

## **Annexure A**

### **Fees and Assumptions**

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

#### **FORM OF OFFER**

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

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

**RFP143/2023: SOURCING OF PROFESSIONAL SERVICE PROVIDER (PSP) TO DEVELOP A CORPORATE STRATEGY (10 YEARS) OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA (DBSA)**

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

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

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

.....

.....	(in words);	ZAR	.....	(in figures),
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This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the

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

**Signature(s)**

\_\_\_\_\_

**Name(s)**

\_\_\_\_\_

**Capacity**

\_\_\_\_\_

**For the  
Tenderer**

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

**Name and  
signature of  
witness**

\_\_\_\_\_

**Date**

\_\_\_\_\_

## PRICING SCHEDULE

ID	KEY DELIVERABLE AS PER SCOPE OF WORK	EXPERT DESCRIPTION	EXPECTED OUTCOME/S	ESTIMATED NUMBER OF DAYS	RATE PER HOUR	TOTAL RATE
1.	Planning	Conducting the Strategic environmental analysis (external)	Strategic Environmental Analysis (SEA) report			
2.	Corporate Strategy	Produce the Ten-Year Corporate Strategy of the Bank	DBSA Ten-Year Corporate Strategy (2024 – 2034)			
3.	Corporate Strategy Implementation Guideline and template	Produce a Corporate Strategy Implementation Guideline and template	DBSA Corporate Strategy Implementation Guideline and template			
4.	Management Strategy Session	Facilitation of a rigorous participatory two (2) day Workshop with Management of the DBSA, with up to 6 breakaway sessions.	Identify and finalise 2024/2025 strategic priorities and strategic themes for the Bank. This include designing the agenda/ programme.	Two days		
		Source and pay for all guest speakers ( <i>agreed to by the DBSA</i> ) relevant to the strategic themes	To give expert industry trends, insights and knowledge that will help the DBSA planning process.			

ID	KEY DELIVERABLE AS PER SCOPE OF WORK	EXPERT DESCRIPTION	EXPECTED OUTCOME/S	ESTIMATED NUMBER OF DAYS	RATE PER HOUR	TOTAL RATE
5.	Management Reporting	Produce and present Management Strategic Planning Session Report to the DBSA with all strategy sessions discussions and outcomes.	Management Strategic Planning Session Report			
6.	Board Strategy Session  <i>*It should be noted that a decision on whether the PSP will be required to facilitate the Board session will be taken. The Bidder must however cost the activities as included in this table.</i>	Briefing/planning meetings with Corporate Strategy/ Chief Executive, Board Chairperson, other identified stakeholders	Final Agenda/Programme for the session			
		Facilitation of a rigorous participatory two (2) day Strategic Planning Session with the Board members and Management.	Alignment of strategic priorities to: <ul style="list-style-type: none"> <li>○ The ten-year corporate strategy and one Corporate Plan</li> <li>○ Shareholder expectations etc.</li> </ul>	Two Days		
		Source and pay for all guest speakers (agreed to by the	To give expert industry trends, insights and knowledge that will			

ID	KEY DELIVERABLE AS PER SCOPE OF WORK	EXPERT DESCRIPTION	EXPECTED OUTCOME/S	ESTIMATED NUMBER OF DAYS	RATE PER HOUR	TOTAL RATE
		DBSA) relevant to the strategic themes.	guide the DBSA planning process.			
		Produce and present Board Strategic Planning Report to the DBSA with all strategy session’s discussions and outcomes.	Board Strategic Planning Session Report			
TOTAL OF PROPOSED TIME–BASED FEES EXCLUDING VAT						
15% VAT						
TOTAL PROPOSED TIME-BASED FEES INCLUDING VAT						