, Department of Human Settlement (DHS) with low-cost (social / RDP) housing developments, Department of Public works with public buildings, and private sector developments (housing and retail); at which point this demand may enable scaling.

Significant research and demonstration has been done by the Water Research Commission (WRC), who is a key partner of the WPO. This study should build on the research and demonstration and guide South Africa towards new institutional models for NSSS that enables effective, replicable and sustainable sanitation services. Market assessments and

demand per metro will enable a new sanitation solutions market that goes beyond technology to include economic, social, and environmental considerations. By conducting market assessments, South Africa can identify areas with the highest need for NSS, prioritize interventions, and develop strategies and plans for successful implementation to enable scaling as a framework to support municipalities and water boards and the preparation of non-sewered sanitation projects conducive for private sector participation. The aim is to shift municipalities from fragmented unsustainable approaches to institutionalising distributed sanitation technology solutions with centralised or aggregated service models.

#### ○ Overall Objectives

The purpose of this assignment is to identify and quantify actual and foreseeable NSS market opportunities and develop suitable strategies that address the planning, financing, institutionalization, procurement implementation of NSSS inclusive of the appropriate service models. The intention is to build a knowledge base and the requisite tools for the market segments to implement NSS at scale with the suite of standardized documentation for WPO and/or the public authorities to enable efficient roll-out of non-sewered sanitation projects. The outcomes will also enable the execution of the WPO NSS Programme through the:

- Development of a national strategy and plan for scale up of WESS (NSSS) as a service offering, using targeted municipalities and their demand segments as potential first adopters.
- Requisite programme design features for the successful scaled roll-out of NSSS in SA.

### **SCOPE OF WORK**

The appointed consultant will be required to use a mixed methodology of desktop research including international case studies and stakeholder engagements to develop a scale-up strategy and compile standard documents for municipalities to execute NSS projects. The Water Research Commission research should be developed further to align to technology categories, service models, market segments, regulations, product standards, and performance standards.

NSSS may fulfil sanitation needs for a specific community/ municipality/ end-user whose sewerage is not connected to a networked sewer or networked drainage system. In conducting the assignment, the team of specialists will need to focus on preliminary data from various public information available such as The Green-Drop report, Municipal Shit-Flow Diagrams (SFDs), Statistic South Africa reports & other resources to assess the demand for such non-sewered sanitation technologies. The strategy should cover innovative funding mechanisms and models, practical operation and maintenance / serviceability

models, institutional capacity and procurement methods needed for the adoption and scale-up of NSSS.

The municipalities within this study are:

Buffalo City (East London), City of Cape Town (CoCT), [City of Ekurhuleni](#) (East Rand), City of eThekweni (Durban), City of Johannesburg, Mangaung Municipality (Bloemfontein), [Nelson Mandela Bay Metropolitan Municipality](#) (Gqeberha), City of Tshwane (Pretoria) as well as an intermediate city in each of the provinces of Limpopo, Mpumalanga, North West and the Northern Cape. Noting that the City of eThekweni, CoCT, and the City of Johannesburg (via Johannesburg Water) are primary first adopter partners to the WRC.

The following market segments are to be considered:

- a) Schools
- b) Informal settlements
- c) Public buildings
- d) Social (low-cost / RDP) housing
- e) New / private developments
- f) Green buildings
- g) Commercial nodes / apartment blocks / high density housing

Typical technologies and systems categories must be modular and able to service around 1500 persons or around 300 to 500 households. The full system design must be inclusive of water efficient frontend systems connected to blackwater backend systems that recycle treated water (fully or up to 80% of treated water) with remainder fit for reuse for irrigation. Sludge generation from the treatment process should be minimum and be able to be treated on-site. The system must be able to treat categories of greywater ranging from handwashing to showers and household greywater without compromising performance and modular design.

Key public and private sector stakeholders are:

- Gates Foundation,
- Department of Water & Sanitation (DWS),
- Water Research Commission (WRC),
- University of Kwa-Zulu Natal (WASH Centre),
- Municipalities, and Water Services Authorities/Providers (WSA/Ps),
- Department of Basic Education (DBE),
- Department of Public Works and Infrastructure (DPWI),
- Department of Human Settlements (DHS),

- Department of Science & Technology,
- Water Research Commission (SASTEP Technology Accelerator),
- South African Local Government Association (SALGA),
- Department of Cooperative Governance & Traditional Affairs,
- Department of Tourism,
- Department of Health,
- South African Property Owners Association (SAPOA), and
- Property Developers
- SANPARKS
- Green Building Council South Africa (GBCSA)

It is anticipated that interaction with various stakeholders, policymakers and industry experts during surveys, data collection efforts, focused study findings, working groups and recommendation review / validation opportunities with targeted stakeholders shall be critical for each thematic scope. This study is intended to build on the work done by the DWS, WRC, UKZN and Gates Foundation to focus scaling efforts that will allow South Africa to transform sanitation provision.

## **DELIVERABLES**

There is an inception stage (methodology and plan) and five (5) deliverables on the themes including standardization. The consultant will provide the outcomes of each with a draft report / suite of standard documents.

A Project Steering Committee (PSC) will be established to review these reports and provide inputs which will then be finalised by the consultant. Each draft report will be paid for upon finalisation and PSC approval of the associated final report. The assignment must be completed within a maximum period of seven (7) months and must include the following:

- Project Inception

The consultant shall provide an inception report to indicate the alignment to the scope of work, methodology and deliverables, budget (cashflow and invoicing schedule) and implementation plan (milestone & timelines) and a responsibility matrix.

## **Deliverable – Inception Report**

### **THEME 1 – Landscape Assessment:**

- *How do we evaluate and grow the technological and service options – scan of products (frontend, backend and greywater products) and providers who will have an appetite to adopt and roll-out at scale WESS technology solutions and to what extent?*

### THEME 1A: Technology Option Analysis

- Identify and assess the current marketplace of NSS products / solutions and suppliers based on WESS criteria (2 to 4 L frontend toilets using greywater or recycle water from backend, different blackwater/wastewater backend treatment systems (modular design), and plug and use greywater system options).
- Develop a database of options aligned to template categories and the suppliers.
- Through market-segment mapping, determine which technology configuration may be best suited for an end-user organization based on their respective segment-level.
- Develop a database of template configurations for the market segments using municipalities as case studies.
- Map modular scale up potential per technology solution and categorise into scale up limitations of the technologies.
- Survey commercial partners through a request for information process / survey to assess : manufacturing scale up potential with lead times, delivery capability, engineering and technical capability for installation, commissioning, and operations and maintenance, and assess supply chain risks on components and parts.
- Investigate the adaptability of NSS configurations to:
  - Single household or single users (with connection through simple sewer network for small settlements) (4 users per HH – system designed for 400 to 1200 users)
  - Informal settlements (300 to 600 households)
  - Communal buildings (100 to 1500 users)
  - social housing (apartments and RDP housing) (assess typical numbers to base designs on).

### THEME 1B: Market Assessment

#### ▪ **Market Demand & Supply Analysis:**

- For the targeted municipalities, conduct a municipal and typical site-specific data-driven assessment to identify and quantify sanitation needs / demand and identification of which areas and which type of end-users for which NSSS can be deployed at scale in the market segments i.e. identification of projects.
- Assess the impact of inadequate sanitation on public health, environmental sustainability, socio-economic conditions on economic development and growth in SA and develop a risk matrix and suggest strategies to create demand in the market.

### THEME 1: Landscape Assessment Deliverables

- *Draft Landscape Assessment*
- *Final Landscape Assessment*

## THEME 2 – Innovative Financing & Service Models:

- *How can the capex and opex for NSSS be funded?*
- *What are sustainable approaches to deliver NSS as a service offering?*
- *What are the aggregation models or centralised servicing model be funded and implemented? What could be the cost benefit analysis of such approaches?*
- *How do we progress the institutional services model for different scenarios that may be appropriate and what are the gaps we have to close?*

### ▪ **Market Funding & Investment:**

- Assess what the total potential funding available for NSS, and capital investment requirements for NSS market potential for the municipalities, and private sector eg. impact investments and green finance for new developments and climate adaptation.
- Identify funding gaps and develop strategies to address underutilization and inefficiencies in municipal grant allocation for sanitation.
- Identify donor funding opportunities and establish a database of potential NSS funders and financing options.

### ▪ **Innovative Funding and Financing Models for NSS:**

- Based on local and international research and case studies, develop sustainable financing packages and service models (various models / options suitable for different applications) for implementation, operation and maintenance considering beneficiation, which will accelerate scale in the various market segments, including blended finance and potential sources to crowd in grant and concessional financing including climate financing and models that factor Business-to-Government (B2G), Business-to-Business (B2B), Business to Customer (B2C) or Public-Private Partnership (PPP) such as (not limited to):
  - Output-Based Aid (OBA) models.
  - Commercial user-pays models to ensure financial sustainability.
  - Social impact bonds and concessional lending for sanitation infrastructure.
  - Social franchising model.
  - Independent Sanitation Provider (ISP) models.
  - Performance-based servicing and contracting.
  - Corporate social investment models
  - Community-based Multiple Use Water Services (MUS).
- Develop a standardised NSS lifecycle, value chain and cost analysis, considering pricing, O&M models, and willingness to pay for the NSS.
- Develop a risk assessment matrix and de-risking strategy for investments into NSS.



- **Service Models for Non-Sewered Sanitation**

- Establish sanitation service model/s with accelerated approval processes and intervention pathways most appropriate for different market segments for respective end-user organizations and recommend community engagement and local employment strategies.
- Use the sanitation service model to estimate capital & operating expenditure per relevant scenario and highlight the viability gap funding required.
- Using sanitation service models' outputs develop packaged solutions per scenario and group end-user organizations by financial, technical, and institutional readiness for non-sewered sanitation scale up.

- **Economic and Social Analysis**

- Create an economic rate of return (ERR) analysis tool that evaluates the financial returns and cost savings of present and future NSS investments.
- Create a social rate of investment SROI analysis tool to quantify social benefits of present & future NSS investments in the respective segments.
- Evaluate economic empowerment and localisation opportunities for local businesses and service providers,
- Develop an economic business case for NSS.

## **THEME 2: Innovative Financing Deliverables**

- *Draft Innovative Financing & Service Models Report*
- *Final Innovative Financing & Service Models Report*

## **THEME 3 – Regulatory & Procurement Assessment**

- *How do we strategically leverage the failing Green Drop areas with NSS and reforms to optimize NSSS scale-up?*
- *What procurement method/s is most appropriate for NSS?*

- **Tariff & Policy Assessment**

- Collect and analyse tariff data, cost structures, and affordability metrics and assess the extent to which tariffs can apply to NSS and the fairness and feasibility of such.
- Assess availability of equitable share contribution for indigent and marginalised communities

- Compare NSS tariffs with industry benchmarks and best practices and advise of necessary tariff reform conducive to the deployment of NSS and provide regulatory recommendations for tariff adjustments and structuring.
- Assess the enabling environment for NSS adoption within public sector institutions and suggest reform to accelerate NSS considering municipal Green Drop such as penalties.

#### ▪ **Institutional Responsibilities & Governance**

- Assess legislative environment for the market segments and sites selected (for the first adopter municipalities) to ensure scale up is not hindered by legislative challenges.
- Does NSS align with government funding and subsidy frameworks for water and sanitation infrastructure?
- Provide recommendations on institutional capacity-building and grants available to ensure sustainable NSS scale-up to support, monitor, and enforce regulations.

#### ▪ **Procurement Methodologies**

- Propose public and private procurement methodology/ies to source such as traversal contracts, framework contracts, strategic sourcing, multi-stage bid processes etc. for implementation, operation and maintenance of NSSS and provide an evaluation framework to select NSS solutions for the various market segments.
- Identify policy and legal adjustments needed to facilitate the implementation and procurement methodology/ies

### **THEME 3: Regulatory & Procurement Deliverables**

- *Draft Regulatory and Procurement Assessment*
- *Final Regulatory and Procurement Assessment*

### **THEME 4 – NSS Standardization**

- *What is needed to streamline project development, implementation and monitoring & evaluation (M&E) within the public sector for accountability, efficiency and effectiveness?*
- **Standardization Documents**

Create a suite of documents to enable standard uniformity in the following areas of NSS project execution:

- ❖ Institutional Readiness
- ❖ Planning, (inclusive of RFI to assess technologies, service providers and scale up capability)
- ❖ Financing,
- ❖ Procuring, and
- ❖ Implementation of NSSS (WESS) and Performance Based M&E of O&M services.

#### **THEME 4: Standardization Deliverables**

- *Draft suite of standard documents*
- *Final Suite of standard documents*

#### **THEME 5 – NSS Scale-up Strategy**

- *How do we organise the scale-up tactically with all the current research and instruments we have in place both in the public and private sector, what are the additional triggers and levers conducive to scaling NSS in South Africa?*
- *How do we better galvanise the South African ecosystem to derive the maximum value for NSS?*
- *What strategic shifts in the WPO are conducive to the above wrt strategy, capacity, funding, partnerships?*

The scale-up strategy should incorporate applicable outcomes from prior themes and consider the below:

##### **THEME 5A: Scaling Modalities**

##### **▪ NSS Technology Scaling Potential**

- Consolidate the approved technology solutions (if any) within the municipalities' sanitation strategy.
- Assess modularity, component standardization, phased deployment, technological feasibility options including cost-efficiency and scaled production to address the market demand and supply across different regions / end-users.
- Consolidate and synthesise information from the reference pilot tests for advanced NSS in targeted regions to assess demand and usability eg. City of Cape Town,

- eThekweni Metro and City of Johannesburg and collect user feedback to refine technology and operational methodologies.
  - Deploy a standard technology matching checklist / framework to validate its accuracy factoring the geography, site location, population and etc.
- **NSSS Scalability and Commercialization Pathway**
    - Engage the first adopter municipalities to develop a generic business case for NSS scaled roll-out.
    - The consultant should advise on and develop an internal municipal framework for the scaling of NSS considering scalability factors for NSS infrastructure roll-out and assess the long-term sustainability cost structures, pricing, operation and maintenance for all parts of the sanitation system (water supply-ablution-sedimentation/septic tank-blackwater treatment-disinfection-recycle-solar or wind energy).
    - Develop a clear roadmap of activities, process and key stakeholder responsibilities and timeframes for transitioning pilot projects to full-scale commercial operations.
- **Project Pipeline Development**
    - Determine the number of systems to be deployed per WSA & market segment in line with the demand & sanitation infrastructure gap per municipality.
    - Compile a prioritization list of short, medium, and long-term NSS project opportunities ensuring a continuous flow of projects to facilitate sector growth and sustainability and align project selection criteria with scalability, impact, and financial feasibility.
    - Identify low-hanging fruit / hot-spots and prioritize high-potential market segments for NSS systems.
    - Provide 2-3 high-potential projects for commercial deployment with scalability potential, highlighting risks, funding needs, and projected returns.
    - Define the role of the WPO NSS Programme, DBSA, other DFIs, and the funding mechanism proposed as anchor investors or outcome funders.
    - Develop a baseline with key findings to guide programmatic interventions for scaling.

#### THEME 5B: WPO NSS Programme Design

- Create a business plan for the sustained operation of the WPO NSS Programme to align with the short, medium to long-term roll-out of NSS, include an implementation plan, financing plan that includes potential investors and possible funding structures and procurement plan. Consider a CSI and revolving fund, bond structures and other

- funding structures to operationalize funding for NSS project preparation and implementation.
- The report will outline practical steps for the WPO (or similar structures) to engage municipalities, private sector and government (public buildings, schools and etc) on the NSS scale-up strategy and business plan developed, for the WPO to drive, planning, financing, procurement and standardization of NSS across metropolitan municipalities including implementation agent and institutional model/s including contracting and regulation amongst the WPO / Municipality / Technology Provider / Service Providers.
  - The report should also include a Marketing & Communications framework designed to provide guidance to municipalities and inform the development of communication and outreach interventions to create programme awareness in support of the wide scale adoption of NSS solutions in South Africa in partnership with key stakeholders to maintain focussed messaging on progress and benefits.

## **THEME 5: NSS Scale-Up Strategy Deliverables**

- *Draft NSS Scale-Up Strategy Report*
- *Final NSS Scale-Up Strategy Report*

## **KNOWLEDGE TRANSFER**

The consultant's lead resources will each be expected to transfer their knowledge related to the scope during the assignment. Each lead resource must dedicate at least two (2) hours per month (one hour for preparation and one hour for a presentation) over a period of 5 months towards training and capacity building. Presentation will be held virtually once a week, with provision for questions and responses to a target audience of a minimum of two up to a maximum of five participants. This activity will be evidenced with attendance registers, the presentations and feedback from the participants.

- Output specifications

The consultant is expected to ensure confidentiality of all data, information and stakeholder feedback gathered during the study.

The consultant(s) must submit both draft and final reports / standard documents in a specified format for each theme, including all annexures and models.

The consultant must include in all draft and final reports and other supporting documents, an executive summary and these must have been subjected to a robust quality control process before submission for approval. All reports must be submitted in both electronic formats (word, PDF and excel).

The consultant will be expected to establish a data room of all electronic information, models, reports and related project information for central access always and subsequent transfer to the WPO upon close-out. The data room will also include all information provided to the consultant. The consultant will avail all reports in their native format i.e. financial model in Microsoft excel.

The assignment schedule is condensed, and it is expected that the consultant's leads will be adequately supported to deliver on the themes within the timeframe and to a high level of quality. The teams must have the requisite expertise, be creative and adaptable to provide a customized strategy and plan for scaled roll-out of NSSS in SA.

## REMUNERATION & MANAGEMENT

### ○ Remuneration schedule and disbursement arrangements

Remuneration of the consultant will be in South African Rands, on a fixed price, according to the following remuneration schedule and after deliverables are accepted and signed off by the PSC:

- Inception - **5%** of the fee payable upon completion and acceptance of the Inception Report, which must be delivered within 2 weeks from the initiation meeting.
- Theme 1 - **20%** of the fee payable upon completion and acceptance of the Landscape Assessment report.
- Theme 2 - **25%** of the fee payable upon completion and acceptance of the Innovative Financing & Service Models Report, financial and economic model(s), model assumptions.
- Theme 3 – **10%** of the fee payable upon completion and acceptance of the Regulatory and Procurement Assessment Report.
- Theme 4 - **15%** of the fee payable upon completion and acceptance of the full suite of standard documents
- Theme 5 - **25%** of the fee payable upon completion and acceptance of the Scale-Up Strategy Report which will include a section on lessons learnt.

The advisor work will be evaluated based on an assessment of the quality and completeness of the activities and outputs outlined in this ToR and the project inception report.

### ○ Disbursement

All fees stated above should be **inclusive** of reimbursable expenses pertaining to travel, subsistence and any operational costs during the assignment.

### ○ Logistic Support

It is expected that the work will be done with the targeted municipalities within the country. Client meetings including PSC meetings will be held (virtually if required) and at the WPO

offices in Midrand, DBSA or another local to be determined within Johannesburg or Pretoria.

- Management of the consultant
  - ❖ The WPO / DBSA will appoint and manage the consultant. The NSS Programme Lead will be responsible for the day-to-day management of the consultant's work, which includes the development of programme and project management plans detailing key deliverables, agreed timelines, quality contract mechanisms, progress reviews and submission processes. The project lead in the consultant's team will be responsible for managing the deliverables of each member of the team and will report regularly to the NSS Programme Lead.
  - ❖ The NSS Programme Lead will be a member a PSC to be established which will meet at the agreed intervals to review the transaction advisor's deliverables.
  - ❖ The Project Lead is expected to provide a presentation of progress at the PSC meetings. This would include a presentation of any deliverables to be considered for approval by the PSC.
  - ❖ The PSC will approve deliverables for payment.
  - ❖ The Project Lead will submit invoices after the PSC has approved the deliverables.
  - ❖ The WPO reserves the right to terminate the appointment of the consultant or to require the Project Lead to terminate any member of the consultant's team at any stage.

## **QUALIFICATION CRITERIA**

The criteria that will be used in the adjudication process will be in accordance with the DBSA procurement guidelines, which incorporates, amongst others, the Bid Submission Requirements and Bid Evaluation.

- Bid submission requirements
  - Providing full contact details for the project lead; and Consortium or Joint Venture agreements of the consultants team;
  - Information on and motivation for the consultant team, attaching their curricula vitae, and setting out their personal, and their entity's suitability for this assignment; relevant technical, financial, strategic, governance and legal skills and experience;
  - For each relevant experience cited, outline the precise role the project lead played, the role of the firm, contract duration, contract outcomes, and contract value; availability to perform the work. This must be substantiated by listing the project lead's other known professional commitments for the next seven months;
  - Project comprehension and project management plan, setting out:
    - The consultants understanding of the Terms of Reference, and any proposals for amendments to the Terms of Reference that would enhance desired outcomes;
    - How the transaction advisor proposes to manage the set of deliverables outlined in the Terms of Reference;

- A proposed outline work plan with timetable for delivery;
- The suitability of each person in the team for the proposed roles in terms of their relevant skills and experience cross referenced to each deliverable in the Terms of Reference;
- An organogram of the consultants team clearly indicating their role in the assignment
- The availability of each person to perform the work and how the advisory team members will be supervised;
- How reporting to the NSS Programme Lead will take place;
- Any innovative ideas for how the themes will be tackled to best achieve its objectives in the specified timeframe.

Please note that the following standard forms have been provided and all bidders all required to complete in relation to the following:

- Form TECH 1- Service Provider's Organization and Experience
  - Form TECH 2- Key Resources Project Experience
  - Form TECH 3- Curriculum Vitae (CV) of all Resources
- Only relevant / essential documentation and information must be provided as part of the bid submission.

## **PRE-QUALIFICATION**

- Skills and Experience

The consultant must have both the skills and experience necessary to undertake the tasks set out in this Terms of Reference, including knowledge and experience in innovative and alternative sanitation technologies. In addition, the service provider must be able to demonstrate a comprehensive understanding of the requirements of the assignment and have proven client relationship management skills and experience and be in good standing in all respects including ethically and professionally and must provide proof of professional registration where applicable. The consultant must be personally available to do the work as and when required to do so.

The transaction advisor(s) must comprise of a team whose members have both the required skills and experience necessary to undertake the range of themes set out in this Terms of Reference. The skills and experience required in the consultant's team include: knowledge and experience in preparing innovative technology assessment; financial analysis; project structuring and financial modelling; built environment technical expertise; legal expertise in sanitation infrastructure projects.

The consultant must comprise a team whose members both the skills, experience & resources necessary to undertake the themes set out in this Terms of Reference. In addition, the consultant must be able to demonstrate a comprehensive understanding of the requirements of the assignment and have proven client relationship management skills



and experience and be in good standing in all respects including ethically and professionally and must provide proof of professional registration where applicable. The team must be personally available to do the work.

When providing traceable & contactable project references for each specialist, bidders must also include start and end dates of the assignment, the client's name, specific responsibilities undertaken by the specialist for each individual referenced project, client contact details, appointment amount and to the extent possible, the project transaction/ investment value.

Bidders should also provide the documentary evidence of this in their bid submission in a section clearly labelled as "Pre-Qualification Criteria Documents". Should the bidder fail to complete the below tables fully and honestly, the bid is subject to be disqualified.

## **FUNCTIONAL EVALUATIONS**

Responses to the Evaluation Criteria Set Out:

The proposal by the bidder should at the minimum meet the pre-qualification criteria outlined above after which it will move to the next level of Functional evaluations. The following submissions must be made to facilitate the evaluation of the Proposal. The electronic file submissions must be appropriately named as specified below (contained within folders if comprising more than one (1) file:

- A Resource Matrix indicating the role each individual will fulfil on the team. This matrix should highlight which individuals will fulfil the identified specialist roles.
- CVs for the Lead Resources with a clear indication of which specialist the individual will provide on the project, namely a Technical Specialist, Financial Specialist, Structural / PPP Specialist, and Legal Specialist. Any one of the lead specialists may be the overall lead.
- The CVs must clearly state the individual's relevant qualifications and employment history.
- The CVs must also contain brief descriptions of the key projects that the specialists have worked on, including:
  - the scope and duration of the project,
  - the length of the candidate tenure on the project,
  - their key activities,
  - responsibilities, and
  - achievements on the project.
- The CVs should be limited to 3 pages and certified copies of all relevant academic and professional qualifications should be included in the proposal.
- A Project/ Transaction Reference List indicating the names of up to 5 projects that are relevant to the assignment. This should include:
  - the client whom the project was done for;

- the project duration including start and end dates;
- the project location;
- the project approach; and
- the project's value addition

#### ▪ **Technical Proposal**

Approach to implement the scope of work should (not be a repetition of the TOR) include:

- It is expected that the assignment will include an inception phase (to refine methodology and workplan) - 2 weeks, a data collection and analysis phase (Themes 1 – 3), standardization (Theme 4) and a strategy development phase (Theme 5) with 2 weeks for close-out / finalise invoice payments. Bidders should propose a detailed methodology and workplan aligned to these phases, including how they will integrate findings across themes and include a preliminary risk management plan.
- Additional activities suggested by the tenderer.
- A scan of models done internationally and to be able to contextualise to the South African market.
- Project Implementation plan and key issues the bidder will be focusing on in undertaking the NSS Scale-Up Strategy.
- Bidders may consider using established frameworks such as SWOT or PESTLE analysis for the enabling environment, cost-benefit analysis in line with National Treasury guidelines, and scenario planning for demand forecasting.
- Provision for data collection, stakeholder engagements and other workshops in-person.
- methodologies that include stakeholder co-creation or validation are desirable
- Bidders are requested to provide only required / essential documentation or information.

#### ▪ **Profile of the bidder - The firm needs to demonstrate or articulate these requirements listed below:**

- Establishment (lead firm established more than 5 years ago);
- Relevant alignment to the scope of works within the profile of firm;
- International experience in Structured Finance, Project Finance, Structural / PPP financing, service models or similar assignment.
- Application of innovation in the financing of infrastructure projects.

- Scoring and Selection Criteria
- As a part of the pre-evaluation criteria, bidders must obtain the minimum scoring requirement for the lead specialists.
- Bidders must achieve a minimum score of 70% (70 points out of 100) to qualify for the next stage of evaluation.
- Project Comprehension, Approach & Methodology weighted most heavily (25 points), Technical Specialist, Structural / PPP Specialist (15 points), followed by Financial and Legal Specialist (13, 12 points respectively) and Profile of the bidder (10 points).
- The bidder with the highest score will be considered for the final selection.

### **Contract Term**

**Contract Duration:** 7 months

### **Price and Preference**

The bidder's price should be a lump sum inclusive of all disburseable items (travel & subsistence, workshops and etc) per theme / deliverable and total VAT must be specified separately as a total. While VAT will be paid pro-rata for each delivery item, it should be indicated as a total sum.

### **Governing Law**

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

### **Confidentiality and Conflict of Interest**

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

### **Accountability**

During the execution of this contract, the successful service provider will be required to work closely with the Water Partnerships Office. The service provider will report to the SHIP MO on all matters necessary for the execution of the project.

### **Details of Supply Chain Management**

Contact: Lihle Ndlangamandla at [lihlescm@dbsa.org](mailto:lihlescm@dbsa.org).

**Returnable Documents:**  
**Annexure A1 – Work Plan**

Work Schedule & Planning for Deliverables

Deliverables	Months							
	1	2	3	4	5	6	7	Total
<b>NON-SEWERED SANITATION SCALE-UP STRATEGY &amp; STANDARDIZATION</b>								
Inception Report (Draft & Final)								
Landscape Assessment Report (Draft & Final)								
Innovative Financing & Service Models Report (Draft & Final)								
Regulatory & Procurement Assessment Report (Draft & Final)								
Suite of standardized documents (Draft & Final)								
Scale-Up Strategy Report (Draft & Final)								
Knowledge Transfer								

## Annexure A2 – List of Project References

No.	Project Name	Sector	Duration (Start & End Dates)	Assignment name & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Client Key Contact person and Contact Details	Approx Transaction Value (in ZAR)	Role on the Assignment	Specific relevance to NSS / Sanitation strategy
1.									
2.									
3.									
4.									
5.									

## **Annexure B - Fees and Assumptions**

### **FORM OF OFFER AND ACCEPTANCE (AGREEMENT)**

#### **FORM OF OFFER**

#### **THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following services:

**RFP063/2025: Team of Specialists for the development of a Non-Sewered Sanitation (NSS) Scale-up Strategy and Standardization in South Africa.**

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the consultant under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF ALL TAXES IS**

.....  
(in words);                      ZAR                      (in figures),  
.....

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the

period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the consultant in the Conditions of Contract identified in the Contract Data.

**Signature(s)**

\_\_\_\_\_

**Name(s)**

\_\_\_\_\_

**Capacity**

\_\_\_\_\_

**For the  
Tenderer**

\_\_\_\_\_  
**(Name and address of organisation)**

**Name and  
signature of  
witness**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Schedule B1 – Pricing Schedule** {Professional fees must be inclusive of all Disbursements (Travel & subsistence)}

Deliverables	Weighting (%)	Pricing (Rands)
<b>NON-SEWERED SANITATION SCALE-UP STRATEGY &amp; STANDARDIZATION</b>		
<b>Inception Report (Draft &amp; Final)</b>	<b>5</b>	
<b>Theme 1 – Landscape Assessment</b>	<b>20</b>	
Draft Landscape Assessment Report		
Final Landscape Assessment Report		
<b>Theme 2 – Innovative Financing</b>	<b>25</b>	
Draft Innovative Financing & Service Models Report		
Final Innovative Financing & Service Models Report		
<b>Theme 3 – Regulatory &amp; Procurement Assessment</b>	<b>10</b>	
Draft Regulatory & Procurement Assessment Report		
Final Regulatory & Procurement Assessment Report		
<b>Theme 4 – Standardization</b>	<b>15</b>	
Draft Suite of Standard Documents		
Final Suite of Standard Documents		
<b>Theme 5 – Scale-Up Strategy</b>	<b>25</b>	
Draft Scale-Up Strategy		
Final Scale-Up Strategy		
<b>Sub-totals</b>	<b>100%</b>	
<b>Knowledge Transfer</b>	<b>Sum</b>	
<b>15% VAT</b>		
<b>Total Fees</b>		



**Schedule B2 – Hours Schedule {Bidder to expand as required for the various resources}**

<b>Deliverables</b>	<b>Resource Category</b>	<b>Rate per hour</b>	<b>Number of Hours</b>	<b>Price</b>
<b>NON-SEWERED SANITATION SCALE-UP STRATEGY &amp; STANDARDIZATION</b>				
<b>INCEPTION REPORT</b>				
<b>THEME 1 – Landscape Assessment</b>				
Landscape Assessment Report				
<b>THEME 2 – Innovative Financing Assessment</b>				
Innovative Financing & Service Models Report				
<b>THEME 3 – Regulatory &amp; Procurement Assessment</b>				
Regulatory & Procurement Assessment				
<b>THEME 4 – Standardization</b>				
Suite of standardized documents				
<b>THEME 5 – Scale Up Strategy</b>				
Scale Up Strategy Report				
<b>Sub-totals</b>				
<b>Knowledge Transfer</b>			2 hours per Lead Resource x 5 months	
<b>15% VAT</b>				
<b>Total</b>				

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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<sup>2</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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

## Annexure D

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals (namely, BBBEE status level of contributor).

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 2: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		

6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

(Note: Bidders are required to submit their BBBEE certificates or sworn affidavits (in the case of EMEs/QSEs) in order to be eligible to claim points)

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;



- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<div style="text-align: center;">..... <b>SIGNATURE(S) OF TENDERER(S)</b></div> <div><b>SURNAME AND NAME:</b> .....</div> <div><b>DATE:</b> .....</div> <div><b>ADDRESS:</b>..... ..... ..... ..... .....</div>
---

## RESTRICTED SUPPLIERS

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

Item	Question	Yes	No
4.1	<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	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

## **Annexure E**

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

## **Annexure F**

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

## **Annexure G**

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

## **Annexure H**

**Bidders are required to include, as Annexure H 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 I

### [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:

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

## Annexure J

### 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  
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