

**PART A INVITATION TO REGISTER SBD1**

**YOU ARE HEREBY INVITED TO EXPRESS INTEREST FOR REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED**

|             |              |               |              |               |       |
|-------------|--------------|---------------|--------------|---------------|-------|
| BID NUMBER: | RFR/TFM/2024 | CLOSING DATE: | 19 June 2024 | CLOSING TIME: | 23h55 |
|-------------|--------------|---------------|--------------|---------------|-------|

DESCRIPTION: ESTABLISH A FRAMEWORK OF SPECIALIZED TOTAL FACILITIES MANAGEMENT FIRMS FOR A PERIOD OF 5 YEARS, WITH AN OPTION OF EXTENDING FOR FURTHER 1 YEAR AFTER EXPIRY OF THE INITIAL PROJECT PERIOD.

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

BID RESPONSE DOCUMENTS MAY BE SUBMITTED AT:

**Tender Box folder for Tender via Microsoft One Drive (Refer to 1.1)**

FOR ATTENTION: **Zipho Moselakgomo PROCUREMENT & TENDER OFFICER**

**SUPPLIER INFORMATION**

|                                                                                                                  |                                                             |                                                                                    |                                                                                                    |         |  |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------|--|
| NAME OF BIDDER:                                                                                                  |                                                             |                                                                                    |                                                                                                    |         |  |
| POSTAL ADDRESS:                                                                                                  |                                                             |                                                                                    |                                                                                                    |         |  |
| STREET ADDRESS:                                                                                                  |                                                             |                                                                                    |                                                                                                    |         |  |
| TELEPHONE NUMBER:                                                                                                | CODE:                                                       |                                                                                    | NUMBER:                                                                                            |         |  |
| CELLPHONE NUMBER:                                                                                                |                                                             |                                                                                    |                                                                                                    |         |  |
| FACSIMILE NUMBER:                                                                                                | CODE:                                                       |                                                                                    | NUMBER:                                                                                            |         |  |
| E-MAIL ADDRESS:                                                                                                  |                                                             |                                                                                    |                                                                                                    |         |  |
| VAT REGISTRATION NUMBER:                                                                                         |                                                             |                                                                                    |                                                                                                    |         |  |
|                                                                                                                  | TCS PIN:                                                    |                                                                                    | AND                                                                                                | CSD No: |  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]                                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                    | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |         |  |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY?                                                                       |                                                             |                                                                                    |                                                                                                    |         |  |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX | <input type="checkbox"/>                                    | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |                                                                                                    |         |  |
|                                                                                                                  | <input type="checkbox"/>                                    | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |                                                                                                    |         |  |
|                                                                                                                  | <input type="checkbox"/>                                    | A REGISTERED AUDITOR                                                               |                                                                                                    |         |  |
|                                                                                                                  |                                                             | NAME:                                                                              |                                                                                                    |         |  |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

|                                                                                                                                   |                                                                                             |                                                                          |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>[[IF YES ENCLOSE PROOF]]</i> | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>[[IF YES ANSWER PART B:3 BELOW]]</i> |
| SIGNATURE OF BIDDER                                                                                                               | .....                                                                                       | DATE                                                                     |                                                                                                     |
| CAPACITY UNDER WHICH THIS BID IS SIGNED ( <i>Attach proof of authority to sign this bid; e.g. resolution of directors, etc.</i> ) |                                                                                             |                                                                          |                                                                                                     |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                            |                                                                                             | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                         |                                                                                                     |
| DEPARTMENT/ PUBLIC ENTITY:                                                                                                        | DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED                                                 |                                                                          |                                                                                                     |
| CONTACT PERSON:                                                                                                                   | Refer to 1.1                                                                                | CONTACT PERSON:                                                          | Refer to 1.1                                                                                        |
| TELEPHONE NUMBER:                                                                                                                 |                                                                                             | TELEPHONE NUMBER:                                                        | Refer to 1.1                                                                                        |
| FACSIMILE NUMBER:                                                                                                                 |                                                                                             | FACSIMILE NUMBER:                                                        | Refer to 1.1                                                                                        |
| E-MAIL ADDRESS:                                                                                                                   |                                                                                             | E-MAIL ADDRESS:                                                          | Refer to 1.1                                                                                        |



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

| <b>PART B</b>                                                                                                                                                                                                                                                                                                                                      | <b>TERMS AND CONDITIONS FOR BIDDING</b> | <b>SBD1</b>                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                                                                                                                          |                                         |                             |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT LOCATION AS STIPULATED IN 1.1. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                                                                                                 |                                         |                             |
| 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE                                                                                                                                                                                                                                                     |                                         |                             |
| 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. |                                         |                             |
| 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.                               |                                         |                             |
| 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 (PPR2022), AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT. REFER TO LAST PAGE FOR APPLICABLE CONTRACT FORM.                                                                     |                                         |                             |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                              |                                         |                             |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                                                                                                                                     |                                         |                             |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.                                                                                                                                                                    |                                         |                             |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.                                                                                                                                   |                                         |                             |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.                                                                                                                                                                                                                                                                                   |                                         |                             |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.                                                                                                                                                                                                    |                                         |                             |
| 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                                                                                                                                  |                                         |                             |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                               |                                         |                             |
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                                                                                                                                               | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.                                                                                                                    |                                         |                             |

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

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## PART 1 OF 3: THE TENDER

### 1.1 NOTICE AND INVITATION TO SUBMIT

The Development Bank of Southern Africa Limited (DBSA) invites tenders for **RFR TFM/2024 : ESTABLISH A FRAMEWORK OF SPECIALIZED TOTAL FACILITIES MANAGEMENT FIRMS FOR A PERIOD OF 5 YEARS, WITH AN OPTION OF EXTENDING FOR FURTHER 1 YEAR AFTER EXPIRY OF THE INITIAL PROJECT PERIOD.**

Tender validity is one hundred and **eighty (180)** calendar days from the closing date.

The Tender Document and Supporting Documents are as published and to be sourced as detailed in the applicable media.

### TENDER REQUIREMENTS

|                |                                |                                              |
|----------------|--------------------------------|----------------------------------------------|
| SPECIALISATION | Minimum CIDB GRADING required: | N/A N/A or higher                            |
|                | Professional Service:          | Specialist Total Facilities Management Firms |

### LOCAL CONTENT

### Applicable to Bid?

Tenderers are required to submit a fully populated and signed SBD6.2 (Declaration Certificate for Local Content) as per **T2.1.19 of Part 2** of the Tender Document as a condition not this tender.

**As part of each Task Order if successful**

Note: Tenderers are to ensure that they have a fully completed and signed Annexures C fully aligned and costed with the data and Designated Sectors stipulated in SBD6.2. readily available, which will form part of the conditional appointment letter and subsequent contract if successful.

**Annexure C** must contain every product as listed in the Designated Sectors stipulated in Tender Part 2, 2.1.19 – SBD6.2 Local Production and Content.

### KEY ACTIVITIES AND DATES

|              |           |                                                                                                                                                                          |                      |
|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| TENDER BRIEF | Method:   | Online (MS Teams)                                                                                                                                                        |                      |
|              | Location: | <b>Online Link:</b><br><a href="#">Join the meeting now</a><br>Meeting ID: 387 898 820 440<br>Passcode: m2qf7o                                                           |                      |
|              |           | <b>Dial in by phone</b><br><a href="#">+27 21 834 1976,,18662779#</a> South Africa, Cape Town<br><a href="#">Find a local number</a><br>Phone conference ID: 186 627 79# |                      |
|              | Date:     | <b>Online:</b> 27 May 2024                                                                                                                                               | <b>Physical:</b> N/A |
|              | Time:     | <b>Online:</b> 11h00                                                                                                                                                     | <b>Physical:</b> N/A |

**Instructions for TENDER BRIEF:**

**A. If ONLINE:**

- i. Access published link (Microsoft Teams).
  - Ensure platform if accessible, through prior testing.
- ii. Stipulate *Company Name, Email, Contact Number and Attendee Name* in chat box, as proof of attendance. Failure to action will have a bidder be deemed not in attendance.
- iii. The DBSA will initiate presentation and tender discussion.
- iv. Some briefs may not allow bidders to ask verbal questions, due to quantity of attendees.
  - Irrespective of this, bidders are required to issue any questions in writing, only to the stipulated email address under **1.1 Tender Notice and Invitation to Tender**.

**B. If PHYSICAL:**

- i. Access physical location as stipulated under **1.1 Tender Notice and Invitation to Tender**.
- ii. Attendees will be required to populate and sign the Tender Brief Attendance Register, as proof of attendance. Failure to action will have a bidder be deemed not in attendance.
- iii. The DBSA will initiate presentation and tender discussion.
- iv. Some briefs may not allow bidders to ask verbal questions, due to quantity of attendees.
  - Irrespective of this, bidders are required to issue any questions in writing, only to the stipulated email address under **1.1 Tender Notice and Invitation to Tender**.

|                            |                                                                                                                                                                                                                                                                                                         |                                                      |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>BIDDER QUERIES</b>      | <b>May only be addressed to the Procurement &amp; Tender Officer:</b>                                                                                                                                                                                                                                   | <b>Zipho Moselakgomo</b><br><b>ZiphoScm@dbsa.org</b> |
|                            | <b>The cut-off date for tender queries:</b>                                                                                                                                                                                                                                                             | <b>07 June 2024 at 14h00</b>                         |
|                            | Bidders to <b>submit written questions / clarifications</b> . <ul style="list-style-type: none"> <li>• Each bidder is encouraged to submit <b>one (01) consolidated</b> questions/ clarifications <b>email</b>.</li> <li>• <b>No</b> questions will be entertained post the stipulated date.</li> </ul> |                                                      |
| <b>RESPONSE TO QUERIES</b> | <b>Date for query response:</b>                                                                                                                                                                                                                                                                         | <b>11 June 2024 at 16h30</b>                         |
|                            | DBSA to <b>respond to written questions/ clarifications</b> posed by bidders not prior to this date. <ul style="list-style-type: none"> <li>• Such consolidated response will be issued via email to all invitees (or attendees where a compulsory brief is applicable).</li> </ul>                     |                                                      |

|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>ADDENDA NOTIFICATIONS</b><br><br><i>(It is the bidders responsibility to ensure all addenda are taken into consideration prior to tender closure)</i> | <b>OPEN TENDER</b> <ul style="list-style-type: none"> <li>• Optional Tender Brief:               <ul style="list-style-type: none"> <li>○ The DBSA will publish addenda via the DBSA tender website.</li> </ul> </li> <li>• Mandatory Tender Brief:               <ul style="list-style-type: none"> <li>○ The DBSA will only issue addenda directly to the email address of the brief attendee.</li> </ul> </li> </ul>   |  |
|                                                                                                                                                          | <b>CLOSED TENDER</b> <ul style="list-style-type: none"> <li>• Optional Tender Brief:               <ul style="list-style-type: none"> <li>○ The DBSA will publish addenda via the DBSA tender website.</li> </ul> </li> <li>• Mandatory Tender Brief:               <ul style="list-style-type: none"> <li>○ The DBSA will only issue addenda directly to the email address of the brief attendee.</li> </ul> </li> </ul> |  |

|                                  |                                                                                                                                                                                                                                                                                                         |                              |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>TENDER SUBMISSION REQUEST</b> | <b>Bidders to request Tender Submission Link by latest this date:</b>                                                                                                                                                                                                                                   | <b>17 June 2024 at 16h30</b> |
|                                  | <ul style="list-style-type: none"> <li>• Request may <u>only be issued to the email address</u> as stipulated under <b>1.1 Tender Notice and Invitation to Tender</b>.</li> <li>• Any requests post this date will not be accepted, since this date is the required advertisement lead time.</li> </ul> |                              |
|                                  | <b>Date:</b>                                                                                                                                                                                                                                                                                            | <b>19 June 2024</b>          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| TENDER CLOSE & SUBMISSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Time:                                                                                                                                                                                                                                                                                                                                                                                                                 | 23h55                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Method:                                                                                                                                                                                                                                                                                                                                                                                                               | Online (MS OneDrive)                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Location:                                                                                                                                                                                                                                                                                                                                                                                                             | Microsoft OneDrive Link as issued for specific Tender # upon request. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Tenders may only be submitted on the tender documentation that has been issued. Telegraphic, telephonic, telex, facsimile and late tenders will <b>not</b> be accepted. Tenderers should ensure that Bids are delivered timeously and to the correct address (reflected on the cover of this document). If the bid is late, or not submitted in the designated tender link, it will not be considered for evaluation. |                                                                       |
| Instructions for TENDER SUBMISSION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                       |
| <div><div>i.</div><div>All bidders are required to request a Tender submission Link before the deadline stipulated under <b>1.1 Tender Notice and Invitation to Tender</b> (KEY DATES AND ACTIVITIES).</div><div><div>o</div><div>Only bidders who requested a Tender submission Link as per above, will receive the link to submit a bid.</div></div><div><div>o</div><div>Ensure platform is functional, through prior testing.</div></div></div> <div><div>ii.</div><div>Bidders are required to click on the Tender Submission Link to initiate submission.</div></div> <div><div>iii.</div><div>Bidders are required to ensure the documents as correctly named as prescribed.</div></div> <div><div>iv.</div><div>Bidders are to ensure the documents being loaded are correct and accurate – once they are loaded, they cannot be accessed again, edited or deleted.</div></div> <div><div>v.</div><div>Only Files can be loaded, not folders.</div></div> <div><div>vi.</div><div>As such, Folders with all its required content should be created on the Bidders PC, <b>then be converted to either a Compressed or Zipped Folder.</b></div></div> <div><div>vii.</div><div>This will allow Bidders to easily load the whole Compressed/Zipped Folder as a file format to the Tender Submission Link.</div></div> <div><div>viii.</div><div>Once documents have been loaded, the Bidder will receive a confirmation email of the upload, which should be kept as proof.</div></div> <div><div>ix.</div><div>Bidders are requested to not create and submit excessively large files, but rather to break it up into its stipulated components.</div></div> <div><div>x.</div><div>Uploading of submission must be in the structure and order as prescribed in this tender and <b>MUST BE LABELLED CORRECTLY.</b></div></div> |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                       |

## **1.2 DBSA REQUIREMENTS**

### **1.2.1 BACKGROUND AND SCOPE**

#### **1. Introduction**

The Infrastructure Delivery Division ("IDD") is a division of DBSA, established to support government in accelerating the implementation of infrastructure programmes through the provision of project management support, in key priority sectors critical to the achievement of various national objectives for economic growth, job creation and infrastructure delivery.

The purpose of IDD is to create a centre of excellence that works with key government stakeholders to improve the speed and quality of infrastructure delivery. To this end, the division aims to be a self-financing business offering implementation support, programme management and/or programme co-ordination services in priority sectors and regions.

To contribute to sustainable livelihoods and economic growth by accelerating the delivery of quality social and economic infrastructure and promoting cost-effective, sustainable, integrated infrastructure planning and delivery.

#### **2. Overview of DBSA Requirements**

The Infrastructure Deliver Division (IDD) in executing projects uses the services of Professional Services Providers ("PSP's") in various disciplines and the Contractors to achieve completion of such projects. These PSP's and Contractors are sourced from the market through open tenders in the media and government bulletin.

The challenge associated with an open tender is that despite tight criteria, the volume of responses remains very high as every business puts forward its application that has to be evaluated appropriately. The DBSA IDD has experienced high volumes of tender responses in the past and this always surpasses the available resource capacity to evaluate on time and qualitatively. The risk therefore includes the possible compromise on the quality of the bid evaluation, loss of fairness, the lengthened procurement process, delays in project initiation etc.

The DBSA through various Public Sector clients seeks to engage the services of specialised total facility management (TFM) companies to render relevant services. These services are currently being rendered through various modalities. The intention is, through this process to bring about consistency and a general standard by which TFM services are rendered. The aim is to deliver competitive advantage through reliable, controlled and efficient delivery of facilities services to meet business demand and manage client our real estate risks.

The DBSA therefore in mitigating for these risks, considers appointing a Framework of specialized Total Facilities Management firms for a period of 5 years, with an option of extending for further 1 year after expiry of the initial project period who will be used on an as-and-when required basis.

The Framework will comprise of service providers who can provide a full suite of TFM services for IDD on behalf of client departments, to improve the management of infrastructure as mandated by departments. Service requirements will be broken into two (2) sections namely Conditional Assessment Servies and TFM Services.

- **Joint Ventures are promoted and are allowed to submit tenders.**
- **Ensure each JV partners applicable documents are provided where applicable.**

#### **3. Scope of Work**

This Request for Registration is an invitation to specialized Total Facilities Management firms to be added to a DBSA Framework, to provide work in infrastructure and social infrastructure projects and programmes for various Clients and Client Departments in South Africa.

- a. The work envisaged will include the following possible Clients and will cover all 9 provinces in South Africa:
  - National Departments
  - Provincial Departments
  - Local Government (metros and municipality) Departments
- b. The below is a high level view of the service categories expected, but not limited to:

| Category                                               | Definition                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assessments</b>                                     |                                                                                                                                                                                                                                                                                           |
| Conditional Assessments and Reports                    | Refers to capability statement to conduct asset verification and conditional assessments                                                                                                                                                                                                  |
| <b>Schedule Maintenance for Soft and Hard Services</b> |                                                                                                                                                                                                                                                                                           |
| Soft Services                                          | Refers to services of a non-technical nature i.e. mechanical and electrical                                                                                                                                                                                                               |
| Technical Services                                     | Refers to mechanical and electrical related services. All services must comply to the Standards of Uniformity                                                                                                                                                                             |
| <b>Minor Works</b>                                     |                                                                                                                                                                                                                                                                                           |
| Minor Works - unplanned                                | Facilities project management services typically funded with operating expenditure and below a value threshold set by DPW from time to time. This excludes any major and refurbishment projects.                                                                                          |
| <b>Maintenance</b>                                     |                                                                                                                                                                                                                                                                                           |
| Planned Maintenance                                    | Applies to planned maintenance for Hard Services. The nature of such services will be determined post the conditional assessments and will be contracted for at the time of site handover and contracting.<br>Note: Any major refurbishments are excluded from this process and contract. |
| Unplanned Maintenance                                  | Refers to breakdown maintenance and based on the type/nature of the event may form part of Minor Works                                                                                                                                                                                    |
| <b>Management &amp; Support Services</b>               |                                                                                                                                                                                                                                                                                           |
| IT Systems                                             | Provision of an IT system and platform that allows for effective management of facility management data, processes, integration and reporting                                                                                                                                             |
| Call Centre Operations and                             | Offer call center operations to manage facility management process and service                                                                                                                                                                                                            |
| Data Consolidation and Reporting                       | Credible data management and reporting capability                                                                                                                                                                                                                                         |

Total facilities management for the facilities including procurement and management of the subcontractors, IT infrastructure Operations, preparation of the monthly performance monitoring report, Management and implementation of maintenance plans, Management of maintenance systems & record.

- The Service Provider will maintain all his office buildings, temporary accommodation and ablutions clean and tidy throughout the contract period.
- Maintain condition related information, Compliance with statutory requirements & client rules, Compliance with the occupational Health and Safety Act No. 85 of 1993 and Regulations Edition 24.
- Conduct Annual building inspections, Conduct Annual statutory inspection.
- Energy management and utilities supply management.
- Establishment of prioritized preventive maintenance & life cycle replacement control plan.
- Establishing a performance monitoring system.
- Establishing a maintenance/services regime.
- Establishing an emergency repair plan.
- Establishing a planned maintenance program.
- Establishing a built preparation as facilities management software (including uploading of data).

The service Provider will be expected to perform building Services, Electrical/Electronic Services, Mechanical Services, Fire protection/ prevention services, Cleaning and related Services, Minor Works Services and various training to the end user.

## **1.2.2 DBSA' APPROACH & USE OF THIS TENDER**

### **1. Objectives**

The DBSA in support of its mandate as an Implementing Agent on behalf of various governmental clients, will utilise the Framework to source total facilities management (TFM) services in an accelerated manner. The Bank on behalf of its clients is seeking to enter a partnership with leading facilities management service providers to create a sustainable relationship that will co-create a solution over the contract term to deliver reliability of services, improved oversight and control, efficiencies and of much importance the accessibility of quality information on buildings under management. In progressing to the end-state, the goal is to both to standardise and improve the practices of facilities management within public sector. This is further elaborated as follows:

**Reliability**

**Minimise business disruption from facilities issues**

- Consistent experience for the Businesses – service delivery right first time and repeatable
- Seamless delivery through integrated process with other key functions
- Fit for purpose engineering infrastructure that manages operational risk in line with business requirements and technology
- Providing speed to market through standardisation of policies, processes and standards, and world class supply chains
- Managing consistent design standards where appropriate

**Control**

**Manage facilities risks**

- Managing the premises risk and associated reputational risk exposure for the Group
- Effective Governance e.g. robust and efficient approvals process and compliance to standards and policies
- Driving the property aspects of the Sustainability agenda

**Efficiency**

**Best value provision of facilities**

- Delivering the right portfolio to meet business needs – right space, right location, best price, with minimal vacant space and appropriate flexibility
- Working with technology and HR, developing innovative workspace design that increases building efficiency, in both static and dynamic working and maximises business productivity
- Working with sourcing to realise best value in purchasing and supply chains, maximising buying power and achieving the optimum balance between use of global contracts and local procurement
- Delivering projects that meet business requirements, on time and within budget
- Specifying materials, products and services that meet business requirements at lowest through life cost

## 2. Establishment and Use of the Framework

- Bidders that are awarded, will be published on the DBSA tender website ([www.dbsa.org](http://www.dbsa.org)) under “Awarded Tenders”. Bidders that are not listed as stipulated above, will be deemed to be not awarded and will not receive Letters of Regret.
- Appointment to the Framework is neither a binding contract nor does it place an obligation on the DBSA to procure services from the Framework member. The services shall be on an as and when required basis, at the discretion of the DBSA.
- It is the responsibility of Framework members to inform the DBSA on a continuous basis of all changes to contact information and any possible changes to the tender accepted conditions etc. Framework members will be requested ad-hoc, to provide updated information. Panel members who do not adhere to such requests, will not be invited for further tenders until provided.
- The DBSA will not be held liable if a Framework member does not receive a tender invitation due to incorrect contact information provided, etc.
- Framework Members will be approached via a Task Order process to action:
  - ❖ Conditional Assessment
    - required to action assessment and produce report, covering all the aspects of the TFM disciplines.
  - ❖ TFM services
    - required to action project allocated in accordance with the conditional assessment outcome, with framework Cost Percentage applied).
    - scope of work is to be provided on a case-by-case basis at the time of requirement, based on the detailed conditional assessment actioned by another specialist TFM Framework Service Provider.

## 3. Additional Conditions of Tender

- It is the DBSA's intent to limit the number of Service Providers to the Framework to a maximum of ten (10) per province for all nine (09) provinces.
- The offer of award will be informed by the best Value for Money, Risk Allocation and Risk Profile of the bidder.
  - *Value for Money* = Improved total cost.
  - *Risk Allocation* = Considering other awards, including the logistical allocation of other projects.
  - *Risk Profile* = Considering the profiles of entities, such as Procure Check, PEP Checks and Directorship and DBSA Project non-performance concerns to name a few.
- The DBSA reserves the right to disqualify a tenderer with unrealistic price offers.
- The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.
- The DBSA reserves the right to award the scope in full or part thereof.
- In the event of a partial award, the DBSA reserves the right for items excluded from the award, to be retendered in a new tender process.

- g. Tenderer is required to adhere to the Pricing Instructions as detailed in tender, failing which will result in offer being deemed non-compliant. A company may only form part of one submitting bidder. Noting the contrary, will result in the submitting bidder being disqualified at any stage of the evaluation process.
- h. A Director may only form part of one submitting bidder. Noting the contrary, will result in the submitting bidder being disqualified at any stage of the evaluation process.

#### **4. Additional Conditions of Contract**

- a. Service Providers are required to support and develop a TFM SMME through subcontracting min. 30% of TFM Works (excluding Conditional Assessments).
- b. All SMME's (subcontractors/ suppliers) need to be from the Local area, i.e. Province of project location and to be approved by the DBSA for use.
- c. SMME's locality must be prioritized from the immediate locality of the project, i.e. ward/village, expanding to the local municipality, to district and then to province.
- d. Each subcontractor must qualify for at least the points that the Service Provider qualifies for, unless the intended subcontractor is an EME that can execute the subcontract. Non-adherence hereof is a breach of contract.
- e. The DBSA (on behalf of the public sector clients) will make available a list of current service providers who are currently contracted to sites. These service providers must be considered for use by qualifying TFM companies in the execution of its services and obligations on respective assignments / contracts awarded. Such service providers do not count as TFM SMME's for subcontracting. The Service Provider will be held accountable for services standards, hence it will be incumbent on it to apply any necessary vetting processes prior to the use of such companies.
- f. Service Providers will be required to adhere to Local Content (as per DTIC) applicable per Task Order.
- g. Service Providers will be required to provide a Performance or Construction Guarantee from any South African Banking Institution that amounts to the value of 10% of the Contract Sum for every Task Order Appointment.
- h. Service Providers will be required to provide a valid COIDA and applicable Professional Liability and/or Indemnity Insurance, covering all disciplines per Task Order issued.
- i. Service Providers must ensure the works/ services as per allocated task order, are actioned in accordance with the tender conditions.
- j. If a Service Provider is a JV, any Task Order allocation is made to the same JV. If the JV changes or dissolves, the Framework Service Provider will be struck off the Framework.
- k. The DBSA reserves the right to approach all framework service providers for competitive process when orders need to take place where there is no justifiable reason for issuing an order to a particular framework service provider. Such an approach will not be based on the agreed Framework costs.
- l. The DBSA reserves the right to approach the market to add new service providers to the framework, after every 12 months, subject to service provider availability per framework.
- m. Service Providers may not request Cost Percentage increases to what was agreed and appointed.

#### **5. Cost Evaluation, Standardisation and Recommendation Conditions**

- a. The cost-based pricing strategy allows for the assessment of compensation events (risk events which are not at the contractor's risk) based on cost as defined in the contract plus a percentage agreed at the time of contract formation which covers profit, overheads, finance charges, insurances etc.
- b. Bidders to offer a Cost Percentage per relevant value threshold. Bidders are required to offer one Cost Percentage for Conditional Assessment and three for TFM Services, per value threshold. (*Threshold #1 %: R0-R100m/ Threshold #2 %: R101m-R300m/ Threshold #3 %: R301m and higher*).
- c. The Conditional Assessment percentage and TFM Services percentage (*TFM Service thresholds averaged*), will be used to calculate the combined percentage.
- d. The combined percentages per bidder will be used to calculate the combined percentages average, which will be deemed as the acceptable percentage threshold.
- e. Any combined percentages per bidder deviating by 20% from the combined percentages average (acceptable percentage threshold), will be deemed an outlier.
- f. The remaining bidders (post outlier exclusion) will be assessed for ranking at Stage 3 Price & Preference Evaluation
- g. Only the top ten (10) ranked bidders at Stage 3 Price & Preference Evaluation will be shortlisted per Province.
- h. The individual and combined threshold Cost Percentages will be for evaluation purposes only and in no way represents a contract amount.

- i. The shortlisted price offers will be separately averaged for the Conditional Assessment and the three TFM Service thresholds, to ascertain the median for the acceptable percentage per service type.
- j. Tenderers with Percentage below or above the acceptable percentage will be allowed the opportunity to accept the median, where applicable.
- k. Tenderers not able to accept the median, will not be evaluated further.
- l. Bidders ranked lower than the top ten (10) shortlisting, will not be approached for selection, irrespective of whether a Province Framework realises a max. of ten (10) Service Providers or not.

## **6. Utilisation and Rotation Principles**

- a. Once registered to the Framework, Task Orders will be issued to the respective Service Provider, based on these Principles of Rotation.
- b. Province selection will be based on project location.
- c. Task Orders will be issued in order of the first listed Service Provider downwards.
- d. Task Orders may consist of one or several service requirements.
- e. The Service Provider must provide all of the services required in the Task Order.
- f. Once a Task Order is issued and the service provider cannot accept/ action the task, the non-fulfilment will be listed.
  - Rejection of Task Order allocated, need to be substantiated with reason and will be reported for process management.
  - When a Service Provider is unable or rejects three task orders, the service provider will be listed as non-performing and be placed on hold for further use from the Framework.
    - The Service Provider will be offered an opportunity to represent itself and provide motivation why it should not be excluded from the framework in full and why it should be reinstated.
  - No response or unreasonable/ unjustifiable reasoning, will result in the Service Provider being terminated from the framework.
  - If a Service Provider is allocated a Task Order and states it is unable to action the service due to the agreed Percentage being too low, the Service Provider will be in breach of the conditions and be excluded from the Framework with immediate effect.
  - Any non-performing Service Provider (not to fault of the DBSA) will be issued with a Default Letter pertaining to the applicable Task Order. Receipt of two such letters irrespective of the Task Order, will result in the Service Provider being in breach of the conditions and will be placed on hold for further use from the Framework with immediate effect.
    - The Service Provider will be offered an opportunity to represent itself and provide motivation why it should not be excluded from the framework in full and why it should be reinstated.
- g. For every new project, a new Task Order will be issued to the next in order Service Provider (province specific).
- h. Once a Service Provider has been approached for services via a Task Order, irrespective of whether the required services were provided, will not be approached until all Service Providers have been approached.
- i. Allocation would be based on an equitable distribution in terms of monetary value per individual Province Framework, to ensure a fair and transparent process. This is subject to the next in order Service Providers being able to provide the service required.
- j. A separate Task Order will be applicable for Conditional Assessments and TFM Services.
- k. It is the DBSA's intention to utilise the same Service Provider for Conditional Assessments and TFM Services, as the Service Provider is required to take full ownership of each aspect.
- l. Allocation of the Conditional Assessment Task Order, does not imply or guarantee the Service Provider to be allocated the TFM Services Task Order.
- m. The DBSA reserves the right to award the scope in full or part thereof, or not at all
- n. TFM Services Task Order allocation is subject to budget and/or client acceptance.
- o. In the event of a partial award, the DBSA reserves the right for items excluded from the award, to be retendered in a new tender process.
- p. The DBSA will initiate an independent quality review and detailed project and cost inspection of every Task Order scope, prior to payment and works initiation.

### **1.2.3 BIDDING QUALIFICATION**

#### **1. Introduction**

DBSA has a detailed evaluation methodology premised on Regulations and Legislations applicable to a Schedule 2 entity:

In furtherance of this evaluation methodology, the following bidding qualifications as set out in **clause "3"** will apply.

#### **2. Central Supplier Database ("CSD")**

- a. Service Providers and suppliers who wish to render services to DBSA will no longer register at DBSA directly. Suppliers will have to register on National Treasury Central Supplier Database ("CSD") as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.
- b. National Treasury will maintain the database for all suppliers for Government and its institutions.
- c. All existing and prospective suppliers are requested to self- register on the CSD by accessing the National Treasury website at [www.CSD.gov.za](http://www.CSD.gov.za).
- d. As part of the bid submission, bidders are required to submit their CSD number with their tender submission.

#### **3. Bidding Qualification**

- a. Prospective Bidders who cannot, or do not, satisfy all of the conditions contained in paragraphs **3(b - e)** should not submit Tenders . If a Bidder is found not to meet any one of the requirements listed in paragraphs **3(b - e)**, then that Bidder's Tender will be rejected without any further consideration, at DBSA's sole discretion.
- b. DBSA is only interested in organisations that take accountability for service delivery.
- c. A Bidder must be a South African entity (Company, Close Corporation, Sole Proprietor or individual) or have a local branch office in South Africa. Joint Ventures are also accepted.
- d. The successful Bidder must ensure that it remains compliant with all South African Tax and Customs laws and regulations throughout the Framework term, and failure to do so will result in the member's registration being suspended until compliant.
- e. The Bidder must comply with all applicable legislation in the Republic of South Africa in the performance of its daily activities, including but not limited to labour legislation and bargaining council agreements, health and safety regulations and environmental laws.
- f. Subject to sub-paragraph **3(g)** below, DBSA will disqualify any Bidder who either itself or any of whose members (save for such members who hold a minority interest in the Bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the Bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of DBSA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"):
  - i. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this Tender;
  - ii. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
  - iii. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of DBSA's officers, directors, employees, advisors or other representatives;
  - iv. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
  - v. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
  - vi. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
  - vii. has in the past engaged in any matter referred to in sub-paragraphs **3(f)(i – vi)** foregoing; or
  - viii. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such Bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.
- g. DBSA in its sole discretion will be entitled (but not obliged) to exempt, in writing, a Bidder from disqualification in terms of sub-paragraph **3(f)(vii)** foregoing. A Bidder that stands to be disqualified in term of sub-paragraph **3(f)(vii)** foregoing may, prior to submitting a Tender, approach DBSA in writing for an exemption as foresaid, in which event:
  - i. the Bidder is required to provide DBSA with full information to enable DBSA to consider such application for exemption; and
  - ii. DBSA will not be obliged to consider any such application or to grant any exemption, such consideration or granting of exemption being solely within DBSA's discretion.

- h. By submitting a Tender the Bidder represents to DBSA that it does not stand to be disqualified in terms of paragraph **3(a)** foregoing, unless it has otherwise applied for exemption or been exempted in terms of paragraph **3(g)** foregoing.
- i. DBSA will reject a Bidder's Tender without any further consideration where that Bidder makes culpable misrepresentation to DBSA in its Tender or at any stage during this Tender process.
- j. DBSA may **disqualify** a Bidder –
  - i. whose Tender contains a negligent misrepresentation which is materially incorrect or misleading;
  - ii. whom DBSA considers to be directly or indirectly owned, controlled or managed by persons who are not acceptable to DBSA from an ethical, business or governance perspective;
  - iii. who had access to any of DBSA's proprietary information or any other matter that may have unfairly placed that Bidder in a preferential position in relation to any of the other Bidders;
  - iv. who materially fails to comply with any conditions or requirements of this Tender;
  - v. who in DBSA's opinion has either materially failed to comply with any of the conditions of any existing or past agreement between such Bidder and DBSA or who has performed unsatisfactorily under any such agreement; or
  - vi. who fails to respond as required to written notices given by DBSA in connection with its Tender under this Tender.
  - vii. Where a director of a bidder has directorship in one or more other bidding entities. The submission may be disqualified at any other time after appointment, when this information comes to light.
  - viii. Where a bidder was terminated by the DBSA, or any other State Entity (for which info is known) for non-performance on a project in the last 5 years.
- k. Where there is conflict between the Specification and/or any documentation published along with this document. The Provisions of this document take precedence overall.

#### **1.2.4 ADDITIONAL CLAUSES**

##### **1. Acceptance of Tender Conditions**

The Bidder's participation in the Tender process is deemed to constitute acknowledgement and acceptance by the Bidder of the terms and conditions contained in this Tender.

##### **2. Reservation of Rights**

DBSA reserves the right in its discretion to:

- a. make no award;
- b. withdraw, suspend or cancel this Tender or the Tender process at any time and without providing reasons;
- c. not provide reasons for its rejection or the failure of any Bidder or Tender, save on application and in terms of applicable legislation;
- d. change any of its requirements as set out in this Tender by giving Bidders reasonable notice;
- e. change any condition, procedure or rule of the Tender by giving Bidders reasonable notice;
- f. amend, vary, or supplement any of the information, terms or requirements contained in this Tender, any information or requirements delivered pursuant to this Tender, or the structure of the Tender process;
- g. re-advertise for Tenders;
- h. provide further information in respect of, and modify the provisions of, this Tender at any time prior to the Closing Date by notice to all prospective Bidders;
- i. conduct site visits and/or perform audits whenever DBSA deems it prudent to do so during Tender evaluation or post award;
- j. undertake further checks on Bidders, which may include information on public record or in the public domain, information contained in internal DBSA records or information received from other government institutions;
- k. no longer consider a Bidder's Tender where adverse information about the Bidder or its Tender submission has come to the attention of DBSA, provided that such Bidder is informed accordingly and invited to comment;

##### **3. Tender not an Offer**

This Tender does not constitute an offer to do business with DBSA, but merely serves as an invitation to Bidders to facilitate a requirements-based decision process.

Nothing in this Tender or any other communication made between DBSA (including its officers, directors, employees, advisers and representatives) is a representation that DBSA will offer, award or enter into a contract with the Bidder.

##### **4. Preparation Costs**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this Tender and all other costs incurred by it throughout the Tender process. Furthermore, no statement in this Tender will be construed as placing DBSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Bidders in the preparation of their response to this Tender.

##### **5. Conflict of Interest**

If at any time the Bidder identifies an actual or potential conflict of interest, the bidder must immediately notify DBSA in writing. DBSA reserves the right to exclude the Tender submitted by such Bidder from further consideration, unless the Bidder is able to resolve the conflict. In addition, if it comes to DBSA's knowledge that there was indeed a conflict of interest or a potential conflict of interest, same will be grounds for the immediate disqualification of the Bidder, whether during the tender process or post appointment if successful.

**6. Confidentiality**

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this Tender or a Bidder's Tender(s) will be disclosed by any Bidder or other person not officially involved with DBSA's examination and evaluation of a Tender.

No part of the Tender may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This Tender and any other documents supplied by DBSA remain proprietary to DBSA and must be promptly returned to DBSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.

Throughout this Tender process and thereafter, Bidders must secure DBSA's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this Tender relates; or (ii) the process which follows this Tender. Failure to adhere to this requirement may result in disqualification from the Tender process and civil action.

After the Closing Date, no confidential information relating to the process of evaluating or adjudicating Tenders or appointing a Bidder will be disclosed to a Bidder or any other person not officially involved with such process.

**7. Limitation of Liability**

A Bidder participates in this Tender process entirely at its own risk and cost. DBSA shall not be liable to compensate a Bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Tender process.

**8. Tax Compliance**

No tender shall be awarded to a Bidder (or any of its members, directors, partners or trustees) whose names appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers.

DBSA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a Bidder has been blacklisted with National Treasury by another government institution.

**9. Screening and Vetting of Service Provider**

Acceptance of this tender is subject to the condition that both the contracting firm and its personnel providing the service may be screened and cleared by the appropriate authorities to the grade of clearance in line to classified information, intelligence in the possession of DBSA and areas designated as National Key points that they may have (as and when required per Tender#). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor.

The Panel Evaluation will entail a PEP Check and ProcureCheck as part of the Risk Analysis.

| Clause number | 1.3 Tender Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1           | The employer for this Contract is <b>Development Bank of Southern Africa</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3.2           | <p>The Tender Documents issued by the Employer comprise the following documents:</p> <p><b>Part 1: Tendering Procedures (Part 1 of 2)</b></p> <p>1.1 - Tender notice and invitation to tender<br/>1.2 - DBSA Requirements<br/>1.3 - Tender data</p> <p><b>Part 2: Returnables Documents (Part 2 of 2)</b></p> <p>2.1 - Returnable Documents</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.3           | The submission data and additional requirements contained in the submission schedules that are included in the returnable documents are deemed to be part of these tender conditions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.4           | <p><u>The Employer is:</u></p> <p><b>Name:</b> Development Bank of Southern Africa Limited</p> <p><b>Address:</b> 1258 Lever Road, Headway Hill, Midrand, Gauteng, 1685</p> <p><b>Tel:</b> (011) 313 3911</p> <p><b>Attention is drawn to the fact that verbal information, given by the Employer's agent during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer in writing to Respondents will be regarded as amending the Expression of Interest documents.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3.4           | The language of communications is English.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.1           | <p>The following tenderers who are registered with the CIDB, or are capable of being so registered <b>prior to the evaluation of submissions</b>, are eligible to have their tenders evaluated:</p> <ol style="list-style-type: none"> <li>contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) and 25(7A) of the Construction Industry Development Board Regulations, for a <b>N/A N/A</b> class or higher of construction work; and</li> <li>submit an offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with the employer</li> <li>the tenderer is registered on the National Treasury Central Supplier Data Base (<a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a>)</li> <li>the tenderer accepts that documents that have correction fluid on them will be deemed non-responsive and the documents must remain intact</li> <li>tenderers adhere to the pre-qualification criteria stated in the tender document, if any.</li> </ol> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>the entity is registered as a JV,;</li> <li>every member of the joint venture is registered with the CIDB in the <b>N/A</b> class of work;</li> <li>the lead partner has a contractor grading designation in the <b>N/A N/A</b> class or higher of construction work; and</li> <li>the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a <b>N/A N/A</b> class or higher of construction work or a value determined in accordance with Regulation 25 (1B) and 25(7A) of the Construction Industry Development Regulations</li> <li>The members / parties have signed a joint venture agreement.</li> <li>A consolidated B-BBEE verification certificate in the name of the joint venture must be submitted in order to qualify for the preference points</li> </ol> |

| 4.5                     | <p>The arrangements for a Tender Brief is as stated in the Tender Notice and Invitation to Tender 1.1</p> <p>Tenderers must sign the attendance register in the name of the tendering entity/ indicate attendance via online platform by communicating full details of attendee. (In case of a JV, at least one JV member must be present). Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--|------------------------|---|---------------------------------------------------------------------------------|---------------|---|-----------------------------------------------------------------------------------------------------|---------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---|-----|---------------|---|-----|---------------|
| 4.7                     | <p>The employer's details and address for delivery of Expression of Interests and identification details that are to be shown on each tender offer package are:</p> <p><b>Location of tender Folder:</b> Refer to 1.1</p> <p><b>Physical address:</b> Refer to 1.1</p> <p><b>Identification details:</b> Tenderers full name</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 4.9                     | Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 4.9                     | The closing time for submission of tender offers is as stated in the Notice and Invitation to Submit an Expression of Interest (1.1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                         |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 5.3                     | Tenders will not be opened in public. Tenders will be opened the day after the closing time (23:55hrs Telkom Time) for receipt of tenders as stated in the Tender Notice and Invitation to Tender, or as stated in any Addendum extending the closing date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 5.9                     | <p>The procedure for the evaluation of responsive tenders is as per below selected <b>Method</b>.</p> <p>Evaluation will be as per stages modified to comply with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.</p> <p><b>Stage 1:</b> Responsiveness</p> <p><b>Stage 2:</b> Functional Evaluation</p> <p><b>Stage 3:</b> Risk Analysis Other Objective Criteria</p> <p>N/A: N/A</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
|                         | <p><b><u>Stage 1: Responsiveness Evaluation</u></b></p> <p>The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited criteria selected in below table.</p> <p><b>A.</b> Tenderers who do not adhering to those criteria listed as <b>PRE-QUALIFIER</b>, will be <b><u>disqualified immediately</u></b>;</p> <table><tr><th colspan="2">Responsiveness Criteria</th><th>Prequalifying Criteria</th></tr><tr><td>1</td><td>Attendance of <b>Compulsory Online</b> (Microsoft Teams) <b>Tender Briefing</b></td><td>Pre-Qualifier</td></tr><tr><td>2</td><td>Bidder must be registered with the South African Facilities Management Association (<b>SAFMA</b>)</td><td>Pre-Qualifier</td></tr><tr><td>3</td><td>Provision of a <b>Municipal Account</b> reflecting no arrears (not older than 3 months), or a signed <b>Lease Agreement</b> (which has been signed at least 12 months prior to bid closure), is required for <b>every Province selected</b> by the bidder to evidence established provincial footprint.</td><td>Pre-Qualifier</td></tr><tr><td>4</td><td>N/A</td><td>Pre-Qualifier</td></tr><tr><td>5</td><td>N/A</td><td>Pre-Qualifier</td></tr></table> | Responsiveness Criteria |  | Prequalifying Criteria | 1 | Attendance of <b>Compulsory Online</b> (Microsoft Teams) <b>Tender Briefing</b> | Pre-Qualifier | 2 | Bidder must be registered with the South African Facilities Management Association ( <b>SAFMA</b> ) | Pre-Qualifier | 3 | Provision of a <b>Municipal Account</b> reflecting no arrears (not older than 3 months), or a signed <b>Lease Agreement</b> (which has been signed at least 12 months prior to bid closure), is required for <b>every Province selected</b> by the bidder to evidence established provincial footprint. | Pre-Qualifier | 4 | N/A | Pre-Qualifier | 5 | N/A | Pre-Qualifier |
| Responsiveness Criteria |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Prequalifying Criteria  |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 1                       | Attendance of <b>Compulsory Online</b> (Microsoft Teams) <b>Tender Briefing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Pre-Qualifier           |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 2                       | Bidder must be registered with the South African Facilities Management Association ( <b>SAFMA</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Pre-Qualifier           |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 3                       | Provision of a <b>Municipal Account</b> reflecting no arrears (not older than 3 months), or a signed <b>Lease Agreement</b> (which has been signed at least 12 months prior to bid closure), is required for <b>every Province selected</b> by the bidder to evidence established provincial footprint.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Pre-Qualifier           |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 4                       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Pre-Qualifier           |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |
| 5                       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Pre-Qualifier           |  |                        |   |                                                                                 |               |   |                                                                                                     |               |   |                                                                                                                                                                                                                                                                                                         |               |   |     |               |   |     |               |

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

| Responsiveness Criteria |                                                                                                                                                                                                                       | Clarification Time |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1                       | Adherence to the <b>Standard Conditions of Tender</b> as required. (No Alternative, Qualification or Deviation)                                                                                                       | 48 hours           |
| 2                       | <b>Returnable Documents</b> completed and signed.                                                                                                                                                                     | 48 hours           |
| 3                       | Submission of Registration with <b>National Treasury Central Supplier Database (CSD) Summary Report</b> : - Bidder must be registered in order to do business with the DBSA.                                          | 48 hours           |
| 4                       | A <b>Tax Pin</b> issued by SARS.                                                                                                                                                                                      | 48 hours           |
| 5                       | <b>BBBEE Certificate/ Affidavit</b> . (Consortiums, Joint Venture Companies and Partnership must submit a <b>consolidated</b> BBBEE Certificate). Non-response will result in bidder scoring 0 points for preference. | 48 hours           |
| 6                       | A detailed <b>Joint Venture Agreement</b> to be submitted, if the submitting entity is a JV, clearly indicating responsibilities and percentage structure.                                                            | 48 hours           |
| 7                       | Completed and signed <b>Declaration of Default and Termination</b>                                                                                                                                                    | 48 hours           |
| 8                       | Provide Private Security Industry Regulation Act ( <b>PSIRA</b> ) or provide Formal Subcontracting/ Outsourcing Agreement                                                                                             | 48 hours           |
| 9                       | Provide National Contract Cleaners Association ( <b>NCCA</b> ) or provide Formal Subcontracting/ Outsourcing Agreement                                                                                                | 48 hours           |

5.10

**Stage 2 : Functional Evaluation**

The evaluation process to be applied in the **Functional Evaluation** of tenders:

- The BEC will do Consensus scoring and the scores will be summarised in a consolidated document.
- Having met the sub-category minimum, Bidders which have a min. total score **70 points** out of a possible 100, to be assessed for the next evaluation stage.
- The allocation of points for the evaluation of quality/functionality is set out in the table below:

| No.                                              | Criteria                                  | Min. Points | Max. Points |
|--------------------------------------------------|-------------------------------------------|-------------|-------------|
| 1                                                | Bidder's (Company) experience             | n/a         | 20          |
| 2                                                | Project Delivery Team                     | n/a         | 20          |
| 3                                                | Project Plan and Transitional Methodology | n/a         | 20          |
| 4                                                | Technology and MIS                        | n/a         | 20          |
| 5                                                | Development and Skills Transfers          | n/a         | 10          |
| 6                                                | Contract Management                       | n/a         | 10          |
| <b>Total evaluation points for functionality</b> |                                           | <b>n/a</b>  | <b>100</b>  |

**Score Breakdown:**

**CRITERIA 1: BIDDER'S (COMPANY) EXPERIENCE (20 POINTS)**

- a. Experience gained delivering similar projects both in South Africa and beyond.
- b. The Bidder needs to demonstrate the organisations management delivery capability in terms of knowledge and experience within its executive/senior leadership structure to provide assurance that they can deliver a project of this magnitude and that it has the individuals within the organization that could be sourced nationally and internationally to deliver this project.
  - o This would include a proposed organogram and framework as to what structure would be leading and delivering the strategic outcomes of TFM.
- c. Availability and location of skills with relevant experience to be deployed to this project.
- d. Provide details and references of where work of a similar scale and complexity was performed.  
Minimum 3 reference letters required.
- e. Schedule of Track Record must state the following;

|                                                     |                                                       |
|-----------------------------------------------------|-------------------------------------------------------|
| 1) Written demonstration on all projects completed. | 6) Name of the Client                                 |
| 2) Nature of the work                               | 7) Value of Projects (over R 25m)                     |
| 3) Duration of the work                             | 8) Company experience (over 5 years)                  |
| 4) Value of the work                                | 9) Project (facility) type, scale (m2) and complexity |
| 5) Location of the work                             |                                                       |

| SCHEDULE OF TRACK RECORD |                                                                                                                                         | EXPERIENCE WITHIN RSA<br>(Reference Letters)                                                   | SCORE                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------|
| 1.1                      | Bidder has not submitted a schedule of track record confirming relevant experience and projects completed greater than R25m per project | Bidder has submitted no relevant references supporting such services delivered                 | Non-Responsive<br>(Score 0) |
| 1.2                      | Bidder has submitted a schedule of track record confirming relevant experience and projects completed from R25m to R45.99m per project. | Bidder has submitted at least three (3) relevant references supporting such services delivered | Poor<br>(Score 5)           |
| 1.3                      | Bidder has submitted a schedule of track record confirming relevant experience and projects completed from R46m to R74.99m per project. | Bidder has submitted at least three (3) relevant references supporting such services delivered | Adequate<br>(Score 15)      |
| 1.4                      | Bidder has submitted a schedule of track record confirming relevant experience and projects completed greater than R75m per project     | Bidder has submitted at least three (3) relevant references supporting such services delivered | Good<br>(Score 20)          |

**CRITERIA 2: PROJECT DELIVERY TEAM (20 POINTS)**

- a. The Bidder needs to demonstrate the organisations management delivery capability in terms of knowledge and experience within its executive/senior leadership structure to provide assurance that they can deliver a project of this magnitude and that it has the individuals within the organization that could be sourced nationally and internationally to deliver this project.
  - o This would include a proposed organogram and framework as to what structure would be leading and delivering the strategic outcomes of TFM.
- b. Availability and location of skills with relevant experience to be deployed to this project.

| CRITERIA | DEFINITION                               | MEASUREMENT                                                           | SCORE                                                           |
|----------|------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------|
| 2.1      | Bidder's capacity and approach to ensure | Demonstrate the capacity, networks, tools and interventions that will | No demonstration of bidder's understanding of capacity and<br>0 |

|            |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                    |           |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            | business continuity in the event of critical / core skills are being depleted / or exit.<br><b>(5 Points)</b>                                                                                                                                                                                                                                                         | provide assurance that delivery capacity and core skills will not pose a delivery risk in terms of meeting the agreed service standards                                                                                                                                                                                                                                                                                                                                                                                                                                                               | approach to ensure business continuity and resource capacitation                                                                                                                                                                                                                   |           |
|            |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Poor demonstration of bidder's understanding of capacity and approach to ensure business continuity and resource capacitation                                                                                                                                                      | <b>1</b>  |
|            |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Generic but acceptable demonstration of bidder's capacity and approach to ensure business continuity and resource capacitation                                                                                                                                                     | <b>3</b>  |
|            |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Clear and concise demonstration of bidder's capacity and approach to ensure business continuity and resource capacitation                                                                                                                                                          | <b>5</b>  |
| <b>2.2</b> | <b>Project Delivery Team (PDT) must comprise of TFM Lead/Director; Lead Technical Services; Lead Soft Services and Lead Support Services</b><br><br>PDT must be a seasoned team, led by experienced professionals with an appropriate level of certifications and experience in having managed such portfolios both by scale and complexity<br><br><b>(15 Points)</b> | Technical lead must at a minimum a registered Engineer. Preference for an Electrical Engineer with relevant experience in Structural, Mechanical and OHS. SAFMA would be an advantage<br><br>Other roles must demonstrate:<br>- Relevant Project management qualifications,<br>- Proven track record (minimum 5 years)<br>- Relevant exposure to the portfolio being managed<br>- The Support Role must have a proven record operational centres, systems, quality management and reporting<br>Project Structure and Resource Profiles for Lead roles to clearly demonstrate the credentials required | Does not meet requirements in categories in terms of qualifications, relevant experience, types of projects managed                                                                                                                                                                | <b>0</b>  |
|            |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Partially meets requirements in all categories in terms of qualifications, relevant experience, types of projects managed                                                                                                                                                          | <b>5</b>  |
|            |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meets minimum requirements in all categories in terms of qualifications, relevant experience, types of projects managed. Facility Management / Technical Lead has a SAFMA certification                                                                                            | <b>10</b> |
|            |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meets requirements in all categories in terms of qualifications, relevant experience, types of projects managed i.e. greater than 5 years' experience across all categories, Proven track record over multiple projects of relevant scale and quantity; Technical lead has a SAFMA | <b>15</b> |

**CRITERIA 3: PROJECT PLAN AND TRANSITIONAL METHODOLOGY (20 POINTS)**

**a. A detailed project plan setting out major deliverables, timeliness, and key milestones to on board onto this project and assume responsibility for total facility management requirements (understanding of TFM and project).**

| <b>PROJECT PLAN (10 POINTS)</b> |                                                                                                                                                                                                                                   |  | <b>SCORE</b>                       |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------|
| <b>3.1</b>                      | Bidder has submitted no information or inadequate information to confirm understanding and provide assurance on how this engagement will be managed                                                                               |  | Non-responsive<br><b>(Score 3)</b> |
| <b>3.2</b>                      | Bidder has submitted a generic approach and methodology which to setting out major deliverables, timeliness and key milestones to on board onto this project and assume responsibility for total facility management requirements |  | Good<br><b>(Score 7)</b>           |
| <b>3.3</b>                      | Bidder has submitted a detailed methodology and plan, setting out major deliverables, timeliness and key milestones to on board onto this project and assume responsibility for total facility management requirements            |  | Excellent<br><b>(Score 10)</b>     |

**CRITERIA 4: TECHNOLOGY AND MIS (20 POINTS)**

**a. Demonstrate your technology platform / solution that will be deployed for managing and reporting on the various categories.**

| <b>b. Sample of operational and Management reports that will be supplied.</b><br><b>c. Value added data (if available)</b><br><b>d. Profile of Technology Integration Lead</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>TECHNOLOGY AND MIS (20 POINTS)</b>                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>SCORE</b>                       |
| <b>4.1</b>                                                                                                                                                                     | Bidder has submitted no information or inadequate information to determine scoring level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Non-responsive<br><b>(Score 0)</b> |
| <b>4.2</b>                                                                                                                                                                     | Generic demonstration of technology platform / solution that will be deployed for managing and reporting on the various categories, with limited evidence on reporting capability, integrated functionality and proven application at other Client sites                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Average<br><b>(Score 10)</b>       |
| <b>4.3</b>                                                                                                                                                                     | <p>Clear and concise demonstration of technology platform / solution that that will be deployed for managing and reporting on the various categories, with adequate evidence on reporting capability, integrated functionality and proven application at other Client sites.</p> <p><u>Solution clearly demonstrates functionality to manage the following:</u></p> <ul style="list-style-type: none"> <li>i. Call centre management capability to manage service desk</li> <li>ii. Asset data and management</li> <li>iii. Conditional assessment and capacity management data</li> <li>iv. Maintenance schedules</li> <li>v. Capital Planning</li> <li>vi. Asset Tracking and Reporting</li> <li>vii. Optimization management</li> </ul> <p><u>Solution / platform must have the following capabilities:</u></p> <ul style="list-style-type: none"> <li>i. Integrated Functionality (within and between Client systems)</li> <li>ii. Strong at database management and reporting</li> <li>iii. Security protocols in terms of safe guarding Client data and information</li> </ul>                                                                                                                                                                                                      | Good<br><b>(Score 15)</b>          |
| <b>4.4</b>                                                                                                                                                                     | <p>Clear and concise demonstration of technology platform / solution that that will be deployed for managing and reporting on the various categories, with adequate evidence on reporting capability, integrated functionality, other value adds and proven application at other Client sites supported by Client references</p> <p><u>Solution clearly demonstrates functionality to manage the following:</u></p> <ul style="list-style-type: none"> <li>i. Call centre management capability to manage service desk</li> <li>ii. Asset data and management</li> <li>iii. Conditional assessment and capacity management data</li> <li>iv. Maintenance schedules</li> <li>v. Capital Planning</li> <li>vi. Asset Tracking and Reporting</li> <li>vii. Optimization management</li> </ul> <p><u>Solution / platform must have the following capabilities:</u></p> <ul style="list-style-type: none"> <li>i. Integrated Functionality (within and between Client systems)</li> <li>ii. Strong at database management and reporting</li> <li>iii. Manage multiple client sites data and allow for consolidated reporting</li> <li>iv. Ease of customization to support Client requirements</li> <li>v. Security protocols in terms of safe guarding Client data and information</li> </ul> | Excellent<br><b>(Score 20)</b>     |

**CRITERIA 5: DEVELOPMENT AND SKILLS TRANSFERS (10 POINTS)**

| <b>a. Demonstrate approach to support the development of impacted stakeholders.</b><br><b>• This includes the support to be provided for the transformation of small and emerging firms.</b> |                                                                                             |                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------|
| <b>SKILLS TRANSFER TO PTME STAFF (10 POINTS)</b>                                                                                                                                             |                                                                                             | <b>SCORE</b>                       |
| <b>5.1</b>                                                                                                                                                                                   | Bidder has submitted no information or inadequate information to determine scoring level    | Non-responsive<br><b>(Score 0)</b> |
| <b>5.2</b>                                                                                                                                                                                   | Generic approach to skills transfer plan which is limited to a segment of stakeholders only | Average<br><b>(Score 5)</b>        |

|            |                                                                                       |                         |
|------------|---------------------------------------------------------------------------------------|-------------------------|
| <b>5.3</b> | Detailed and integrated approach to development that covers some stakeholder segments | Good<br>(Score 7)       |
| <b>5.4</b> | Detailed and integrated approach to development that covers all stakeholder segments  | Excellent<br>(Score 10) |

**CRITERIA 6: CONTRACT MANAGEMENT (10 POINTS)**

| <b>a. Demonstrate capacity and experience in having managed Facilities Management contracts.</b> |                                                                                                                                                                                                                                                   |                             |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>SKILLS TRANSFER TO PTME STAFF (10 POINTS)</b>                                                 |                                                                                                                                                                                                                                                   | <b>SCORE</b>                |
| <b>6.1</b>                                                                                       | Bidder has submitted no information or inadequate information to determine scoring level                                                                                                                                                          | Non-responsive<br>(Score 0) |
| <b>6.2</b>                                                                                       | Bidder has submitted sufficient evidence to demonstrate capability in managing <b>Facilities Management contracts.</b>                                                                                                                            | Average<br>(Score 5)        |
| <b>6.3</b>                                                                                       | Bidder has submitted sufficient evidence to demonstrate capability in managing <b>Facilities Management contracts..</b> Bidder has also provided evidence on team resources with experience in this area and whom will be managing such contracts | Good<br>(Score 10)          |

**Stage 3: Financial Offer and Preference Evaluation**

With reference to the PPR2022, the evaluation shall be based on the principle and points for evaluation as follow:

| <b>Evaluation Criteria</b> |                                                             | <b>Points Threshold</b> | <b>Tick if selected</b> <input type="checkbox"/>                                                                                                                                                                                         |
|----------------------------|-------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>                  | Price                                                       | 90                      | (Where it is unclear which preference point system will be applicable, either the 80/20 or 90/10 preference point system will apply, and the lowest acceptable tender will be used to determine the applicable preference point system). |
| <b>2.</b>                  | Specific Goals (namely, B-BBEE status level of contributor) | 10                      |                                                                                                                                                                                                                                          |
| <b>3.</b>                  | <b>Total</b>                                                | <b>100</b>              | <b>100</b>                                                                                                                                                                                                                               |

**Stage 4: Objective Criteria & Risk Analysis**

- a)** Firstly, in addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed as “**Other Objective Criteria**” in terms of the PPR2022, in order to ascertain suitability for award – we reserve the right to clarify any aspects listed hereunder where applicable.
- If having passed Responsiveness, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services.
  - Fully compliant and registered with the National Treasury Central Supplier Database.
  - No misrepresentation in the tender information submitted.
  - The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
  - The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract.
  - Convicted by a court of law for fraud and corruption.
  - Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract.
  - Any bidder who has had a tender award terminated by the DBSA for non-performance during the 18 months preceding the closing date of this Tender, may at the discretion of the DBSA, be excluded from recommendation for further under this Tender. In addition, any bidder who has received a written notice of non-performance in the 12-month period preceding the award of this Tender, may at the discretion of the DBSA, be excluded from

- recommendation for further awards until the non-performance, or the circumstance giving rise to the non-performance, has been remedied to the satisfaction of the DBSA.
- ix. Financial health of the bidder may be assessed if deemed necessary, to ensure that the service provider will be able to operate as per required deliverables (Ratios: Accounts Receivable & Payable Turnover, Liquidity & Solvency).
  - x. Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted. The market average of received bid prices excluding Outliers, as well as the DBSA QS estimate will be used as a guide to indicate financial risk.
  - xi. PEP Check and Procure Check to be initiated and if negative, may result in exclusion.
  - xii. A check against any other requirement as stipulated in the **Additional Conditions of Tender**.
  - xiii. Use of adherence to the stipulated requirement of **N/A** as Objective Criteria.
  - xiv. All conditions listed under clause 1.2.3(3) of the Tender may be utilised.

The following documents are relevant to this Expression of Interest and/ or to the proceeding Tender and Tenderers are advised to obtain their own copies thereof:

| #     | Document                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1   | Facilities Management Conditions of Contract                                                                                                                                                                                                                                                                                                                                                                    |
| 2     | Standardized Specifications for Civil Engineering Construction SANS 1200                                                                                                                                                                                                                                                                                                                                        |
| 3     | Code of Practice for the application of the National Building Regulations" SABS 0400-1990                                                                                                                                                                                                                                                                                                                       |
| 4     | The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, Edition 24 (latest edition) including the Code of Practice: Managing exposure to SARS-CoV-2 in the workplace.                                                                                                                                                                                                                    |
| 5     | Safety, Health, Environmental and Quality Policy for Construction and Maintenance Programmes                                                                                                                                                                                                                                                                                                                    |
| 6     | The conditions of tender are the Standard Conditions of Tender as contained in Annexure C of the cidb Standard for Uniformity in Construction Procurement in Board Notice 423 of 2019 as published in Government Gazette No.42622 of 8 August 2019 (See <a href="http://www.cidb.org.za">www.cidb.org.za</a> ), which contains references to the Tender Data for details that apply specifically to the Tender. |
| 7     | In addition, Tenderers are advised, in their own interest, to obtain their own copies of the following acts, regulations and standards referred to in this document as they are essential for the Tenderer to get acquainted with the basics of construction management, the implementation of preferential construction procurement policies and participation of targeted enterprise and labour.              |
| 7.1   | The Construction Industry Development Board Act No 38 of 2000 and the Regulations in terms of the cidb Act 38/2000, Government Gazette Notice No 42622 of 10 August 2019                                                                                                                                                                                                                                        |
| 7.2   | SANS 1921:2004 Construction and Management:                                                                                                                                                                                                                                                                                                                                                                     |
| 7.2.1 | Part 1 : General Engineering and Construction Works;                                                                                                                                                                                                                                                                                                                                                            |
| 7.2.2 | Part 2 : Accommodation of Traffic on Public Roads occupied by the Contractor;                                                                                                                                                                                                                                                                                                                                   |
| 7.2.3 | Part 3 : Structural Steelwork;                                                                                                                                                                                                                                                                                                                                                                                  |
| 7.2.4 | Part 5 : Earthworks Activities which are to be performed by hand.                                                                                                                                                                                                                                                                                                                                               |
| 7.3   | Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Regulations as published in the Government Gazette No. 40553 of 2022                                                                                                                                                                                                                                                            |
| 7.4   | cidb Standard for Skills Development                                                                                                                                                                                                                                                                                                                                                                            |
| 7.5   | cidb Standard for Indirect Targeting for Enterprise Development                                                                                                                                                                                                                                                                                                                                                 |
| 7.6   | cidb Competence Standard for Contractors Gazette No. 41237, 10 November 2017 under 7.1                                                                                                                                                                                                                                                                                                                          |

## PART 2 OF 3

## RETURNABLE DOCUMENTS

### COMPILATION INSTRUCTIONS

Tenderers are to refer to the table of contents, for applicability of Returnables. to ensure that all information in the Tender Document is read, completed, and signed in full by the Tenderer.

- 1) All forms must be properly completed and signed as required and the document shall not be taken apart or altered in any way whatsoever.
- 2) With reference to the above, it is however required that:
  - Any attachments and/or supporting documents to be annexed to these Returnables, **must be compiled in a separate file, and indexed in the same format as the Returnables Checklist.**
- 3) Any Returnables not selected as applicable, is irrelevant to this tender process and do not need to be completed.
- 4) Tenderers must ensure each of the listed Returnables are populated and signed in full.
- 5) All forms must be duly completed as required.



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

**PART 2.1.1: TENDER BRIEF ATTENDANCE**

This returnable is to be read in conjunction with the information under 1.1, PART 1 of 3.

**A. If Brief is Online:**

- i. Access published link (Microsoft Teams).
- ii. Stipulate **Company Name, Email, Contact Number and Attendee Name** in chat box, as proof of attendance. *(Failure to comply may result in bidders attendance not being recorded and subsequently disqualified from further evaluation).*

**B. If Brief is Physical:**

- i. Access physical location as stipulated under 1.1 Tender Notice and Invitation to Tender.
- ii. Attendees will be required to populate and sign the **Tender Brief Attendance Register**, as proof of attendance. *(Failure to comply may result in bidders attendance not being recorded and subsequently disqualified from further evaluation).*

This is to certify that (Tenderer).....  
was represented at the Tender Brief held as stipulated in 1.1.

- The original Brief Attendance Register *(if physical brief)*, or the MS Teams registration proof *(if online brief)* will be utilised as formal proof of tenderers attendance.
- Tenderer is welcome to attach a photo of signed attendance register as proof, however the original attendance register will still be utilised for accuracy.

I/We hereby acknowledge that I/We have acquainted ourselves with the conditions likely to influence the work and all aspects that could influence either the cost or the construction of the services prior to determining our rates and prices.

I/We further certify that I/we are satisfied with the description of the work and explanations given at the brief and that I/We perfectly understand the work to be done, as specified and implied, in the documentation and information provided.

**TENDERER'S REPRESENTATIVE(S):**

Name: ..... Signature .....

Capacity: .....

**PART 2.1.2: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Indicate the status of the Tenderer by ticking the appropriate box hereunder. The Tenderer must complete the certificate set out below for the relevant category.

| (I)<br>COMPANY | (II)<br>CLOSE<br>CORPORATION | (III)<br>PARTNERSHIP | (IV)<br>JOINT<br>VENTURE | (V)<br>SOLE<br>PROPRIETOR |
|----------------|------------------------------|----------------------|--------------------------|---------------------------|
|                |                              |                      |                          |                           |

**Signatories for Companies, Close Corporations, Partnerships, Joint Ventures or Sole Proprietors must establish their authority thereto by attaching a copy of the relevant resolution of their Board of Directors, Members or Partners duly signed and dated. Examples are shown below if tenderer want to create own form.**

**(I) CERTIFICATE FOR COMPANY**

I, ..... chairperson of the Board of Directors/  
Company Secretary of ....., hereby confirm that by  
resolution of the Board (copy attached) taken on ..... 20....., Mr/Ms  
....., acting in the capacity of .....,  
was authorized to sign all documents in connection with the Tender and any contract resulting from it,  
on behalf of the company.

Chairman: ....., or;

Company Secretary:.....

As Witness: 1. ....

2. ....

Date: .....

**(II) CERTIFICATE FOR CLOSE CORPORATION**

We, the undersigned, being the key members in the business trading as .....  
 .....hereby authorise Mr/Ms.....  
 acting in the capacity of .....  
 to sign all documents in connection with the Tender and any contract resulting from it, on our behalf.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

***Note: This certificate is to be completed and signed by all the key members upon whom rests the directions of the affairs of the Close Corporation as a whole.***

**(III) CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key members in the business trading as .....  
.....hereby authorise Mr/Ms.....  
acting in the capacity of .....  
to sign all documents in connection with the Tender and any contract resulting from it, on our behalf.

| NAME         | ADDRESS | SIGNATURE | DATE |
|--------------|---------|-----------|------|
| Lead partner |         |           |      |
|              |         |           |      |
|              |         |           |      |
|              |         |           |      |
|              |         |           |      |
|              |         |           |      |
|              |         |           |      |
|              |         |           |      |

***Note: This certificate is to be completed and signed by all the key members upon whom rests the direction of the affairs of Partnership as a whole.***

**(IV) CERTIFICATE FOR SOLE PROPRIETOR**

I, ..... hereby confirm that I am the sole owner of  
the business trading as .....

**Signature** of Sole Owner: .....

As Witnesses:

1. ....

2. ....

Date: .....

**(V) CERTIFICATE JOINT VENTURE**

We, the undersigned, being the key members in the business trading as .....  
.....hereby authorise Mr/Ms.....  
acting in the capacity of .....  
to sign all documents in connection with the Tender and any contract resulting from it, on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

| NAME OF FIRM          | ADDRESS | DULY AUTHORISED SIGNATORY |
|-----------------------|---------|---------------------------|
| Lead Partner          |         | Signature                 |
|                       |         | Name                      |
| CIDB Registration No. |         | Designation               |
| Lead Partner          |         | Signature                 |
|                       |         | Name                      |
| CIDB Registration No. |         | Designation               |
| Lead Partner          |         | Signature                 |
|                       |         | Name                      |
| CIDB Registration No. |         | Designation               |

***Note: This certificate is to be completed and signed by all the key partners upon whom rests the direction of the affairs of the Joint Venture as a whole.***

**PART 2.1.3: JOINT VENTURE/ CONSORTIUM DISCLOSURE FORM**

**TO BE COMPLETED ONLY IF TENDER IS SUBMITTED IN A  
JOINT VENTURE OR CONSORTIUM**

**GENERAL**

- i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii) A copy of the joint venture agreement must be attached to this form, to demonstrate the Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
  - a) the contributions of capital and equipment
  - b) work items to be performed by the Joint Venture Partner's own forces
  - c) work items to be performed under the supervision of the Joint Venture Partner.
- iii) Copies of all written agreements between joint venture partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) Should any of the above not be complied with, the joint venture tenderer will be deemed null and void and will be considered non-responsive.

**1. JOINT VENTURE PARTICULARS**

- a) Name .....
- b) Postal address.....  
.....
- c) Physical address .....  
.....
- d) Telephone .....
- e) Fax .....

## **2. IDENTITY OF EACH UNINCORPORATED JOINT VENTURE PARTNER**

**2.1. (a)** Name of Firm .....

Postal Address .....

Physical Address .....

Telephone .....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

**2.2. (a)** Name of Firm .....

Postal Address .....

Physical Address .....

Telephone .....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

*(Continue as required for further Unincorporated Joint Venture Partners)*

## **3. IDENTITY OF EACH INCORPORATED JOINT VENTURE PARTNER**

**3.1. (a)** Name of Firm .....

Postal Address .....

Physical Address .....

Telephone .....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

**3.2. (a)** Name of Firm .....

Postal Address .....

Physical Address .....

Telephone .....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

**3.3. (a) Name of Firm** .....

Postal Address .....

Physical Address .....

Telephone .....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements.....

*(Continue as required for further Incorporated Joint Venture Partners)*

**4. BRIEF DESCRIPTION OF THE ROLES OF THE INCORPORATED JOINT VENTURE PARTNERS IN THE JOINT VENTURE**

.....

.....

.....

**5. OWNERSHIP OF THE JOINT VENTURE**

- a) Affirmable Joint Venture Partner ownership percentage(s) ..... %
- b) Non-Affirmable Joint Venture Partner ownership percentage(s)..... %
- c) Affirmable Joint Venture Partner percentages in respect of: \*
- (i) Profit and loss sharing.....
- (ii) Initial capital contribution in Rands.....
- .....
- .....
- (\*Brief descriptions and further particulars should be provided to clarify percentages).
- (iii) Anticipated on-going capital contributions in Rands .....
- .....
- .....
- (iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.
- .....
- .....
- .....

**6. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES**

|    | NON-AFFIRMABLE JOINT VENTURE PARTNERS | PARTNER NAME |
|----|---------------------------------------|--------------|
| a) |                                       |              |
| b) |                                       |              |
| c) |                                       |              |
| d) |                                       |              |
| e) |                                       |              |
|    | AFFIRMABLE JOINT VENTURE PARTNERS     | PARTNER NAME |
| a) |                                       |              |
| b) |                                       |              |
| c) |                                       |              |
| d) |                                       |              |
| e) |                                       |              |

**7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE**

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g., co-signature requirements and Rand limits).

**(a) Joint Venture payment approvals**

.....

.....

.....

**(b) Authority to enter contracts on behalf of the Joint Venture**

.....

.....

.....

**(c) Signing, co-signing and/or collateralising of loans**

.....

.....

.....

**(d) Acquisition of lines of credit**

.....

.....

.....

**(e) Acquisition of performance guarantees**

.....

.....

.....

**(f) Negotiating and signing labour agreements**

.....

.....

.....

**8. MANAGEMENT OF CONTRACT PERFORMANCE**

(Fill in the name and firm of the responsible person).

**(a) Supervision of field operations**

.....

**(b) Major purchasing**

.....

**(c) Estimating**

.....

**(d) Technical management**

.....

**9. MANAGEMENT AND CONTROL OF JOINT VENTURE**

**(a) Identify the “managing partner”, if any,**

.....

.....

.....

- (b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?

.....

.....

.....

- (c) Describe the management structure for the Joint Venture's work under the contract

| MANAGEMENT FUNCTION / DESIGNATION | NAME | PARTNER* |
|-----------------------------------|------|----------|
|                                   |      |          |
|                                   |      |          |
|                                   |      |          |
|                                   |      |          |
|                                   |      |          |
|                                   |      |          |

\* Fill in "ex Affirmable Joint Venture Partner" or "ex non-Affirmable Joint Venture Partner".

## 10. PERSONNEL

- (a) State the approximate number of operative personnel (by trade/function/discipline) needed to perform the Joint Venture work under the Contract.

| TRADE/FUNCTION/ DISCIPLINE | NUMBER EX AFFIRMABLE JOINT VENTURE PARTNERS | NUMBER EX NON-AFFIRMABLE JOINT VENTURE PARTNERS |
|----------------------------|---------------------------------------------|-------------------------------------------------|
|                            |                                             |                                                 |
|                            |                                             |                                                 |
|                            |                                             |                                                 |
|                            |                                             |                                                 |
|                            |                                             |                                                 |
|                            |                                             |                                                 |

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

(Fill in "ex Affirmable Joint Venture Partner" or "ex non-Affirmable Joint Venture Partner").

**(b)** Number of operative personnel to be employed on the Contract who are currently in the employ of partners.

(i) Number currently employed by Affirmable Joint Venture Partners

.....

(ii) Number currently employed by the Joint Venture

.....

**(c)** Number of operative personnel who are not currently in the employ of the respective partner and will be engaged on the project by the Joint Venture

.....

**(d)** Name of individual(s) who will be responsible for hiring Joint Venture employees

.....

.....

**(e)** Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....

.....

## **11. CONTROL AND STRUCTURE OF THE JOINT VENTURE**

Briefly describe the way the Joint Venture is structured and controlled.

.....

.....

.....

.....

.....

The undersigned warrants that he/she is duly authorised to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records, and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorised representatives of the Employer.

Signature .....

Duly authorised to sign on behalf of.....

Name .....

Address .....

Telephone .....

Date .....

Signature .....

Duly authorised to sign on behalf of.....

Name .....

Address .....

Telephone .....

Date .....

Signature .....

Duly authorised to sign on behalf of.....

Name .....

Address .....

Telephone .....

Date .....

Signature .....

Duly authorised to sign on behalf of.....

Name .....

Address .....

Telephone .....

Date .....

Signature .....

Duly authorised to sign on behalf of.....

Name .....

Address .....

Telephone .....

Date .....

Signature .....

Duly authorised to sign on behalf of.....

Name .....

Address .....

Telephone .....

Date .....

**PART 2.1.4: RECORD OF ADDENDA**

I/We confirm that the following communications amending the documents, received from the Employer or his representative before the closing date of submission of this offer, have been considered in this offer.

| ADD NO. | DATE | TITLE OR DETAILS |
|---------|------|------------------|
| 1.      |      |                  |
| 2.      |      |                  |
| 3.      |      |                  |
| 4.      |      |                  |
| 5.      |      |                  |
| 6.      |      |                  |
| 7.      |      |                  |
| 8.      |      |                  |
| 9.      |      |                  |
| 10.     |      |                  |

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.5: DECLARATION OF DEFAULT AND TERMINATION**

It is a condition of this tender that bidders declare all project, default and/ or terminations in full with the DBSA within the last 5 years.

This declaration MUST be signed, whether any declaration is applicable or not.

If no declaration is applicable, tenderers MUST either strikethrough or indicate Not Applicable.

The DBSA will disqualify the tenderers bid, should this declaration prove to be false.

| NAME OF PUBLIC ENTITY | PROJECT DESCRIPTION & VALUE | DATE OF AWARD | DOCUMENTED DEFAULT AND/ OR TERMINATION |
|-----------------------|-----------------------------|---------------|----------------------------------------|
|                       |                             |               |                                        |
|                       |                             |               |                                        |
|                       |                             |               |                                        |

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

❖ Bidders may recreate the above table and submit if insufficient space is available  
(This Declaration must however be signed in full).

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and confirm that the information provided is accurate and complete.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.6: BIDDER'S DISCLOSURE – SBD 4**

**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 in the enterprise,

employed by the state?

**YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2

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

2.2.1 If so, furnish particulars:

.....

- .....
- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether 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>1</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.

---

<sup>1</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

### **PART 2.1.7: SERVICE PROVIDER CODE OF CONDUCT**

DBSA aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any service provider dealing with DBSA must understand and support. These are:

- The DBSA Procurement Policy – A guide for Tenderers;
- Section 217 of the Constitution of the Republic of South Africa, 1996 - the five pillars of Public Procurement and Supply Chain Management: fair, equitable, transparent, competitive, and cost effective;
- The Public Finance Management Act, Act 1 of 1999 (PFMA);
- The Broad Based Black Economic Empowerment Act, Act 53 of 2003 (B-BBEE);
- The Companies Act, Act 71 of 2008;
- The Prevention and Combating of Corrupt Activities Act, Act 12 of 2004 (PRECCA);
- The Protected Disclosures Act, Act 26 of 2000;
- The Construction Industry Development Board Act, Act 38 of 2000 (CIDB Act);
- The Preferential Procurement Policy Framework Act, Act 5 of 2000; and
- The Protection of Personal Information Act 4 of 2013 ("POPIA"), regulates the processing, management, storage, and protection of personal information in order to protect an individual's right to privacy. Please refer to the DBSA website for the Privacy Statement (Contractors, Consultants and Service Providers).

The Privacy Statement sets out:

- Information which we may collect from you.
- How we collect information.
- How we may use, transfer and disclose your information.

The DBSA takes your privacy and the protection of your personal information very seriously, and we will only use your personal information in accordance with the Privacy Statement and applicable laws. We have implemented reasonable technical and operational measures to keep your personal information secure. It is important that you read the Privacy Statement carefully before submitting any personal information to the DBSA.

By submitting any personal information or documentation requested or any other information that may be requested pursuant to this Tender, you provide consent to the processing of your personal information as set out in the Privacy Statement. You also consent that any information, either written or verbal, may be made available to third parties strictly for the purpose of oversight to this tenders' appointment. Further, you declare that you have obtained all consents required by the POPIA or any other applicable laws.

Thus, you hereby indemnify and hold the DBSA harmless from any loss, damages or injury that you may incur as a result of any unintentional disclosures of your personal information to unauthorized persons or the provision of incorrect or incomplete personal information to the DBSA.

This code of conduct has been included in this contract to formally appraise DBSA Service providers of DBSA's expectations regarding behaviour and conduct of its Service providers. The tenderer will share this code of conduct with its subcontractor(s) prior to submitting the tender and ensure adherence to it by the subcontractor(s).

***Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices***

DBSA's aim is to become a world class, profitable and sustainable organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

***1. DBSA will not participate in corrupt practices in any form or guise. Therefore, it expects its service providers to act in the same manner.***

- DBSA and its employees will adhere the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our service providers.
- DBSA Employees must not accept or request, agree or promise to accept, money, or anything of value, or any form of gratification, either directly or indirectly, from service providers or anyone linked to them in return for a benefit or other advantage to accrue to a service provider or other linked 3<sup>rd</sup> party;
- Employees may not receive anything that is intended to:
  - In an irregular or untoward manner, influence their judgement or conduct to ensure a specific or pre-conceived desired outcome of a sourcing activity;
  - In an irregular or untoward manner, win or retain business or influence any act or decision of any person involved in sourcing decisions; or
  - Gain an improper advantage.
- There may be times when a service provider is confronted with fraudulent or corrupt behaviour of DBSA employees. We expect our Service providers to use our "Tip-offs Anonymous" Hot line to report these acts – 0800 204 933 or email [dbsa@tip-offs.com](mailto:dbsa@tip-offs.com).

***2. DBSA is firmly committed to the concept of free and competitive enterprise.***

- Service providers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices.
- DBSA does not engage with non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

**3. DBSA's relationship with service providers requires us to clearly define requirements, to exchange information and share mutual benefits.**

- Generally, service providers have their own business standards and regulations. Although DBSA cannot control the actions of our service providers, we will not tolerate any illegal activities. These include, but are not limited to:
  - Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc.);
  - Collusion in whatever form that is intended to influence procurement decisions;
  - 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 employees.
- Service providers will be evaluated and approved before any materials, components, products, or services are purchased from them. A rigorous due diligence is conducted, and the service provider is expected to participate in an honest and straight forward manner.
- Service providers must record and report facts accurately, honestly, and objectively. Financial records must be accurate in all material respects.

**4. Conflicts of Interest**

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of DBSA.

- Doing business with family members or close associates.
- Having a financial or beneficial interest in another company in our industry or environment

Where possible, contracts will be negotiated to include the above in the terms of such contracts. To the extent such terms are not included in contractual obligations and any of the above code is breached, then DBSA reserves its right to review doing business with these service providers.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

hereby acknowledge having read, understood, and agree to the terms and conditions set out in the "DBSA Service Provider Code of Conduct."

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.8: DECLARATION FORM**

We do hereby certify that:

1. DBSA has supplied and we have received appropriate responses to any/all questions (as applicable) which were submitted by ourselves for bid clarification purposes;
2. we have received all information we deemed necessary for the completion of this tender;
3. at no stage have we received additional information relating to the subject matter of this tender from DBSA sources, other than information formally received from the designated DBSA contact(s) as nominated in the tender documents;
4. we are satisfied, insofar as our company is concerned, that the processes and procedures adopted by DBSA in issuing this tender and the requirements requested from bidders in responding to this tender have been conducted in a fair and transparent manner; and
5. furthermore, we acknowledge that a direct relationship exists between a family member and/or an owner / member / director / partner / shareholder (unlisted companies) of our company and an employee or board member of the DBSA as indicated below: *[Respondent to indicate if this section is not applicable]*

FULL NAME OF OWNER/MEMBER/DIRECTOR/ PARTNER/SHAREHOLDER:

---

---

---

ADDRESS:

---

---

---

Indicate nature of relationship with DBSA:

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---

---

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*[Failure to furnish complete and accurate information in this regard may lead to the disqualification of your response and may preclude a Respondent from doing future business with DBSA]*

We declare, to the extent that we are aware or become aware of any relationship between ourselves and DBSA (other than any existing and appropriate business relationship with DBSA) which could unfairly advantage our company in the forthcoming adjudication process, we shall notify DBSA immediately in writing of such circumstances.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.9: ENTERPRISE QUESTIONNAIRE**

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1:** Name of enterprise: .....

**Section 2:** VAT registration number, if any: .....

**Section 3:** CIDB registration number, if any: .....

**Section 4:** Particulars of sole proprietors and partners in partnerships

| Name | Identity number | Personal income tax number |
|------|-----------------|----------------------------|
|      |                 |                            |
|      |                 |                            |
|      |                 |                            |

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners.

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

reference number .....

**Section 6: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |                                                                                                |                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity                                                                                                            |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature                                                                                                                                      |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |                                                                                                                                                                                                                     |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |                                                                                                                                                                                                                     |

If any of the above boxes are marked, disclose the following:

| Name of sole proprietor, partner, director, manager, principal shareholder, or stakeholder | Name of institution, public office, board or organ of state and position held | Status of service (tick appropriate column) |                       |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------|-----------------------|
|                                                                                            |                                                                               | Current                                     | Within last 12 months |
|                                                                                            |                                                                               |                                             |                       |
|                                                                                            |                                                                               |                                             |                       |
|                                                                                            |                                                                               |                                             |                       |
|                                                                                            |                                                                               |                                             |                       |
|                                                                                            |                                                                               |                                             |                       |

\*insert separate page if necessary.

### Section 7: Record of spouses, children, and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- |                                                                                                |                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity                                                                                                            |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature                                                                                                                                      |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |                                                                                                                                                                                                                     |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |                                                                                                                                                                                                                     |

| Name of spouse, child, or parent | Name of institution, public office, board or organ of state and position held | Status of service (tick appropriate column) |                       |
|----------------------------------|-------------------------------------------------------------------------------|---------------------------------------------|-----------------------|
|                                  |                                                                               | Current                                     | Within last 12 months |
|                                  |                                                                               |                                             |                       |
|                                  |                                                                               |                                             |                       |
|                                  |                                                                               |                                             |                       |
|                                  |                                                                               |                                             |                       |
|                                  |                                                                               |                                             |                       |
|                                  |                                                                               |                                             |                       |

\*insert separate page if necessary.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director, or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004;
- iii) confirms that no partner, member, director, or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked, or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the information submitted are true and accurate.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.10: CERTIFICATE OF ACQUAINTANCE WITH DOCUMENT**

I/we do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this tender and all conditions contained therein, as laid down by DBSA for the carrying out of the proposed supply/service/works for which I/we submitted my/our Proposal.

2. I/we furthermore agree that DBSA shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any tender/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.
3. I/we understand that the accompanying Tender will be disqualified if this Certificate is found not to be true and complete in every respect.
4. For the purposes of this Certificate and the accompanying Tender, I/we understand that the word "competitor" shall include any individual or organisation, other than the Tenderer, whether affiliated with the Tenderer, who:
  - a) has been requested to submit a Tender in response to this Tender invitation;
  - b) could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities, or experience; and
  - c) provides the same Services as the Tenderer and/or is in the same line of business as the Tenderer.
5. The Tenderer has arrived at the accompanying Tender independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive tendering.
6. In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where Services will be rendered [market allocation]
  - c) methods, factors, or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a Tender;
  - e) the submission of a Tender which does not meet the specifications and conditions of the tender; or

f) tendering with the intention not winning the Tender.

7. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the Services to which this tender relates.
8. The terms of the accompanying Tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official Tender opening or of the awarding of the contract.
9. I/We am/are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, Tenders 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 South African Police Services, or National Prosecuting Authority [NPA] for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.11: PROOF OF REGISTRATION WITH CSD**

**IT IS A CONDITION OF THIS TENDER THAT THE TENDERER MUST BE REGISTERED WITH CSD AND FURTHER;**

**THE SUCCESSFUL TENDERER POST THE TENDER PROCESS, MUST BE IN COMPLIANT STANDING WITH CSD PRIOR TO CONDITIONAL APPOINTMENT.**

The Tenderer shall attach hereto its:

- i. Registration of the National Treasury Central Supplier Database (CSD).
- ii. In the case of Consortium/Joint Venture Tenders, each partner shall provide their own valid CSD registration, including for the Consortium/Joint Venture.

Failure to submit the above will result in the **invalidation/ disqualification** of the tender submission as per stipulated criteria in the Responsiveness Evaluation.

Registration on the Central Supplier Database (CSD) site of the National Treasury is a compulsory requirement for a tenderer to conduct business with the DBSA. The onus is on each tenderer to register on the CSD site and provide proof of registration on the CSD site in the form of a report as prescribed in this returnable.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.12: TAX REQUIREMENT**

**IT IS A CONDITION OF THIS TENDER THAT THE TAXES OF THE SUCCESSFUL TENDERER POST THE TENDER STAGE, MUST BE IN ORDER PRIOR TO CONDITIONAL APPOINTMENT.**

- i. The Tax Pin issued by the South African Revenue Services must be submitted together with this tender and appended to this page. Failure to submit the Tax Pin will result in the **invalidation/ disqualification** of the tender submission as per stipulated criteria in the Responsiveness Evaluation.
- ii. Valid Tax Compliance is a mandatory requirement for the successful bidder prior to appointment, to be awarded a contract in terms of this tender.
- iii. Where Joint Ventures/ Consortia/ Associations, etc. are involved, the Tax Compliance status will be based on all the Joint Venture Partners status. The Tax Compliance status documentation of all the Joint Venture Partners is to be appended to this page. Any tax non-compliance of any party will require a bidder to provide fully compliant tax status for any award to be made.
- iv. Bidders are expected to have their tax affairs in order, to be able to do business with the DBSA.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.13: REGISTRATION CERTIFICATES/ AGREEMENTS/ IDENTITY DOCUMENTS**

The DBSA reserves the right to request the following documents, and shall be retained as per the POPIA Act:

- i. Certified copies of **Identity Documents** for Partnerships, Sole proprietors etc.;
- ii. Signed **Agreements and Powers of Attorney** for Joint Venture / Consortium/ Partnership if applicable.
- iii. Complete disclosure of **Shareholding** of the tenderer.
- iv. Any other relevant information to risk mitigation.

If the above documentation is not included in the tender submission, the tenderer will not be disqualified.

Utilisation thereof forms part of the ***Risk Analysis and Other Objective Criteria***.

Therefore applicable bidders will be required to provide such within 48 hours of request.

Non-submission hereof will deem your tender non-responsive at ***Risk Analysis and Other Objective Criteria***.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.14: WORKMEN'S COMPENSATION REGISTRATION (COIDA)**

IT IS A CONDITION OF THIS TENDER THAT THE COIDA OF THE SUCCESSFUL TENDERER POST THE TENDER STAGE, MUST BE IN ORDER PRIOR TO CONDITIONAL APPOINTMENT.

Attach hereto copy of:

- i. Proof of **Workmen's Compensation Registration**;
- ii. Note that proof of **payment of contributions in terms of the Compensation of Occupational Injuries and Diseases Act, No. 130 of 1993**) is not an acceptable form of proof for COIDA registration.

If the above documentation is not included in the tender submission, the tenderer will not be disqualified.

Non-submission hereof will deem your tender non-responsive, subject to stipulated criteria at **Stage 1**.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.15: UNEMPLOYMENT INSURANCE FUND (UIF) – REGISTRATION CERTIFICATE (ACT 4 OF 2004)**

IT IS A CONDITION OF THIS TENDER THAT THE SUCCESSFUL TENDERER POST THE TENDER STAGE, MUST HAVE A VALID UIF REGISTRATION CERTIFICATE PRIOR TO CONDITIONAL APPOINTMENT.

Attach hereto copy of:

- i. Proof of Tenderer's **Unemployment Insurance Fund (UIF) Registration Certificate**;

If the above documentation is not included in the tender submission, the tenderer will not be disqualified.

Non-submission hereof will deem your tender non-responsive, subject to stipulated criteria at **Stage 1**.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the documents submitted are true and accurate copies of the originals.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.17: FINANCIAL STANDING / BANK RATING**

Two (2) Full Years **Audited** Financial Statements or Two (2) Full Years Financial Statements **signed off by an Accountant**, will be evaluated on, but not limited to the following ratios: Current Ratio, Return on Assets, Current Ratio, Accounts Receivable, Operating Cash-Flow, Liquidity.

Such Financial Statements must be from the most recent period and provide a full three (3) year view of operations.

**Management Reports are not accepted, nor partial Financial Statements.**

The Tenderer shall make enquiries to obtain a Bank Rating from their bank if asked upon either in the tender criteria, or in addition as part of the Risk Analysis. The Tenderer is to provide the details of his banker and bank account that he intends to use for the project:

The Employer undertakes to treat the information thus obtained as confidential, strictly for the use of evaluation of the Tender submitted by the Tenderer.

- Additionally, refer to *Part 1, Submission Data*, and *Part 3* for functional evaluation criteria if applicable.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Authorised Signatory) (Company Name)

Hereby acknowledge having read, understood, and agree to the terms and conditions set out in this Returnable and warrant that the information submitted are true and accurate.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PART 2.1.17: SBD6.1: BROAD BASED BLACK EMPOWERMENT STATUS LEVEL CERTIFICATE**

**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**

**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 (Tick applicable Threshold):**

- 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 selected:

**Tick applicable Threshold:** ☐ ☒

|                                                  | POINTS     | POINTS     |
|--------------------------------------------------|------------|------------|
| PRICE                                            | 80         | 90         |
| SPECIFIC GOALS                                   | 20         | 10         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> | <b>100</b> |

- 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:

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

Where

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

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

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

$$P_S = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 1: 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 (80/20 system) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) | Number of points allocated (90/10 system) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------|
| 1                                                           | 20                                        |                                                                              | 10                                        |                                                                              |
| 2                                                           | 18                                        |                                                                              | 9                                         |                                                                              |
| 3                                                           | 14                                        |                                                                              | 6                                         |                                                                              |
| 4                                                           | 12                                        |                                                                              | 5                                         |                                                                              |
| 5                                                           | 8                                         |                                                                              | 4                                         |                                                                              |
| 6                                                           | 6                                         |                                                                              | 3                                         |                                                                              |
| 7                                                           | 4                                         |                                                                              | 2                                         |                                                                              |
| 8                                                           | 2                                         |                                                                              | 1                                         |                                                                              |
| 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.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## PART 2.1.18: SUBCONTRACTING SCHEDULE

The Development Bank of Southern Africa (DBSA), as a state-owned enterprise, is tasked with achieving government socio-economic transformation and development initiatives through its procurement spend. The DBSA therefore endeavours to promote such initiatives through its procurement, by means of one or a combination of the following:

### 1. Application of Subcontracting as an *Objective Criteria*.

**1.1** The basis and conditions for sub-contracting as a *Objective Criteria*, is further detailed below.

The Tenderer if successful in this bid offer, will be provided specific time stipulated in the Conditional Appointment Letter from communication of the Conditional Appointment Letter, to provide the Signed Subcontracting Agreement(s) and Supporting Documents, in line with the information detailed in this Returnable. Failure to adhere to this will result in the immediate retraction of the Conditional Appointment Letter, without an option to rectify.

### **ACCEPTANCE OF PREQUALIFIER (NON-AGREEMENT WILL RESULT IN DISQUALIFICATION)**

THE TENDERER HEREBY FORMALLY CONFIRMS THAT **IF SUCCESSFUL** IN THIS BID OFFER, THE TENDERER WILL **FULLY COMPLY AND ADHERE IN FULL**, TO ALL THE REQUIREMENTS STIPULATED IN THIS **TENDER RETURNABLE E2.1.18** IN ITS ENTIRITY.

I ACCEPT THAT, IF THESE REQUIREMENTS ARE NOT MET IN FULL, OR IF FALSELY PORTRAYED, THE DBSA MAY, IN ADDITION TO DISQUALIFICATION OF THE TENDER SUBMISSION, OR CANCELLATION OF A CONTRACT; TAKE LEGAL ACTION.

I, THE UNDERSIGNED (*FULL NAME OF AUTHORISED PERSON*) .....

ON BEHALF OF (*FULL NAME OF TENDERING ENTITY*) .....

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **Additional information to subcontracting requirement:**

- i. It is the responsibility of the tenderer to select competent subconsultants that meet all the requirements of the tender. The fact that the DBSA/Employer may make a list of potential subconsultants available as registered on the National Treasury CSD or on a DBSA Client database does not result in any liability of the DBSA/Employer or a warranty that the listed suppliers are competent.
- ii. Subconsultants may not be allocated work which contradicts any regulations, regulatory body and/or compliance requirements relevant to the work being sub-contracted for i.e., requirements by CIDB

Regulations, accreditations, and registrations to professional / regulatory institutions in the case of professional services etc.

- iii. The lead tenderer will be responsible for all due diligence on the selected subconsultants and will be held liable for any non-performance.
- iv. *A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise, that does not have an equal or higher B-BBEE status level of contributor than the person concerned.*
  - *“Unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract”.*
  - Or the tenderer may not be awarded points for B-BBEE status level of contribution.
- v. The successful tenderer is to provide formal proof of the subcontracting arrangement/s (Signed/ Proposed Subcontracting Agreement(s)), also stipulating the percentage and equivalent Rand value being subcontracted once appointed – Conditional Appointment Letter.
- vi. The successful tenderer is to provide the following documentation for each of the relevant subconsultants, as a minimum, in support of the Signed/ Proposed Subcontracting Agreement(s) when appointed – Conditional Appointment Letter:

| <b>Supporting Documents to Subcontracting Agreement/s</b>                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------|
| Certified Copy of valid B-BBEE Certificate/ Affidavit.                                                                                  |
| Copy of valid/ active CIDB registration in the case of construction work.                                                               |
| Copy of valid/ active registration to application regulatory institutions (where stipulated) in the case of professional services work. |
| A valid and active Tax Compliance Status Pin issued by SARS.                                                                            |
| Submission of National Treasury Central Supplier Database (CSD) Summary Report.                                                         |

**Note:** It is incumbent and expected that the Tenderer will apply the same due care and diligence in selecting and managing its sub-contractors / joint venture partner as would have been the case in their own appointment.

## 1. SUBCONTRACTING AS AN OBJECTIVE CRITERIA

| NR. | CATEGORIES FOR SUBCONTRACTING                                                                             | TICK IF APPLICABLE                  |
|-----|-----------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1   | A tenderer subcontracting a minimum of 30% of the value of the contract to:                               | <input checked="" type="checkbox"/> |
| 1.1 | An EME or QSE which is at least 51% owned by black people; or                                             | <input checked="" type="checkbox"/> |
| 1.2 | an EME or QSE which is at least 51% owned by black people who are youth; or                               | <input checked="" type="checkbox"/> |
| 1.3 | an EME or QSE which is at least owned by black people who are women; or                                   | <input checked="" type="checkbox"/> |
| 1.4 | an EME or QSE which is at least 51% owned by black people with disabilities; or                           | <input checked="" type="checkbox"/> |
| 1.5 | an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships; or | <input checked="" type="checkbox"/> |
| 1.6 | a cooperative which is at least 51% owned by black people; or                                             | <input checked="" type="checkbox"/> |
| 1.7 | an EME or QSE which is at least 51% owned by black people who are military veterans; or                   | <input checked="" type="checkbox"/> |
| 1.8 | an EME or QSE.                                                                                            | <input checked="" type="checkbox"/> |

**Tenderers are formally required to allow for subcontracting of the allocated work as set out in the Scope of **30%** of the Tender Value offered.**

I, THE UNDERSIGNED (FULL NAME OF AUTHORISED PERSON) .....

ON BEHALF OF (FULL NAME OF TENDERING ENTITY) .....

FORMALLY CONFIRM THAT THIS TENDER SUBMISSION IS FULLY COMPLIANT AND ADHERES IN FULL, TO ALL THE REQUIREMENTS STIPULATED IN THIS RETURNABLE IN ITS ENTIRITY.

I ACCEPT THAT, IF THESE REQUIREMENTS ARE NOT MET IN FULL, OR IF FALSELY PORTRAYED, THE DBSA MAY, IN ADDITION TO DISQUALIFICATION OF THE TENDER SUBMISSION, OR CANCELLATION OF A CONTRACT; TAKE LEGAL ACTION.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **2. BASIS AND CONDITIONS FOR SUBCONTRACTING AS AN OBJECTIVE CRITERIA**

**The basis and conditions for sub-contracting as a condition of tender is detailed as follow:**

- 2.1.** The advancement of certain designated groups in terms of **PPPFA 2000**;
- 2.2.** The advancement of suppliers or enterprises in the geographical area or Province where the project site is located;
- 2.3.** To utilize suppliers or enterprises contracted by other organs of state contracted in terms of framework agreements, including especially the organ of state to whom DBSA acts as Implementing Agent.

I, THE UNDERSIGNED (*FULL NAME OF AUTHORISED PERSON*) .....

ON BEHALF OF (*FULL NAME OF TENDERING ENTITY*) .....

FORMALLY CONFIRM THAT THIS TENDER SUBMISSION IS FULLY COMPLIANT AND ADHERES IN FULL, TO ALL THE REQUIREMENTS STIPULATED IN THIS RETURNABLE IN ITS ENTIRITY.

I ACCEPT THAT, IF THESE REQUIREMENTS ARE NOT MET IN FULL, OR IF FALSELY PORTRAYED, THE DBSA MAY, IN ADDITION TO DISQUALIFICATION OF THE TENDER SUBMISSION, OR CANCELLATION OF A CONTRACT; TAKE LEGAL ACTION.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### 3. SUBCONTRACTING AFTER AWARD OF TENDER

After Award, the following are contractual obligations for notification:

- 3.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 3.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

I, THE UNDERSIGNED (FULL NAME OF AUTHORISED PERSON) .....

ON BEHALF OF (FULL NAME OF TENDERING ENTITY) .....

FORMALLY CONFIRM THAT THIS TENDER SUBMISSION IS FULLY COMPLIANT AND ADHERES IN FULL, TO ALL THE REQUIREMENTS STIPULATED IN THIS RETURNABLE IN ITS ENTIRITY.

I ACCEPT THAT, IF THESE REQUIREMENTS ARE NOT MET IN FULL, OR IF FALSELY PORTRAYED, THE DBSA MAY, IN ADDITION TO DISQUALIFICATION OF THE TENDER SUBMISSION, OR CANCELLATION OF A CONTRACT; TAKE LEGAL ACTION.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART 2.1.19: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (SBD6.2)**

**LOCAL CONTENT & Applicable Annexures C, D & E**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

**1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

| Item | Description                                                     | Stipulated Minimum Threshold % |
|------|-----------------------------------------------------------------|--------------------------------|
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |
|      | Not Applicable to bid process - refer to Conditions of Contract |                                |

3. Does any portion of the goods or services offered have any imported content?  
(this is only applicable where a bidder offers a decreased percentage in comparison to those presented in table 2 above).

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

**NOTE:**

- *where import decreases the Stipulated Minimum Threshold % (local content percentage) for a specific item, the tenderer is required to seek exemption from DTI and provide approval thereof as part of the tender submission.*

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| Currency       | Rates of exchange |
|----------------|-------------------|
| US Dollar      |                   |
| Pound Sterling |                   |
| Euro           |                   |
| Yen            |                   |
| Other          |                   |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

|                                                                    |   |
|--------------------------------------------------------------------|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

*(The DBSA requests bidders to populate the above table, irrespective of whether the bid is for more than one product, as to ensure the bidder is cognisant of all designated items applicable to the price offer).*

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTE:**

- The duly completed and signed **SBD 6.2 (Declaration Certificate for Local Content)** must form part of the bid/ tender documentation.
- The bid price to be added to the table under above **Clause 2(c) on page 53**, must include all designated items listed in table under **Clause 2 on page 50**.
- The Declaration Certificate for Local Contents (SBD 6.2) corresponding **Annexure C** must be completed duly signed and form part of the conditional appointment letter and subsequent contract if successful.
  - ⊖ *Annexure C must be numbered, signed, populated and costed in full for each separate tender (RFP#).*

## SATS 1286.2011

**Note:** VAT to be excluded from all calculations

**Signature of tenderer from Annex B**

## Annex D

### Imported Content Declaration - Supporting Schedule to Annex C

[illegible]

SATS 1286.2011

**Annex D - Continued**

**Imported Content Declaration - Supporting Schedule to Annex C**

**C. Imported by a 3rd party and supplied to the Tenderer**

**Calculation of imported content**

**Summary**

| Description of imported content | Unit of measure | Local supplier | Overseas Supplier | Foreign currency value as per Commercial Invoice | Tender Rate of Exchange | Local value of imports | Freight costs to port of entry | All locally incurred landing costs & duties | Total landed cost excl VAT | Quantity imported | Total imported value |
|---------------------------------|-----------------|----------------|-------------------|--------------------------------------------------|-------------------------|------------------------|--------------------------------|---------------------------------------------|----------------------------|-------------------|----------------------|
| (D33)                           | (D34)           | (D35)          | (D36)             | (D37)                                            | (D38)                   | (D39)                  | (D40)                          | (D41)                                       | (D42)                      | (D43)             | (D44)                |
|                                 |                 |                |                   |                                                  |                         |                        |                                |                                             |                            |                   |                      |
|                                 |                 |                |                   |                                                  |                         |                        |                                |                                             |                            |                   |                      |
|                                 |                 |                |                   |                                                  |                         |                        |                                |                                             |                            |                   |                      |
|                                 |                 |                |                   |                                                  |                         |                        |                                |                                             |                            |                   |                      |
|                                 |                 |                |                   |                                                  |                         |                        |                                |                                             |                            |                   |                      |
|                                 |                 |                |                   |                                                  |                         |                        |                                |                                             |                            |                   |                      |
|                                 |                 |                |                   |                                                  |                         |                        |                                |                                             |                            |                   |                      |

(D45) Total imported value by 3rd party

R 0

**D. Other foreign currency payments**

**Calculation of foreign currency payments**

**Summary of payments**

| Type of payment | Local supplier making the payment | Overseas beneficiary | Foreign currency value paid | Tender Rate of Exchange | Local value of payments |
|-----------------|-----------------------------------|----------------------|-----------------------------|-------------------------|-------------------------|
| (D46)           | (D47)                             | (D48)                | (D49)                       | (D50)                   | (D51)                   |
|                 |                                   |                      |                             |                         |                         |
|                 |                                   |                      |                             |                         |                         |
|                 |                                   |                      |                             |                         |                         |
|                 |                                   |                      |                             |                         |                         |

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

Signature of tenderer from Annex B

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

#REF!

Date:

This total must correspond with Annex C - C 23

[illegible]

## PART 3 OF 3

### 3.1: PROJECT INFORMATION

#### 1. PURPOSE

This Request for Registration is an invitation to specialized Total Facilities Management firms to be added to a DBSA Framework, to provide work in infrastructure and social infrastructure projects and programmes for various Clients and Client Departments in South Africa.

The DBSA through various Public Sector clients seeks to engage the services of specialised total facility management (TFM) companies to render relevant comprehensive services. These services are currently being rendered through various modalities. The intention is, through this process to bring about consistency and a general standard by which TFM services are rendered. The aim is to deliver competitive advantage through reliable, controlled and efficient delivery of facilities services to meet business demand and manage client our real estate risks.

The cost-based strategy (cost plus) is selected based on the scope of work yet to be defined in sufficient detail to enable it to be priced. The cost-based pricing strategy allows for the assessment of compensation events (risk events which are not at the contractor's risk) based on cost as defined in the contract plus a percentage agreed at the time of contract formation which covers profit, overheads, finance charges, insurances etc.

The framework will comprise of service providers (SP) who can provide a full suite of TFM services for IDD on behalf of client departments, to improve the management of infrastructure as mandated by departments. Service requirements will be broken into two (2) sections/phases namely Conditional Assessment Services (Phase 1) and TFM Execution Services (Phase 2).

One Framework, split into Conditional Assessment (undertaking of a once off conditional assessment, scope determination, development of TFM project cost estimates, produce report, covering all the aspects of the TFM disciplines, and include additional items that are not covered in the set Framework rates) and TFM Execution services (required to action TFM project scope allocated in accordance with the conditional assessment outcome from Phase 1).

#### 2. SCOPE OF WORK

The work envisaged will include the following possible Clients and will cover all 9 provinces in South Africa:

- ❖ National Departments
- ❖ Provincial Departments
- ❖ Local Government (metros and municipality) Departments

## **2.1 CONDITIONAL ASSESSMENT**

- 2.1.1 DBSA to appoint companies that must demonstrable TFM track record of having completed similar conditional assessment projects within the South Africa and beyond.
- 2.1.2 These companies must demonstrate the ability to deploy resources with demonstrable local experience, having being responsible to design and deliver Total Facility Management conditional assessment solutions.
- 2.1.3 Staff to be deployed on the project must be able to provide CVs to demonstrate experience in similar projects and give details of specific roles for this project.
- 2.1.4 Companies to propose on TFM technology platform/s and advise on solutions (CAFM) that will be used to effectively monitor, manage and report on the Total Facility Management portfolio. Such system/platform must be an integrated platform and allow for integration into Client systems.
- 2.1.5 Exhibit benefits of conditional assessment solution to the clients and demonstrate ability to customize solution to suit their objectives.
- 2.1.6 The scope of works covered for the TFM conditional assessment includes but is not limited to.
  - a. Asset Verification (Asset Register)
  - b. Developing a User Immovable Asset Management Plan (UIAMP)
  - c. Development of Maintenance Plans including both planned and unplanned maintenance
  - d. Soft Services (Cleaning, Security, Catering, Waste Management, Pest Control, Landscaping etc)
  - e. Hard/Technical Services (Building fabrics, Structural & Foundation systems - exposed systems only, Lifts, Fire, Electrical infrastructure; Mechanical & HVAC)
  - f. Minor Works – unplanned
  - g. Call Centre/ Help Desk Operations and Management (CAFM)
  - h. Data Consolidation and Reporting
- 2.1.7 Facilities Project Delivery Team (Members)
  - a. Facilities Project Manager
  - b. Architecture
  - c. Quantity Surveying
  - d. Civil Engineering
  - e. Mechanical Engineering
  - f. Electrical/Electronic Engineering
  - g. Fire Engineering
  - h. Construction Health and Safety Agent (SACPCMP)

## 2.1.8 General Requirements - Conditional Assessment

- a. Developing a User Immovable Asset Management Plan (UIAMP)
  - i. The Facilities Project Delivery team will have to develop 5-year User Immovable Asset Management Plan ("UIAMP") by performing an audit of all the facilities the client makes use of in the provision of its approved programmes. The audit must strictly follow the existing UAMP prescripts as required by Government Immovable Asset Management Act ("GIAMA") or Generally Recognised Accounting Practice 17 (GRAP 17) and or any other applicable legislation compliant.
  - ii. The Facilities Project Delivery team will have to verify the condition of the assets by, involving a multi-disciplinary review of the assets which comprise infrastructure, systems, equipment within the facility as well as a building assessment.
  - iii. A technical investigation and review of assets, systems and the buildings/site is to be completed to provide trends and findings and make recommendations regarding the root cause of deterioration, or failure symptoms, and the estimated costs of repair (repair reserves to be allocated under minor project works). To provide a routine program for preventative maintenance, repair and/ or replacement of worn or faulty components.
  - iv. The Facilities Project Deliver team to compile an activity schedules for key elements. This is required for each asset requiring maintenance according to the condition assessment.
- b. The development of a comprehensive FM Service Plan and its implementation over the full contract period
- c. Developing Maintenance Plans
  - i. The development of maintenance plans, including both planned and unplanned maintenance, for the client. The maintenance plans must be based on the results of the condition assessment.
- d. Propose client with a Facility, Building and Infrastructure Information Communication Technology System (CAFM) based on the result of the condition assessment exercise.

## 2.2 TOTAL FACILITIES MANAGEMENT

- 2.2.1 Reference to be made to the TFM scope & cost proposal example, of services and works covered as general under standard TFM works, but are not limited to these.
- 2.2.2 Total facilities management for the facilities including procurement and management of the subcontractors, IT infrastructure Operations, preparation of the monthly performance monitoring report, Management and implementation of maintenance plans, Management of maintenance systems & record.

- a. The Service Provider will maintain all his office buildings, temporary accommodation and ablutions clean and tidy throughout the contract period.
- b. Maintain condition related information, Compliance with statutory requirements & client rules, Compliance with the occupational Health and Safety Act No. 85 of 1993 and Regulations Edition 24.
- c. Conduct Annual building inspections, Conduct Annual statutory inspection.
- d. Energy management and utilities supply management.
- e. Establishment of prioritized preventive maintenance & life cycle replacement control plan.
- f. Establishing a performance monitoring system.
- g. Establishing a maintenance/services regime.
- h. Establishing an emergency repair plan.
- i. Establishing a planned maintenance program.
- j. Establishing a built preparation as facilities management software (including uploading of data).

The service Provider will be expected to perform building Services, Electrical/Electronic Services, Mechanical Services, Fire protection/ prevention services, Cleaning and related Services, Minor Works Services and various training to the end user.

### **3. PRICING INSTRUCTIONS**

Tenderers are required to adhere to the Pricing Instructions as detailed and cost every line item in full, failing which will result in the offer being deemed non-compliant.

1. Tenderers are required to adhere to the Pricing Instructions as detailed and cost every line item in full, failing which will result in the offer being deemed non-compliant.
2. Bidders are required to offer **one** Cost Percentage for Conditional Assessment and **three** Cost Percentages for TFM Services, one per cost threshold.
  - a. (Value Threshold 1: R0-R100m/ Value Threshold 2: R101m-R300m/ Value Threshold 3: R301m and higher
3. The Individual and Combined Threshold Cost Percentages will be for evaluation purposes only and in no way represents a contract amount.
4. Percentages will be fixed for the full period of the framework.
5. Percentages should be inclusive of VAT.
6. Percentage for Conditional Assessment must cover full scope as detailed, but not limited to those only.
7. Percentage for TFM Services, must cover full scope as detailed, but not limited to those only.

8. TFM services contains breakdown of Allowable cost in a form of direct and indirect cost as listed under *SCHEDULE 3 – Charges & Payments*.
9. Tenderers are to ensure that full provision for all health and safety measures have been provided, as required by the Department of Labour.
10. The Price Schedule as provided, must be utilised and populated in full. Any additional pricing information or breakdowns must be provided separately and may not contradict the values in the Offer.
11. The per kilometer rate for the reimbursement of travel expenses shall be limited to the kilometer rates published by the Department of Public Works from time to time for vehicles with engine capacities of various capacities but not exceeding the maximum of 2500cc for the purpose of this contract. If 4x4 vehicles or other vehicles exceeding 2500cc are required due to accessibility or poor road conditions, the applicable rate needs to be agreed between the Service Provider and the Employer upfront before trips are undertaken. The prices tendered should be on the basis of a vehicle with 2500cc engine capacity.
12. The below table is for reference only. The Excel Price Schedule as attached to this tender, must be utilised as the main pricing document.
13. The Price Schedule as provided in Excel must be populated in full, converted to PDF and signed and will be the document used for evaluation purposes.
14. Tenderers are also required to provide the same Price Schedule, but kept in Excel format. This will be used to support verification of pricing errors.

| PRICE SCHEDULE |                                                  | PROVINCE SELECTED TO OFFER SERVICE |                                   |                                   |                                   |                                   |                                   |                                   |                                   |                                   |
|----------------|--------------------------------------------------|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
|                |                                                  | GAUTENG                            | NORTH WEST                        | LIMPOPO                           | MPUMALANGA                        | FREE STATE                        | KWAZULU-NATAL                     | EASTERN CAPE                      | WESTERN CAPE                      | NORTHERN CAPE                     |
| Item           | Description                                      | Mark-up Percentage<br>(VAT incl.)  | Mark-up Percentage<br>(VAT incl.) | Mark-up Percentage<br>(VAT incl.) | Mark-up Percentage<br>(VAT incl.) | Mark-up Percentage<br>(VAT incl.) | Mark-up Percentage<br>(VAT incl.) | Mark-up Percentage<br>(VAT incl.) | Mark-up Percentage<br>(VAT incl.) | Mark-up Percentage<br>(VAT incl.) |
| 1              | Conditional Assessment                           | Cost + [        %]                 | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                |
| 1.a            | Sub-Total A                                      | Cost + [        %]                 | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                |
| 2.1            | TFM Services<br>Threshold 1:<br>R0 – R100m       | Cost + [        %]                 | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                |
| 2.2            | TFM Services<br>Threshold 2:<br>R101m – R300m    | Cost + [        %]                 | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                |
| 2.3            | TFM Services<br>Threshold 3:<br>R301m and higher | Cost + [        %]                 | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                |
|                | Sub-Total B                                      | Cost + [        %]                 | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                |
|                | Total<br>(Sub-Total A + B)                       | Cost + [        %]                 | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                | Cost + [        %]                |

#### **4. THE TFM DELIVERY MODEL**

TFM companies (that will be part of the DBSA Framework Panel) need to be fully aware that DBSA, as well as its clients, may have in-house staff executing some facilities management services, and/or other services (e.g. cleaning, security, gardening, etc.) could have been outsourced to an external service provider. In that regard, the appointed TFM company will be required to use commercially reasonable efforts, to integrate the performance of its TFM services, with those services provided to clients by its own staff, or external service providers, with the goal that the appointed TFM company, in-house personnel and subcontracted external service providers, offer a seamless, end-to-end service to client facilities without material disruption.

#### **5. GENERAL CONSIDERATIONS**

The TFM companies that qualify for inclusion onto the DBSA Framework Panel must note the following:

- a. Qualifying companies will be required to have the necessary insurances and compliance certification based on the nature of services prior to contracting.
- b. The inclusion onto the panel is not a guarantee of work.
- c. Work allocation will be on a project- by- project basis, subject to an instruction (mostly in the form of RFP) process and informed by the DBSA in writing.