

REQUEST FOR PROPOSALS

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

BID NUMBER:	RFP128/2024
COMPULSORY BRIEFING SESSION DETAILS:	15 August 2024 Join the meeting now Meeting ID: 367 837 128 672 Passcode: D4Fknj
CLOSING DATE:	29 August 2024
CLOSING TIME:	23H55 (Midnight)
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	120 days
DESCRIPTION OF BID:	Appointment of a credible Service Provider to assist the Development Bank of Southern Africa with the Infrastructure Needs Assessment in South African Townships under Market 2 Municipalities:1994 – 2023 research project
BID DOCUMENTS ELECTRONIC SUBMISSION:	ELECTRONIC SUBMISSIONS <u>INSTRUCTIONS:</u> ➤ Bidders are required to submit written requests for clarification via e-mail to Tumim@dbsa.org ONLY, quoting the RFP Number on the subject of the e-mail. This must be done three (3) working days before submission date. ➤ Bidders will thereafter receive a OneDrive Link to upload their submission documents electronically. ➤ Written requests for clarification will be considered up to and including 26 August 2024 16:30 Johannesburg time. Requests received after this date may not be attended to. ➤ Any requests after the stipulated date and time may be disregarded. NB: Electronic submission is encouraged for all bidders interested in this tender. Closing date of this RFP028/2024 is 29 August 2024 before 23:55PM. No physical bids will be received or accepted at the DBSA offices
NAME OF BIDDER:	
CONTACT PERSON:	
EMAIL ADDRESS:	
TELEPHONE NUMBER:	

FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	



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
Free Post : Free Post KZN 665 | Musgrave | 4062
SMS : 33490

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED (“DBSA”)

BID NUMBER: RFP128/2024

DESCRIPTION: Appointment of a credible Service Provider to assist the Development Bank of Southern Africa with the Infrastructure Needs Assessment in South African Townships under Market 2 Municipalities:1994 – 2023 research project

COMPULSORY BRIEFING: 15 August 2024 Tender briefing will be done online via Microsoft teams.

COMPULSORY BRIEFING LINK : [Join the meeting now](#)

Meeting ID: 367 837 128 672

Passcode: D4Fknj

Time: 10H00 AM Johannesburg time **(Microsoft Teams)**

Closing time for the OneDrive Link submissions - **23h55 on the 26 August 2024 (Telkom Time)**

SUBMISSION CLOSING DATE: 29 August 2024

CLOSING TIME: 23H55PM

Name



Bidder Name

Name



Folder 1_Financial Proposal



Folder 2_Technical Proposal

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

BID SUBMISSION LINK REQUESTS:

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

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

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

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

NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:				
POSTAL ADDRESS:				
STREET ADDRESS:				
CONTACT PERSON (FULL NAME):				
EMAIL ADDRESS:				
TELEPHONE NUMBER:				
FAX NUMBER:				
BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BBBEE STATUS LEVEL VERIFICATION CERTIFICATE/BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED? [TICK APPLICABLE BOX]	YES		NO	
IF YES, WHO ISSUED THE CERTIFICATE?				

1..1.1	ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES/WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		
1..1.2	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES/WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]		
1..1.3	SIGNATURE OF BIDDER			
1..1.4	DATE			
1..1.5	FULL NAME OF AUTHORISED REPRESENTATIVE			
1..1.6	CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
REGISTERED WITH THE NATIONAL TREASURY CSD [TICK APPLICABLE BOX]	YES		NO	
CSD REGISTRATION NUMBER				
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS				

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME TO THE LINK PROVIDED. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED)
- 1.3. SOUTH AFRICAN BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED BY BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MUST BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 ALL BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS IN THEIR COUNTRY OF RESIDENCE.
- 2.2 SOUTH AFRICAN BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 SOUTH AFRICAN BIDDERS CAN APPLY FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 SA 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 (TAX COMPLIANCE) IN ACCORDANCE WITH APPLICABLE LEGISLATION IN THEIR COUNTRY OF RESIDENCE.
- 2.6 WHERE SA BIDDERS HAVE NO TCS AVAILABLE BUT ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?
☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions:

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

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

YES NO

☐	☐	One original Bid document in separate folders; Folder 1 - for Pre-Qualifying Criteria and Functional Evaluation and Folder 2 - Price / Financial Proposal – Electronic submission
☐	☐	Part A: Invitation to Bid
☐	☐	Part B: Terms and Conditions of Bidding
☐	☐	Part C: Checklist of Compulsory Returnable Schedules and Documents
☐	☐	Part D: Conditions of Tendering and Undertakings by Bidders
☐	☐	Part E: Specifications/Terms of Reference and Project Brief
☐	☐	Annexure A: Price Proposal Requirement
☐	☐	Annexure B: SBD4 Declaration of Interest
☐	☐	Annexure C: SBD6.1 and B-BBEE status level certificate
☐	☐	Annexure D: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a close corporation.
☐	☐	Annexure E: Certified copies of latest share certificates, in case of a company.
☐	☐	Annexure F: (if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.
☐	☐	Annexure G: Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.
☐	☐	Annexure H: General Condition of Contract



PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

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

- 1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;
- 1.3 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2022.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday in South Africa.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** for the OneDrive Link submissions – 16h00 on the 26 August 2024 (Telkom Time)
- 1.10 **DBSA** means the Development Bank of Southern Africa Limited.
- 1.11 **DFI** means Development Finance Institution.
- 1.12 **Evaluation Criteria** means the criteria set out under the clause 26 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment (where applicable).
- 1.13 **Functional Criteria** means the criteria set out in clause 27 of this Part C.
- 1.14 **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.15 **PFMA** means the Public Finance Management Act, 1999.
- 1.16 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.17 **PPPFA Regulations** means the Preferential Procurement Regulations, 2022 published in terms of the PPPFA.

- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 26.3 of this Part C.
- 1.19 **Price and Preferential Points Assessment** means the process described in clause 26.6 of this Part C, as prescribed by the PPPFA.
- 1.20 **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.
- 1.21 **Request for Proposal** or **RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
- 1.22 **SARS** means the South African Revenue Service.
- 1.23 **Services** means the services required by the DBSA, as specified in this RFP Part D.
- 1.24 **SLA** means Service Level Agreement.
- 1.25 **SOE** means State Owned Enterprise, as defined by the Companies Act.
- 1.26 **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFP.
- 1.27 **State** means the Republic of South Africa.
- 1.28 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 1.29 **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 1.30 **Website** means a website administered by DBSA under its name with web address www.dbsa.org

2. INTERPRETATIONS

In this RFP, unless expressly provided otherwise a reference to:

- 2.1 "includes" or "including" means includes or including without limitation; and
- 2.2 "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

3. TENDER TECHNICAL AND GENERAL QUERIES

Queries pertaining to this tender must be directed to:-

DBSA Supply Chain Management Unit

Email: Tumim@dbsa.org

No questions will be answered telephonically.

4. SUBMISSION OF TENDERS

COMPULSORY BRIEFING: 15 August 2024 - Tender briefing will be done online via Microsoft teams.

LINK: [Join the meeting now](#)

Meeting ID: 367 837 128 672

Passcode: D4Fknj

Time: 10H00 AM Johannesburg time (**Microsoft Teams**)

LINK REQUESTS: Bidders are asked to nominate one dedicated contact person (name, email address and phone number).

SUBMISSION CLOSING DATE: 29 August 2024

CLOSING TIME: 23H55pm

5. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

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

6. STATUS OF REQUEST FOR PROPOSAL

- 6.1 This RFP is an invitation for person(s) to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

7. ACCURACY OF REQUEST FOR PROPOSAL

- 7.1 Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

- 7.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).
- 7.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

8. ADDITIONS AND AMENDMENTS TO THE RFP

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

9. REPRESENTATIONS

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

10. CONFIDENTIALITY

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

11. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

- 11.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.
- 11.2 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to tumim@dbsa.org
- 11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.

- 11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.
- 11.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).
- 11.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

12. UNAUTHORISED COMMUNICATIONS

- 12.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 12 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.
- 12.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

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

14. ANTI-COMPETITIVE CONDUCT

- 14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
 - 14.1.1 the preparation or lodgement of their Bid
 - 14.1.2 the evaluation and clarification of their Bid; and
 - 14.1.3 the conduct of negotiations with the DBSA.
- 14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.

- 14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

15. COMPLAINTS ABOUT THE TENDERING PROCESS

- 15.1 Any complaint about the RFP or the Tendering Process must be submitted to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, (tenders@dbsa.org)
- 15.2 The written complaint must set out:
- 15.2.1 the basis for the complaint, specifying the issues involved;
 - 15.2.2 how the subject of the complaint affects the organisation or person making the complaint;
 - 15.2.3 any relevant background information; and
 - 15.2.4 the outcome desired by the person or organisation making the complaint.
- 15.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

16. CONFLICT OF INTEREST

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

17. LATE BIDS

- 17.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.
- 17.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in

all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.

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

18. BIDDER'S RESPONSIBILITIES

- 18.1 Bidders are responsible for:

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

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

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

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

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

19. PREPARATION OF BIDS

- 19.1 Bidders must ensure that:

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

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

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

21. OBLIGATION TO NOTIFY ERRORS

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

22. RESPONSIBILITY FOR BIDDING COSTS

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

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

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

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

23.1.1 as required by law;

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

23.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

24. USE OF BIDS

24.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights of any intellectual property contained in the Bids.

24.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

25. BID ACCEPTANCE

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

26. EVALUATION PROCESS

26.1 The Bids will be evaluated and adjudicated as follows:

26.1.1 First Stage – Test for administrative Responsiveness

The test for administrative responsiveness will include the following:

Stage 1: Responsiveness

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

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

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence to submitting Tender as a two-folder tender. Folder 1: Functionality and returnable submission separate from Folder 2: Pricing proposal submission	Pre-Qualifier	Y
2	Attendance Register of the Compulsory Briefing Session attended by the Tenderer.	Pre-Qualifier	Y

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

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
1	Standard conditions of tender as required.	24Hours Week	Y
2	Returnable documents completed and signed.	24Hours week	Y
3	Submission of proof of registration with National Treasury Central Supplier Database (CSD) (provide summary report). Bidder/s must be registered and compliant with CSD in order to do business with the DBSA. Only applicable to SA-registered entities.	7 Working days	Y
	A valid and active Tax Compliance Status Pin issued by SARS.	7 Working days	Y

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

26.1.2 **Second Stage – Functional criteria**

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

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

Functionality Evaluation Criteria:

Description	Evidence	Scoring guidelines	Weighting
Planning/Methodology and approach Bidder to provide a plan that includes: - Understanding research in the financial sector of South Africa and the continent - Understanding of the infrastructure landscape especially in the context of supporting Sustainable Development Goals (SDGs) - Understanding of the role of DFIs as development institutions	Detailed plan comprising of how the following (not limited) activities will be undertaken: a) Detailed plan and approach from the Terms of Reference to include the following activities: 1. Research objective and type of research 2. Questionnaire development and validation 3. Sampling and size to be used 4. Sources of data to be used 5. Nature of data to be used (qualitative vs quantitative) 6. Data collection and analysis 7. Reliability and validation of the research responses 8. Consolidation and reporting	Excellent: Detailed and comprehensive plan comprising of all points = 30 points Good: Detailed and comprehensive plan with 5 to 7 points provided, but missing some points= 25 points Fair: Plan submitted, with 4 points or below provided, and information is insufficient and unsatisfactory = 5 points Insufficient: No plan submitted = 0 point	30

References Bidder to provide at least three (3) references in research activities locally or internationally. These references should preferably be from at least one state owned entity/DFI/municipality and should be relevant to the infrastructure landscape or anything similar	a) Reference letters in research whether for new ventures or diversification of existing offerings b) The reference letters should indicate: • Description and summary of scope of work of service rendered for that specific client • Duration • Contact details and contact person • The reference letters should not be older than five (5) years	Excellent: three or more relevant reference letters provided = 20 points Good: two relevant reference letters provided = 15 points Fair: one relevant reference letter provided = 5 points Insufficient: no relevant reference letters provided = 0 point	20
Company and Team Experience • Company with operating experience of at least three years or more and;	a) The service provider must provide: • Company profile, with information containing but not limited to experience and number of years in research	Excellent: Company experience of at least 3 years or more and combined 10 years' experience of at least three key resources with CVs = 20 points	20

At least three or more key resources with combined experience of at least 10 years, with the team lead having at least 5 years' experience and evidence of previous work done	- List of completed projects, which includes date of completion - CVs of each team member referencing relevant work done	Good: Company experience of at least 3 years or more and combined of 7 to 9 years' experience of at least three key resources with CVs = 15 points Fair: Company experience of at least 3 years or more and combined of 4 to 6 years' experience of at least three key resources with CVs = 5 points Insufficient: Company experience of less than 3 years or combined experience less than 3 years of at least three key resources with CVs less than 3 years' experience = 0 points	
Research Reports Bidders must provide reports of research work completed previously which covers the infrastructure environment or similar	a) Provide at least three (3) reports of previously completed research work in the infrastructure environment or anything similar	Excellent: Three (3) reports or more = 10 points Good: two (2) reports = 5 points Fair: one (1) report = 2 points Insufficient: no report = 0 points	10

Qualifications of key personnel Lead Researcher	Curriculum Vitae of the main Researcher with the relevant supporting documents/ copies of qualifications. **** For information Bidder to provide an organogram and summary of the supporting team for this project. Kindly note this is compulsory	PhD Degree = 20 points Master's degree = 15 points Honours Degree = 5 points Basic Degree and Lower = 0 point	20
Total			100
Threshold			70

26.1.2 Third Stage – price

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

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

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

26.3 First Stage: Pre-Qualifying Criteria

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

Note: A tender that fails to meet any Pre-Qualifying Criteria stipulated herein in the tender documents is an unacceptable tender. Please refer to the table above

26.4 Second Stage: Functional Criteria

The technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of 100 points, and only those bids that achieve a threshold of **70** points for the technical proposal will move to the next level of evaluation which is price and BBBEE.

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

26.6 Third Stage: Price

26.6.1 The Third Stage of evaluation of the Bids will be in respect of price and preference.

27. Risk Analysis and Objective Criteria

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

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

- i. Any bidder that has a cumulative order book totalling 3 Awards with outstanding value, **may be excluded from further evaluation.**
- ii. Where a bidder has 3 active Awards with an outstanding value and the outstanding value is 10% or less, indicating the project is nearing completion, the bidder may be included **for further evaluation and/or recommendation for award.**
- iii. Where a bidder has 3 active Awards with an outstanding value and at least one of the projects has stalled for a period of 6 months or more, or the client has placed the project on hold indefinitely, the bidder may be included **for further evaluation and/or recommendation for award.**
- iv. The DBSA has the discretion to apply an objective criterion.

28. Due Diligence

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

a. Judgements and criminal convictions

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

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

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

c. Performance

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

d. Reputational harm

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

e. Restricted/Blacklisted

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

f. Vetting

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

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

- a. Financial stability of the bidder based on key ratio analysis ;
- b. Efficiency;
- c. Profitability;
- d. Financial Risk;
- e. Liquidity;

- f. Acid Test;
 - g. Solvency; and
 - h. Commercial relationship with a politically exposed and brand risk.
 - i. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
 - ii. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.
- 29.** Generally, suppliers have their own business standards and regulations. Although DBSA cannot control the actions of our suppliers, we will not tolerate any Illegal activities. These include, but are not limited to:
- Misrepresentation of any kind (e.g. origin of manufacture, specifications, intellectual property rights, etc.);
 - Collusion;
 - Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
 - Corrupt activities listed above; and
 - Harassment, intimidation or other aggressive actions towards DBSA employees.

30. STATUS OF BID

- 30.1 Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.
- 30.2 A Bid must not be conditional on:
- 30.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained.
 - 30.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation.
 - 30.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent.
 - 30.2.4 the Bidder obtaining the consent or approval of any third party; or
 - 30.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
- 30.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
- 30.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

31. CLARIFICATION OF BIDS

- 31.1 The DBSA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or discussions are held in interpreting the Bid and evaluating the cost and risk of accepting the Bid.

Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.

- 31.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

32. DISCUSSION WITH BIDDERS

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

33. SUCCESSFUL BIDS

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

34. NO OBLIGATION TO ENTER INTO CONTRACT

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

35. BIDDER WARRANTIES

35.1 By submitting a Bid, a Bidder warrants that:

- 35.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
- 35.1.2 it did not use the improper assistance of DBSA employees or information unlawfully obtained from them in compiling its Bid;
- 35.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- 35.1.4 it accepts and will comply with the terms set out in this RFP; and
- 35.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

36. DBSA's RIGHTS

36.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:

- 36.1.1 cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract.
- 36.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
- 36.1.3 vary or extend any time or date specified in this RFP
- 36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process.
- 36.1.5 require additional information or clarification from any Bidder or any other person;
- 36.1.6 provide additional information or clarification.
- 36.1.7 negotiate with any one or more Bidder;
- 36.1.8 call for a new Bid.
- 36.1.9 reject any Bid received after the Closing Time; or
- 36.1.10 reject any Bid that does not comply with the requirements of this RFP.

37. GOVERNING LAWS

37.1 This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.

37.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.

37.3 All Bids must be completed using the English language and all costing must be in South African Rand (ZAR).



Terms of Reference

APPOINTMENT OF A CREDIBLE SERVICE PROVIDER TO ASSIST THE
DEVELOPMENT BANK OF SOUTHERN AFRICA WITH THE
INFRASTRUCTURE NEEDS ASSESSMENT IN SOUTH AFRICAN
TOWNSHIPS UNDER MARKET 2 MUNICIPALITIES:1994 – 2023
RESEARCH PROJECT

JULY 2024

1. Introduction

These terms of reference define the scope of research work for the *Infrastructure Needs Assessment in South African Townships under Market 2 Municipalities: 1994 - 2023* project. The objective of this exercise is to profile present and prospective conditions, needs and costs regarding local government, provincial and national capital facilities. The plethora of development policy documents in our landscape like the *Reconstruction and Development Programme* (RDP), the *Local Government White Paper* (LGWP) and the *National Development Plan* (NDP) to name a few, all point to the centrality of infrastructure as the decisive variable in respect of development and addressing needs resulting from backlogs. In our context, backlogs are the infrastructure needs that correct the apartheid induced racial deficiencies related to infrastructure capacity and condition to serve the existing population. It is in this sense then that the view that “investment in capital facilities and other infrastructure is one of the most powerful tools available to implement comprehensive plans for development and redevelopment” is an uncontested maxim globally¹.

Given the centrality of infrastructure to the development equation, what is its most inclusive definition? A comprehensive definition is that it includes all those capital facilities and land assets under public ownership, or operated or maintained for public benefit, that are necessary to support development and redevelopment and to protect public health, safety, and welfare². For purposes of this assessment, infrastructure systems are limited to the sectors of water and sanitation, energy, transport, information and communication technology (ICT), health, education (basic and tertiary), and human settlements which are the total of the seven (7) Bank mandated primary and secondary sectors. Assessing the extent to which the infrastructure is deemed to be supporting a low carbon economy and/or is sustainable in response to climate change would be an added advantage.

Table 1: Elements of the Questionnaire for the Assessment of Needs for Infrastructure Services in Townships³

Infrastructure Services	Questions for Subjective Evaluation	Examples of Infrastructure Elements
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General evaluation of quality (including sustainability) and standard of infrastructure in the specific township	• To determine the respondents' general views towards: • The improvements/deterioration in the general quality (including sustainability) and standard of infrastructure in their township from 1994 to 2023. • the expected situation in the next 2-5 years.	All seven (7) Bank mandated infrastructure sectors
Energy	To assess the availability and reliability of supply of electricity services	Municipality, Eskom, DMRE
Water and Sanitation	To assess the quality of the transmission, distribution, and treatment of the water supply	Municipality, Water Board, DWAS
Transport	To analyse the respondents' views towards the efficiency, cost, safety, and timeliness of public transportation services	Department of Transport, Metrorail, provincial bus, and taxi services
Information and Communications Technologies (ICT)	To analyse the respondents' views on the quality and reliability of communications services provided	Telkom, MTN, Vodacom and Cell C
Education	To determine the respondents' views towards the quality of public services provided	Department of Basic Education schools (lower, higher primary, secondary and high schools)

Health	To determine the respondents' views towards the quality and effectiveness of public services provided	Department of Health service delivery facilities, namely hospitals and clinics
Human Settlements	To assess the respondents' views towards the quality and effectiveness of services provided	Housing Development Agency, Public housing sites

In addition to the delineated sectors above, the following are recommended as the defining criteria for consistency of definition of infrastructure, namely:

- Facilities and assets that are publicly owned or that serve the public
- Systems or facilities and assets whose needs are generated by and which are necessary to support sustainable development and redevelopment encouraged by all spheres of Government
- Facilities and assets that may influence the form or the location of development and redevelopment.
- Capital facilities with a high fixed cost and a long service life.
- Facilities and assets that are directly and substantially related to protecting public health, safety, and welfare.

To conclude this section, we list below the various categories of adjectives in relation to infrastructure needs for consistency of use and common reference point throughout this exercise.

Infrastructure needs refer to the capital costs associated with ensuring the sustainable protection of public health through rehabilitation/construction of facilities needed for continued provision of a service to the residents of the specific township(s).

Current infrastructure needs refer to new facilities or projects to address deficiencies in existing facilities for which construction should begin as soon as possible to avoid a threat of public health to the residents of the specific township(s).

Future infrastructure needs refer to infrastructure deficiencies that a system expects to address in the next two (2) decades or so because of the predictable deterioration of facilities. These needs do not include infrastructure needs that are current to the residents of the specific township(s).

Existing infrastructure refers to infrastructure that is in place, that is fully installed and is providing a service to the residents of the specific township(s).

New infrastructure refers to infrastructure that is not in place currently and is therefore not providing a service to the residents of the specific township(s).

Sustainable infrastructure in the context of this study refers to developing roads, buildings, energy and water infrastructure, etc with due consideration to economic, social and environmental implications (including infrastructure assets which has Lower carbon footprint and is resilient to changing climates).

1. Background

The intellectual concern with infrastructure in townships is a corollary notion to that of township economies that is currently *en vogue* and it is our view that infrastructure and the role thereof as a link in this chain is both invisible and underemphasized. In the view of the National Treasury⁴, Metros have a critical role to play in the establishment and enhancement of township economies as part of a city-wide strategy. The township economy initiative arises out of the acknowledgement of uneven development with opportunities and facilities skewed against townships and in favour of the main urban areas. Focusing on township economies is an assertion of the need for a dedicated focus in the interests of leveling the playing field and circumventing the spatial disadvantages imbued on townships by the apartheid legacy. The main aims of the township economy concept and idea are as follows:

The *enhancement of incomes* through the location and concentration of economic activity within the townships instead of residents having to commute to the cities to be part of such activities. The dividend from entrenching economic activity in townships in that it creates a virtuous circle where entrepreneurs, workers and consumers are all on the benefitting end. There are more profits for entrepreneurs, increased choices for consumers as well as better wages for workers.

The *strengthening of the accumulation of assets* where security of tenure is improved with

increased investments and upgrading of business facilities as well as improvements with homes, vehicles, and equipment. This then creates a strong asset base for entrepreneurs, making them less vulnerable to economic downturns. The last component involves strengthening the enabling environment so that there can be all around growth through a mutually reinforcing cycle of the abovementioned elements as well as others. The current project is to elevate the status of infrastructure as an enabler and essential component for township economies to survive and thrive as well as supporting sustainable development goals to the extent possible.

2. Research Goals

The research goals are to conduct a sequence of unique but interrelated activities, with each culminating in different types of outputs.

2.1 The first research goal is the production of a pre-assessment report that provides an overview of the infrastructure landscape across the seven (7) Bank mandated sectors in the Market 2 municipalities according to the DBSA classification. The content of the report will include the following:

- Profiling current conditions and estimates of future needs and costs for components of infrastructure that support the sustainable development and redevelopment of the specific townships
- Analysing relevant revenues for capital investment trends
- Incorporating the qualitative findings from the focus groups
- Providing a conceptual and informational framework for future reassessments and for shorter-term determinations of specific needs
- Recommending an approach to infrastructure decision making that may lead to reductions in future needs and better use of existing and future infrastructure systems especially in the context of supporting the Sustainable Development Goal (SDGs).

2.2 The data collection method for this needs assessment will be the focus group method whereby designated respondents will be interviewed collectively in one setting and their assessment of the various infrastructure sectors will be detailed into a report looking at both current needs and experiences in infrastructure as against prospective and desired ones. It is the view here that the one focus group in the largest township of each of the Municipalities will focus on all the seven (7) infrastructure sectors simultaneously.

Participants will therefore be chosen on the strategic basis of relevance and ability to provide feedback on specific sector experiences based on their involvement therein as entrepreneurs or as users.

4 Scope of Work

The South African Constitution provides for three categories of municipalities, namely metropolitan, district and local ones and they are all focused on growing local economies and providing infrastructure and services. As directed by the Constitution, the *Local Government Municipal Structures Act*, 1998 (Act 117 of 1998) contains criteria for determining when an area must have a Category A municipality (Metropolitan municipalities) and when municipalities fall into either Categories B (Local municipalities) or C (District municipalities). The Act also determines that Category A municipalities can only be established in metropolitan areas, and this is where most settlements called townships can be found.

What are Townships?

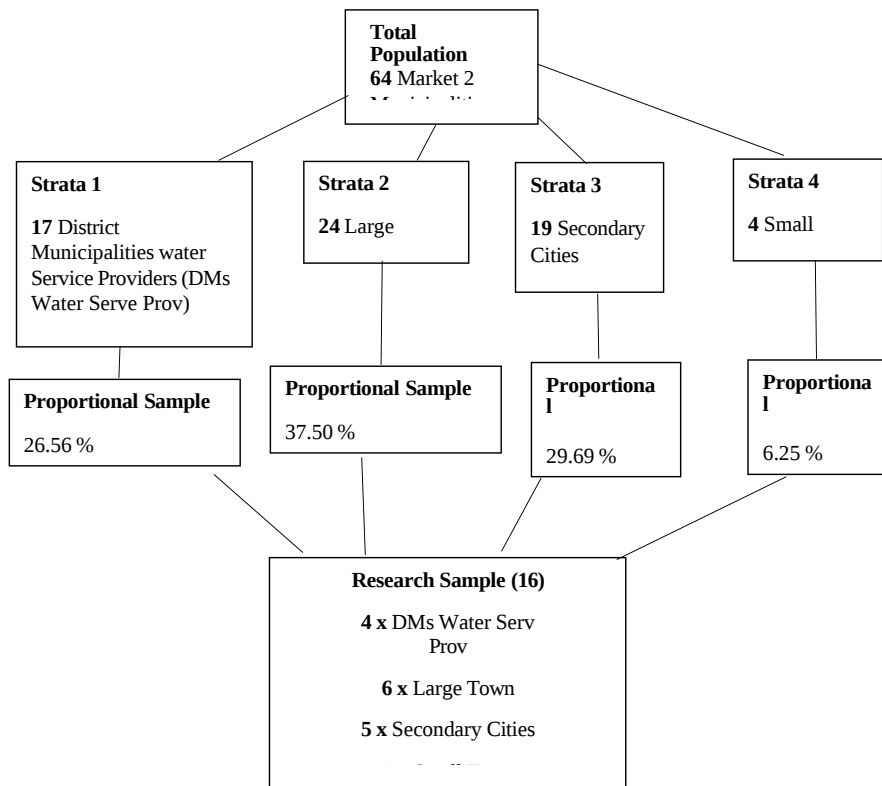
Townships are urban settlements for previously marginalised groups in cities that are by design built a distance away from the centre of the city leaving residents with no option but to commute daily to work using the prohibitively costly transport fares. They are a product of the separate development doctrine and the now defunct Group Areas Act which regarded black Africans as temporary sojourners to the city. This spatial dynamic of blacks being far away from infrastructure and industrial centres has been perpetuated in the post-apartheid era as large-scale housing projects have been enabled by cheap land in the outlying areas⁵. While the term ‘township’ is used in a generic sense, what is often ignored is the variability and idiosyncrasies embodied by each township to the point where commonalities reach a limit. Some areas of difference are very material from a social, infrastructural, and economic perspective and should not be underestimated and the divergences can include:

- the quality (and quantity) of socio-economic infrastructure
- their distance from industrial and commercial areas
- the level of income differentiation
- the nature of the available skills-set
- size and history
- the extent and character of existing economic activity
- the nature of tenure arrangements and the scale of informal housing⁶

Townships are found under all categories and types of municipalities, but the scope will be

confined to a representative sample of the Market 2 municipalities according to the DBSA classification. The selection of the representative sample will be based on Proportional stratified sampling. Proportional stratified sampling involves taking samples from stratified groups, in proportion to the population. This will be achieved in the manner depicted in Figure 1.

Figure 1: Proportional stratified sampling



The service provider is then responsible for randomly selecting the 4 DMs Water Serv Prov, 6 Large Towns, 5 Secondary Cities and 1 Small Town ensuring no overlap in the selection of municipalities. The list of the Market 2 municipalities to choose from is in Table 2.

Table 2: The Market 2 municipalities

Municipalities	Municipal Type
DC44 Alfred Nzo DM (EC)	DMs Water Serv Prov
DC21 Ugu DM (KZN)	DMs Water Serv Prov
DC22 UMgungundlovu DM (KZN)	DMs Water Serv Prov
DC23 Uthukela DM (KZN)	DMs Water Serv Prov
DC24 Umzinyathi DM (KZN)	DMs Water Serv Prov

DC25 Amajuba DM (KZN)	DMs Water Serv Prov
DC26 Zululand DM (KZN)	DMs Water Serv Prov
DC27 Umkhanyakude DM (KZN)	DMs Water Serv Prov
DC28 Uthungulu DM (KZN)	DMs Water Serv Prov
DC29 iLembe DM (KZN)	DMs Water Serv Prov
DC43 Sisonke DM (KZN)	DMs Water Serv Prov
DC33: Mopani (LIM)	DMs Water Serv Prov
DC34: Vhembe (LIM)	DMs Water Serv Prov
DC35: Capricorn (LIM)	DMs Water Serv Prov
DC47: Greater Sekhukhune (LIM)	DMs Water Serv Prov
DC38: Ngaka Modiri Molema (NW)	DMs Water Serv Prov
DC39: Dr Ruth Segomotsi Mompoti (NW)	DMs Water Serv Prov
FS192: Dihlabeng LM	Large Towns
FS201: Moqhaka LM	Large Towns
FS204: Metsimaholo LM	Large Towns
KZN212: Umdoni LM	Large Towns
KZN216: Hibiscus Coast LM	Large Towns
KZN222: uMngeni LM	Large Towns
KZN232: Emnambithi-Ladysmith LM	Large Towns
KZN292: KwaDukuza LM	Large Towns
KZN433: Greater Kokstad LM	Large Towns
GT422: Midvaal LM	Large Towns
GT482: Randfontein LM	Large Towns
GT483: Westonaria LM	Large Towns
GT484: Merafong City LM	Large Towns
LIM367: Mogalakwena	Large Towns
MP302: Msukaligwa	Large Towns
MP314: Emakhazeni	Large Towns
NW383: Mafikeng	Large Towns
NC083: //Khara Hais	Large Towns
WC014: Saldanha Bay	Large Towns
WC025: Breede Valley	Large Towns
WC032: Overstrand	Large Towns

WC043: Mossel Bay	Large Towns
WC045: Oudtshoorn	Large Towns
WC048: Knysna	Large Towns
FS184: Matjhabeng LM	Secondary Cities
KZN225: Msunduzi LM	Secondary Cities
KZN252: Newcastle LM	Secondary Cities
KZN282: uMhlathuze LM	Secondary Cities
GT421: Emfuleni LM	Secondary Cities
GT481: Mogale City LM	Secondary Cities
LIM354: Polokwane	Secondary Cities
MP307: Govan Mbeki	Secondary Cities
MP312: Emalahleni	Secondary Cities
MP313: Steve Tshwete	Secondary Cities
MP322: Mbombela	Secondary Cities
NW372: Madibeng	Secondary Cities
NW373: Rustenburg	Secondary Cities
NW402: Tlokwe City Council	Secondary Cities
NW403: City of Matlosana	Secondary Cities
NC091: Sol Plaatjie	Secondary Cities
WC023: Drakenstein	Secondary Cities
WC024: Stellenbosch	Secondary Cities
WC044: George	Secondary Cities
EC101: Camdeboo LM	Small Towns
EC105: Ndlambe LM	Small Towns
EC131: Inxuba Yethemba LM	Small Towns
EC441: Matatiele LM	Small Towns

The Market 2 municipalities area will constitute the sample universe for the infrastructure needs assessment and the focus group participants will also be sampled from same. The line of inquiry will follow this pattern of analysis:

4.1 Profiles current conditions and estimates of future needs and costs

- Key informant interviewing with relevant state officials across the three spheres. 37
- Focus groups with townships and practitioners in the specific infrastructure sectors.

4.2 Estimates needs in terms of both

- Units of service or capacity (classrooms, acres) for capital facilities and land assets
- Rand costs without regard to funding source

4.3 Defines needs as

- *Present needs*, consisting of backlog needs to correct existing deficiencies to serve existing residents and jobs and rehabilitation needs for recurring, periodic improvement, or replacement of capital facilities to keep existing infrastructure in service.
- *Prospective needs*, consisting of needs to provide and maintain new infrastructure to serve anticipated future sustainable development and redevelopment and to respond to changes in standards of service.

5 Methodology

The most suitable approach for this study is a social survey where a representative and random sample can be derived with findings deemed true and representative of the total populations in the respective townships. The prohibitively costly nature of surveys rules out this possibility, meaning that an alternative technique be utilized. A useful replacement in this instance is that of focus groups that can be drawn from the populations of the various township constituents. Most surveys are used initially in this manner to establish a baseline. Subsequent surveys and their findings are then compared against this baseline to measure either progress or deterioration over time.

What is proposed instead is the selection of all the specified townships and a comprehensive inquiry on the 7 sectors tied to it. It is through an innovative approach of this nature that the findings in their totality can provide us with a national profile of township infrastructure provision in a manner akin to a survey, albeit with less statistical accuracy.

The purpose of focus groups is “to collect information from a small group in a systematic and structured format. An effective focus group is designed around a clear and specific goal and participants interact with a facilitator who presents the participants with questions designed to yield insight into current or desired results in relation to a specific topic or issue”⁷. Focus groups can be used for a variety of purposes including to do the following:

- Collect information on current performance
- Validate the results of a survey

- Define the desired result
- Identify potential solutions
- Define strengths and weaknesses of potential solutions

All the above characteristics of focus groups are compatible with the approach of this undertaking as the focus groups will be held further to the drafting of the pre-assessment reports with the focus groups utilized as a sounding board for the preliminary findings. In addition to the general uses of focus groups listed above, they also possess other advantages that render them utile for this study. For one, multiple respondents will be interviewed at once. Secondly, the discussions will allow focus group members to build on each other's comments and reactions which then yields a synergy of discussion around topics or themes. Lastly, focus groups can also help people come to consensus and make decisions that are otherwise challenging like prioritizing needs. These attributes then render this technique the preferable alternative to the survey method option.

6 Initial Literature Review

There is an intimate relationship between infrastructure and notions of citizenship in Soweto which has tended to shift over time as the political dynamics shift as well. For example, the nature of this relationship under apartheid rule is different from that under the democratic dispensation⁸. According to this view, infrastructure plays a significant role in political expectations in democratic South Africa and issues of access to basic services, housing evictions and unemployment still characterize the everyday life of Soweto. Though the argument is pivoted on Soweto as a case study, it is hard to fathom why the dynamics would be different for any other South African township and the assumption can only be that Soweto is focused upon for illustrative purposes. The multi-layered aspects of the argument are as follows:

The top layer refers to infrastructural power, which concept refers to the state's ability to extend its power over society through the infiltration into the society of the infrastructures of command and rules important. The command structure of this process also includes hard infrastructure of roads, education, etc. and is routinised in the same manner and form for them. The second layer avers that infrastructure can also be used as a way of excluding certain forms of citizenship and how it is provided (or not provided) can also have an impact upon the citizen's subjective relationships with the state. In democratic South Africa, the extension of basic services has been a very important form of extending citizenship rights for example. The promise of a better life has been the basis for inclusion and an extension of citizenship.

The apartheid dispensation was an exercise in exclusion for the majority and inclusion for the minority through the separate development doctrine. Subsequent initiatives have all been vexed with the question of reversing this legacy and creating a stake for the formerly disenfranchised. The RDP consolidated succinctly the demands of the civic movement forebears on matters of spatial dynamics and critiques of the apartheid city. The *Urban Development Strategy* (UDS) took matters forward and articulated post-apartheid urban policy and integrated planning. A lot of its ideas were then encapsulated in the *Local Government White Paper* which went beyond a focus on infrastructure and service delivery to incorporate participative planning and development. Progressively, the effect of these developments was to define citizenship in terms of the state's capacity to deliver infrastructure.

Struggles over access to services that later ensued in Soweto and other townships essentially embodied the imposition of boundaries between those with access and those without. The following quote is apt in this regard:

“the contestation over electricity in Soweto in the early to mid-2000s was simultaneously a contestation about the substance of citizenship. There is the legitimisation of the ordinary, the unimportant and the excluded”

The current study will therefore be enlightening in respect of this dynamic as residents will be required to indicate their assessment of the quality of the services they are accessing. Their subjective perceptions of the quality of the services will be a litmus test of where they locate themselves on the citizenship continuum based on their ratings of the service(s).

7 Interviews

An interview guide will be developed for use with the following respondents for the compilation of the pre-assessment reports:

Municipal officials

Eskom officials

Government officials (Department of Mineral Resources and Energy, Department of Basic Education, Department of Human Settlements, Water and Sanitation, Department of Transport)

Government officials (Relevant provincial administrations)

40

Government Agencies (Housing Development Agency, Water Boards)

Metrorail officials
Gautrain officials
Provincial Taxi Association officials
BRT, PUTCO and other provincial bus company officials
Clinic and hospital officials
Telkom, Vodacom, MTN and Cell C officials
Existing secondary literature on all the above

8 Research Dependencies and Risks

This process will be determined by the availability and willingness of respondents to be interviewed.

9 Deliverables

The investigation will generate a formal report that documents the profiling of infrastructure needs in the major townships across the country that are under Market 2 municipalities. The final report will reflect the total need as the total of the present need as well as the future need. The report will be substantiated with quantitative financial figures from the key informants and Government agencies and the qualitative findings from the focus groups. In summary, the report will reflect the objective as well as the subjective infrastructure landscape.

The value of the report from a DBSA perspective will be the detailed and empirically based analysis of the following:

- Infrastructure needs and costs;
- Revenue analysis;
- Infrastructure investment decision making analysis including responding to SDGs;
- Evaluation of alternatives to infrastructure investment;
- Evaluation of alternative financing approaches; and
- Implications on the role of the DBSA.

The service provider will be required to prepare a 30-minute PowerPoint presentation which gives a summary of the entire project and all findings. The service provider will be required to present the presentation in person at three sessions during the 2025/26 FY, namely:

- Infrastructure Delivery and Knowledge Committee Manco
- Infrastructure Delivery and Knowledge Committee Board

- Knowledge Management and Research e-Knowledge Session

10. Resources

a. Budget

The project will be rolled out and executed by the successful service provider for this tender, which service provider will be at liberty to execute the project in its entirety using own resources or to subcontract parts hereof to others.

b. Costs

Costs emanating from the roll out of this study will be debited from the overall budget amount agreed to between the DBSA and the service provider as per the terms of the contract.

11. Work Breakdown Structure

- The *Pre-Assessment Report* for the infrastructure overview will be conducted and estimated to be completed by the end of January 2025
- The *Focus Groups* will be conducted across the various areas and sites and draft reports completed by the end of May 2025
- The final report will be submitted by the end of September 2025
- The DBSA will internally review each document and the service provider is responsible for addressing all proposed amendments
- The three required presentation sessions will take place during the 2025/26 FY and the service provider is responsible for addressing all proposed amendments emanating from the sessions

12. Timeframe

The project in all its three major phases will commence in November 2024 and be completed in September 2025.

13. Intellectual Property

All reports shall be regarded as the exclusive intellectual property of the DBSA. Furthermore, the appointed Service Provider undertakes to treat all work pertaining to this appointment with the highest degree of confidentiality for the duration of the project and thereafter.

Annexure A

Pricing schedule

STAGE	KEY DELIVERABLE AS PER SCOPE OF WORK	EXPERT DESCRIPTION	EXPECTED OUTCOME (S)	TOTAL RATE
1	Planning	Briefing sessions with the Office of the Chief Economist and Knowledge Management and Research (KMR) Unit	Project plan for execution of individual research outputs and timelines	
2	Fieldwork	Interviews with key informants in the various institutions responsible for infrastructure delivery across the Bank mandated sectors as well as the users	Thematic analysis of both key informant and focus group interviews from both the users and providers of infrastructure	

3	Draft reports of findings across the individual sectors	Detailed draft report with insights and analysis into the individual sectors	Actionable recommendation where necessary	
4	Final report of infrastructure needs across specific Townships under Market 2 Municipalities and the existing gaps	Updated further to comments from the DBSA	Finalized and sign-off report	
ANY ADDITIONAL AMOUNT (if applicable) please specify:				R
TOTAL EXCLUDING VAT				R
VAT AMOUNT@15%				R
TOTAL INCLUDING VAT				R

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest 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 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.
- 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.

SBD 4

- 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 ~~4~~
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

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

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80/90

PREFERENCE POINTS	20/10
Total points for Price and Preference Points	100

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

80/20 or 90/10

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify⁵¹ 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:.....
--

RESTRICTED SUPPLIERS

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

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

Annexure D

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

Annexure E

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

Annexure F

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

Annexure G

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

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

Annexure H

[General Conditions of Contract]

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

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

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

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

Tax Compliant Status and CSD Registration Requirements

ALL PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS EITHER ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY OR SARS E FILING PRIOR TO APPOINTMENT/AWARD OF THE BID.

REGISTRATION ON THE CSD SITE OF THE NATIONAL TREASURY IS A COMPULSORY REQUIREMENT FOR A BIDDER TO BE APPOINTED, TO CONDUCT BUSINESS WITH THE DBSA. THE ONUS IS ON THE SUCCESSFUL BIDDER TO REGISTER ON THE CSD SITE AND PROVIDE PROOF OF SUCH REGISTRATION PRIOR TO APPOINTMENT/AWARD OF THE BID.

CSD Registration Number:



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption. Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
Email : dbsa@whistleblowing.co.za
Free Post : Free Post KZN 665 | Musgrave | 4062
SMS : 33490