

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:	RFP191/2024
COMPULSORY BRIEFING SESSION DETAILS:	18 October 2024 Venue: Development Bank of Southern Africa, 1258 Lever Road, Headway Hill, Midrand, South Africa. Vulindlela Auditorium at 10h00 am
CLOSING DATE:	01 November 2024
CLOSING TIME:	23H55 (Midnight)
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	120 days
DESCRIPTION OF BID:	Five yearly Fire Suppression Maintenance Services, For five yearly Fire Detection and Argonite Gas Suppression System Service and repairs in Various Division in the Main Building and Welcome Centre
BID DOCUMENTS ELECTRONIC SUBMISSION:	ELECTRONIC SUBMISSIONS <u>INSTRUCTIONS:</u> ➤ Bidders are required to submit written requests for clarification via e-mail to lihlescm@dbsa.org ONLY, quoting the RFP Number on the subject of the e-mail. This must be done three (3) working days submission day. ➤ Bidders will thereafter receive a OneDrive Link to upload their submission documents electronically. ➤ Written requests for clarification will be considered up to and including 29 October 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 RFP191/2024 is 01 November 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: RFP191/2024

DESCRIPTION: FIVE YEARLY FIRE SUPPRESSION MAINTENANCE SERVICES, FOR FIVE YEARLY FIRE DETECTION AND ARGONITE GAS SUPPRESSION SYSTEM SERVICE AND REPAIRS IN VARIOUS DIVISION IN THE MAIN BUILDING AND WELCOME CENTRE.

COMPULSORY BRIEFING: 18 October 2024.

VENUE: Development Bank of Southern Africa, 1258 Lever Road, Headway Hill, Midrand, South Africa. Vulindlela Auditorium

TIME: 10H00 AM Johannesburg time

Closing time for the OneDrive Link submissions requests - 23h55 on the 29 October 2024 (Telkom Time)

CLOSING DATE: 01 November 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 Bidders computer, network, or internet service provider (ISP).

BID SUBMISSION LINK REQUESTS:

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

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

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

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

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	

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.)				
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?					
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 annexes that complete the Bid Document

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

YES NO

☐☐

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 F: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation |
| ☐ | ☐ | Annexure G: Certified copies of latest share certificates, in case of a company. |
| ☐ | ☐ | Annexure H: (if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium. |
| ☐ | ☐ | Annexure I: Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria. |
| ☐ | ☐ | Annexure J: General Condition of Contract |
| ☐ | ☐ | Annexure K: CSD Tax Compliance Status and Registration Requirements Report |

PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

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

- 1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;
- 1.3 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2022.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday in South Africa.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** for the OneDrive Link submissions - 23h55 on the **09 May 2024 @ 23:55** (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 **Error! Reference source not found.** of this Part C.
- 1.19 **Price and Preferential Points Assessment** means the process described in clause **Error! Reference source not found.** 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: lihlescm@dbsa.org

No questions will be answered telephonically.

4. SUBMISSION OF TENDERS

COMPULSORY BRIEFING: 18 October 2024

VANUE: **Development Bank of Southern Africa**, 1258 Lever Road, Headway Hill, Midrand, South Africa. **Vulindlela Auditorium** at 10h00 am

Time: 10H00 AM Johannesburg time

CLOSING DATE: 01 November 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 lihlescm@dbsa.org
- 11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.

- 11.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).
- 11.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

12. UNAUTHORISED COMMUNICATIONS

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

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

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

14. ANTI-COMPETITIVE CONDUCT

- 14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
- 14.1.1 the preparation or lodgement of their Bid
 - 14.1.2 the evaluation and clarification of their Bid; and
 - 14.1.3 the conduct of negotiations with the DBSA.

- 14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.
- 14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

15. COMPLAINTS ABOUT THE TENDERING PROCESS

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

16. CONFLICT OF INTEREST

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

- 16.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

17. LATE BIDS

- 17.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.
- 17.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.
- 17.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

18. BIDDER'S RESPONSIBILITIES

- 18.1 Bidders are responsible for:
- 18.1.1 examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;
 - 18.1.2 fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;
 - 18.1.3 ensuring that their Bids are accurate and complete;

- 18.1.4 making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;
 - 18.1.5 ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and
 - 18.1.6 submitting all Compulsory Documents.
- 18.2 South African bidders with annual total revenue of ZAR10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.
- 18.3 South African bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.
- 18.4 The DBSA reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the DBSA.
- 18.5 Failure to provide the required information may result in disqualification of the Bidder.

19. PREPARATION OF BIDS

- 19.1 Bidders must ensure that:
- 19.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
 - 19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.
- 19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.

- 19.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.
- 19.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.
- 19.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

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

21. OBLIGATION TO NOTIFY ERRORS

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

22. RESPONSIBILITY FOR BIDDING COSTS

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

- 22.2.1 the Bidder is not engaged to perform under any contract; or
- 22.2.2 the DBSA exercises any right under this RFP or at law.

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

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

- 23.1.1 as required by law;
- 23.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;
- 23.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

24. USE OF BIDS

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

25. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 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 not limited to;

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

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence to submitting Tender as a two-folder tender. Folder 1: Functionality and returnable submission separate from Folder 2: Pricing proposal submission	Pre-Qualifier	Y
2	Attendance Register of the Compulsory Briefing Session attended by the Tenderer.	Pre-Qualifier	Y
3	Service provider must submit proof of the following information: Certified proof of Technician home address within 80km from DBSA campus or certified proof of Technician residential address Affidavit from the landlord signed by both the employer and the landlord if is a rental residence.	Pre-Qualifier	Y
4	Proof of company or directorship (not employees) registration with a recognized professional body/ institution, relevant to tender requirement (To be determined in line with Tender Requirement) active SAQCC (South African Qualification and Certification Committee) for the fire industry. N/B: Proof not submitted will be an immediate disqualification.	Pre-Qualifier	Y
5	➤ Provide detailed registered active fire detection service provider business profile with four or more years' experience in maintenance, repairs and commissioning of fire detection system, To a voice	Pre-Qualifier	Y

	evacuation system and Argonite gaseous gas panel systems. • N/B: Profile must indicate all types of fire detection system services the company is/has maintained, repaired, installed, and commissioned. • N/B: Only Company or Company Directors must be registered with SAQCC (South African Qualification and Certification Committee) for the Fire industry and membership must be active. N/B: Proof not submitted will be an immediate disqualification.		
6	➤ Submit four fire detection systems reference letters within the past five years' indicating maintenance services of systems below. Or Two Bosch and One	Pre-Qualifier	Y

	combination letter indicating both Toa and Technoswitch gas panel. 1. Toa voice evacuation system 2. Bosch fire detection system. 3. Technoswitch gas panel • N/B: Two reference letter must indicate maintenance services rendered in BOSCH fire detection system. • N/B: One reference Letters must indicate maintenance services in Toa voice evacuation. • N/B: One reference Letters must indicate maintenance services in Technoswitch gas panel. • N/B: Reference letters must be on a referral company letter head dated and signed with valid contactable company details. • N/B: Client reference letters must be legit for verification and only letters indicating fire detection system maintenance, repairs, installation, and commissioning as per request will be accepted, but supply of goods, fire extinguisher or supplier reference letters will not be considered.		
7	➤ Submit 2 Comprehensive CV of fire detection system Assistant each indicating years' work experience in maintenance of Fire detection	Pre-Qualifier	Y

	system accompanied by proof of accredited practical training certificate listed below. 1. Certified NQF Level 4 Certificate or higher. 2. Certified Toa Evacuation system training certificate. 3. Certified Fire detection system training certificate. 4. Certified Fire detection system cabler certificate 5. Certified RSA ID document. N/B: CV must demonstrate experience in Fire detection system and contactable references. accompanied by required certified training certificates.		
8	➤ Submit comprehensive NQF Level 4 CV of a competent skilled Senior Site Technician (Team leader) indicating four or more years' experience in BOSCH fire detection system accompanied by all certified practical training certificate listed below. CV must indicate current and previous experience in fire detection services, Evacuation and Gas suppression system. • Certified BOSCH Fire 01, Fire 02 Certificate. • Certified TEC047 and TEC057 Certificate in Technoswitch gas panels. SANS 246 • Certified Commissioner SANS 10139 Certificate. • Certified SASSETA (Safety Security Sector Education and Training Authority) for fire detection installation standards Certificate OR Certified Certificate in fire detection system (SANS10139) • Certified Certificate in Toa voice evacuation system. • Certified NQF level 4 certificate or higher. • Certified RSA ID document.	Pre-Qualifier	Y

9	➤ Proof of address within 100 kilometres - Tenderer must be located within 100km radius of the DBSA campus. This distance requirement ensures that the provider can respond quickly to emergencies, standby requests, and callouts. N/B: Submit certified proof of Technician residential address. - In the absence of proof of address a certified affidavit must be submitted as proof Technician residence N/B: The geographical location will be verified using google map.	Pre-Qualifier	Y
10	➤ Transport required. - Tenderer must submit certified proof of original copies of company or company directorship vehicle ownership together with valid active License disc registration as per eNatis. OR - Submit letter of agreement with a rental or car hire company. Letter must be on a rental company letter head, signed, dated, contact details and valid active certified company registration license disk as per eNatis.	Pre-Qualifier	Y

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

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

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

26.1.2 Second Stage – Eligibility criteria

26.1.1 Only those Bidders which satisfy and adhere to all responsiveness criteria will proceed for further evaluation.

26.1.2 Third Stage – price

26.1.2.1 Those Bidders which have passed the First Stage (Responsiveness Test) and Second Stage (Eligibility criteria) 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.

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 includes:

- i. Any bidder that has a cumulative order book totaling 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's employees.

30. STATUS OF BID

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

30.2 A Bid must not be conditional on:

- 30.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained.
- 30.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation.
- 30.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent.
- 30.2.4 the Bidder obtaining the consent or approval of any third party; or
- 30.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.

30.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).

30.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

31. CLARIFICATION OF BIDS

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

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

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

32. DISCUSSION WITH BIDDERS

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

33. SUCCESSFUL BIDS

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

34. NO OBLIGATION TO ENTER INTO CONTRACT

- 34.1 The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due

to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.

- 34.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

35. BIDDER WARRANTIES

- 35.1 By submitting a Bid, a Bidder warrants that:

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

36. DBSA'S RIGHTS

- 36.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:
- 36.1.1 cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract.
 - 36.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
 - 36.1.3 vary or extend any time or date specified in this RFP
 - 36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process.
 - 36.1.5 require additional information or clarification from any Bidder or any other person;

- 36.1.6 provide additional information or clarification.
- 36.1.7 negotiate with any one or more Bidder;
- 36.1.8 call for new Bid.
- 36.1.9 reject any Bid received after the Closing Time; or
- 36.1.10 reject any Bid that does not comply with the requirements of this RFP.

37. GOVERNING LAWS

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

TERMS OF REFERENCE

THE TERMS OF REFERENCE AND PROJECT BRIEF: ONCE OFF MAJOR FIRE DETECTION AND ARGONITE GAS SUPPRESSION SYSTEM SERVICE AND REPAIRS FOLLOWED BY A FULL FIVE YEARLY 60 MONTH FIRE SUPPRESSION MAINTENANCE SERVICES CONTRACT IN VARIOUS DIVISION IN THE MAIN BUILDING AND WELCOM CENTER.

1. Introduction

DBSA is one of Africa's leading Development Finance Institutions (DFIs) in infrastructure financing, planning, project preparation and institutional development for municipal infrastructure. Owned by the Government of South Africa, the seeks to support the shareholder's social and economic development imperatives partnering with both the public and the private sectors.

2. Background

In keeping with the DBSA facility management agenda and provision of excellent facilities services, the DBSA wishes to outsource service provider that will provide DBSA with a once off major service repairs and maintenance of BOSCH fire detection system, fire suppression gaseous (ARGONITE) system and Toa voice evacuation system service followed by a five year 60 months maintenance service contract to an external party that will ensure that there is quality and good workmanship to a desirable standard that is in line with industry practice.

3. Scope of work

Main Building

1. The service provider will carry out a complete once off major service and repairs on BOSCH fire detection system with 1100 detectors, TOA evacuation system and Gas suppression system.

Control Room Panel 1

- Replace panel batteries.
- Clear 260 faults and test the system.
- Make sure all building devices are online to be supported by device status report.
- Programme all system interfacing on the panel.
- Install centre core fire doors power supply battery backup and test operation.
- Install all steel exit fire door, relays, door closer arm, siren, and test operation.
- Test and check Evacuation rack interface on the first and second knock to ensure that Alert and Evacuation message system is working.
- Replace all damaged BOSCH evacuation speakers with Toa speakers.
- Replace panel 1.
- Label all 1100 fire detector as per office arrangement installation.

- Install 6063-T6 alloy and temper aluminium with 4mm safety glass and 900mm single door with ventilation on the bottom and plain glass on top site for evacuation rack room size.
- All power supply for fire doors and fire exit doors must be on battery backup.
- Supply As build drawing as per the installation.

Control Room Panel 2

- Replace panel batteries.
- Allow replacement of 50 damaged ceiling speakers (white)
- Clear 200 faults and test the system.
- Make sure all devices are online to be supported by technical report.
- Label all 1100 fire detector as per office arrangement installation.
- Programme all building system interfacing on the panel.
- Make sure that all fire doors power supply is on battery backup.
- Make sure that fire relays on the passages are installed and tested.
- Test and check Evacuation rack interface on the first and second knock to ensure that Alert and Evacuation message system is working.
- Make sure all fire exit doors in the passage are linked to the panel and they are operational.
- Install new magnetic lock, door closer arm and sire in all fire exit doors.
- Install fire door holding magnet.
- Test and check the operation of all 12 fire door control arms.
- Install SMS alert (must accommodate 10 people).
- Replace LCD panel.

Control room Evacuation Rack

- Replace evacuation rack batteries.
- Test all speakers and replace if damaged.
- Make sure that the system is audible.
- Test the desk top microphone.
- Supply and install desk top microphone shelf.
- Test all pre-recorded messages.
- Move evacuation rack to the space opposite the current office and Install ceiling touch glass and 6063-T6 alloy and temper aluminium with 4mm safety glass with single door in the middle of the frame for evacuation rack room size L= 2.6m x B= 1.8m.(door below must have air vents top must be glass, double sided handles, door closer arm and one way lockable door cylinder)
- Issue certificate of Compliance.

2. Replace control room panel batteries.

3. Complete Design, supply, and installation of gas suppression canopy extraction system in the main Canteen and Vulindlela kitchen as per dimensions below.
- Main kitchen two cooking canopy size 4750 x1660 x 500mm
 - Main kitchen one dishing area size 2270 x 100 x 250mm.
 - Vulindlela two cooking canopy size 4100 x 1220 x 500mm.

Gas Suppression System

4. The Service Provider will carry out a complete test and refill on the following three green/red gas cylinders connected to a TEC 057 Extinguishant with 32 gas suppression nozzle Test and Interface unit.
- Service four Technoswitch Tec 3001 gas panels.
 - Replace empty Argonite gas cylinders with the existing cylinders.
 - Strip the current existing gas supply piping in the UPS plant room and Design and implement new modular system for UPS room, Room size L6m xW5m x H4.5m
 - Allow for fire cable.
 - Blow down all three cylinders sizes.
 - Removal of cylinder valve.
 - Internal inspection of cylinder.
 - Contents 22,8Kg





5. WELCOME CENTRE

- **Service Bosch Fire Detector units 9**
- **Replace panel batteries.**
- **Clear all 29 faults.**
- **Repeater panel must be network linked to the other two panels in the main building.**
- Label all 9 detectors as per entire building installation arrangement.
- Install SMS alert in control room (must accommodate 10 people).
- Issue Certificate of Compliance
- Supply As build drawing as per the installation after system repairs and maintenance.

6. INNOVATION HUB

- **Service 39 device Ziton fire detection units**
- **Install SMS alert system.**

7. Requirements

- All names of personnel evaluated shall carry out services as per maintenance contract schedule and in case personnel is not available in the presence of the service contract due to unforce circumstances contractor shall immediately notify the DBSA in writing. However, the replacement Technician or assistant must have the similar experience and the know-how for all DBSA fire systems.
- The appointed team leader shall always provide supervision during repairs and maintenance.
- The contractor shall fully provide labour, tools, equipment, and material to carry out all preventative maintenance and service of the system.

- Evacuation system test will not be done during DBSA working hours **8H00am to 16H30pm**
- The service repairs will not be done during normal working hours **8H00am to 16H30pm** unless permitted so by Business.
- Contractors Business working days and time shall be any day between Monday to Sunday and working arrangement will be permitted to by facilities department, therefore it is very important for a service provider to consider working after hour during maintenance repairs and during maintenance service contract.
- The contractor appointed in terms of OHS act must have a competent trained technician who will be responsible for the testing of the fire systems.
- All personnel must wear safety protection gear in the DBSA campus.
- No personnel will be allowed to perform any duties without wearing safety gear.
- The facility manager and maintenance technical specialist must immediately be made aware of any conditions discovered that could results in equipment failure.
- Test and inspection reports shall be completed and submitted to facilities personnel after completing service.
- The rubble will be disposed from site on daily basis due to lack of space.
- Equipment and plant rooms must always be kept clean and locked.
- Service provider must supply detailed inspection sheet check list book indicating all listed service checks provided in a service requirement. (Weekly, Monthly, Quarterly and Yearly)
- Service provider Technician must reside within **100km** radius from DBSA campus and provide certified proof of address or certified proof of residential Avi davit from the employer and the landlord if is a rental residence.
- Technician must be **24 hours** available for Emergency and call out service, **365 days** a year.
- Contact details of an appointed Technician (Team leader) must be available to Business.
- Emergency and call out response time shall be **1h30min**.
- All personnel entering the DBSA campus will be required to provide certified South African ID to DBSA security for access registration.

8. Reservations

The DBSA expressly reserves the following rights:

- To appoint more than one service provider.
- To waive any or all irregularities in the proposals submitted.
- To retain the right not to select any Service Provider.

9. Pricing Schedule

- Recommended service provider will be fully responsible for all fire detection, evacuation, and gaseous system repairs.

- Repairs and parts replacement must be in line with the service and equipment model.
- Fire detection and Gas system cost shall be provided on a fixed yearly charge with escalations as per terms of reference.
- Service parts will not be replaced without a written quotation submitted to and approved by facilities.
- Service provider will supply and install as per the system configuration.

10. Contract Term

- Maintenance contract term will be 60 months 5 years, if there's any Alterations towards the system. changes will be noted, and contract shall be visited to include the changes.

11. Mandatory Bidders requirements

- Compulsory site briefing
- Only **SAQCC (South African Qualification and Certification Committee) registered fire detection company or company Directors will be evaluated.**
- Certified South African ID copy and qualifications.
- Service provider must be within the 100km away from DBSA campus and certified proof of technician residential or Certified Affidavit must be submitted in the absence of proof of resident.
- All required team leader qualification and certificates must be submitted as per Tor
- Standby personnel callout response time is 1h30min or less to respond to emergencies.

12. Project Objectives

- Bidders without the required certificate will not be considered.
- Bidders without knowledge and maintenance, commissioning and repairs services experience on Bosch fire detection systems will not be considered.
- Reference letters not submitted as per evaluation criteria requirements will not be considered.

13. Reservations

The DBSA expressly reserves the following rights:

- To waive any or all irregularities in the proposal submitted.
- To confirm pricing with the top three service providers before appointment.
- To negotiate price with the selected service provider.

14. Evaluation criteria

Responsiveness Criteria	Pre-qualifier	Applicable to this tender Y/N
➤ Provide detailed registered active fire detection service provider business profile with four or more years' experience in maintenance, repairs and commissioning of fire detection system, Toa voice evacuation system and Argonite gaseous gas panel systems. • N/B: Profile must indicate all types of fire detection system services the company is/has maintained, repaired, installed, and commissioned. • N/B: Only Company or Company Directors must be registered with SAQCC (South African Qualification and Certification Committee) for the Fire industry and membership must be active. N/B: Proof not submitted will be an immediate disqualification.	Pre-Qualifier	

➤ Submit four fire detection systems reference letters within the past five years' indicating maintenance services of systems below. Or Two Bosch and One combination letter indicating both Toa and Technoswitch gas panel. 4. Toa voice evacuation system 5. Bosch fire detection system. 6. Technoswitch gas panel • N/B: Two reference letter must indicate maintenance services rendered in BOSCH fire detection system. • N/B: One reference Letters must indicate maintenance services in Toa voice evacuation. • N/B: One reference Letters must indicate maintenance services in Technoswitch gas panel. • N/B: Reference letters must be on a referral company letter head dated and signed with valid contactable company details. • N/B: Client reference letters must be legit for verification and only letters indicating fire detection system maintenance, repairs, installation, and commissioning as per request will be accepted, but supply of goods, fire extinguisher or supplier reference letters will not be considered.	Pre-Qualifier	
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➤ Submit 2 Comprehensive CV of fire detection system Assistant each indicating years' work experience in maintenance of Fire detection system accompanied by proof of accredited practical training certificate listed below. 6. Certified NQF Level 4 Certificate or higher. 7. Certified Toa Evacuation system training certificate. 8. Certified Fire detection system training certificate. 9. Certified Fire detection system cabler certificate 10. Certified RSA ID document. N/B: CV must demonstrate experience in Fire detection system and contactable references. accompanied by required certified training certificates.	Pre-Qualifier	
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➤ Submit comprehensive NQF Level 4 CV of a competent skilled Senior Site Technician (Team leader) indicating four or more years' experience in BOSCH fire detection system accompanied by all certified practical training certificate listed below. CV must indicate current and previous experience in fire detection services, Evacuation and Gas suppression system. • Certified BOSCH Fire 01, Fire 02 Certificate. • Certified TEC047 and TEC057 Certificate in Technoswitch gas panels. SANS 246 • Certified Commissioner SANS 10139 Certificate. • Certified SASSETA (Safety Security Sector Education and Training Authority) for fire detection installation standards Certificate OR Certified Certificate in fire detection system (SANS10139) • Certified Certificate in Toa voice evacuation system. • Certified NQF level 4 certificate or higher. • Certified RSA ID document.	Pre-Qualifier	
➤ Proof of address within 100 kilometres • Tenderer must be located within 100km radius of the DBSA campus. This distance requirement ensures that the provider can respond quickly to emergencies, standby requests, and callouts. N/B: Submit certified proof of Technician residential address. • In the absence of proof of address a certified affidavit must be submitted as proof Technician residence N/B: The geographical location will be verified using google map.	Pre-Qualifier	

➤ Transport required. • Tenderer must submit certified proof of original copies of company or company directorship vehicle ownership together with valid active License disc registration as per eNatis. OR • Submit letter of agreement with a rental or car hire company. Letter must be on a rental company letter head, signed, dated, contact details and valid active certified company registration license disk as per eNatis.	Pre-Qualifier	
--	-----------------------------	--

ANNEXURE A

PRICING SCHEDULE

(Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this, will lead to disqualification of the bid)

Fees and Assumptions

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

FORM OF OFFER

THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

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

RFP191/2024 – FIVE YEARLY FIRE SUPPRESSION MAINTENANCE SERVICES, FOR FIVE YEARLY FIRE DETECTION AND ARGONITE GAS SUPPRESSION SYSTEM SERVICE AND REPAIRS IN VARIOUS DIVISION IN THE MAIN BUILDING AND WELCOME CENTRE.

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

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF ALL TAXES IS

(in words); ZAR (in figures),

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the consultant in the Conditions of Contract identified in the Contract Data.

Signature(s) _____

Name(s) _____

Capacity _____

For the
Tenderer _____
(Name and address of organisation)

Name and
signature of
witness Date

ONCE OFF MAJOR SYSTEM REPAIRS AND SERVICE SCHEDULE BOQ

ITEM	DESCRIPTION	QTY	AMOUNT	TOTAL
	<u>Main building</u>			
1,1	Check and service A, B, C, D block fire wall doors holding magnet and control arms	12		
1,2	Check and service A, B, C, D block and basement fire detectors	1100		
1,3	Check the condition of gas suppression cylinders in the server and archive room	32		
1.4	Replace empty Gas suppression cylinders	03		
1.5	Install Building repeater panel network cable link PH30 (from welcome centre to main building)	1000m		
1.6	Allow PH120 fire cable to replace damaged cables	2000m		
1.7	Install Toa PC-648-6" ceiling speakers (White)	50		
1.8	UPS room new installation of HFC 227ea gas modular system as per room size L5.158 x W6.007 x H4.080 (make sure all cable entries are fire sealed)	01		
1.9	Instal 12V /7.2 AH/ 3A power PSU battery backup centre core wooden fire doors.	12		
2.0	Install fire relay centre core and all fire exit doors	36		
2.1	Install centre core passenger lift fire relay.	02		
2.2	Install and interphase 80db buzzer with the fire system in all fire exit doors.	22		
2.3	Install and interphase 12v strobe lights with the fire system in all fire exit doors.	22		
2.4	Replace wooden centre core passage fire exit door holder magnet FE-230	12		

2.5	Install aluminium fire exit doors 12VDCL1.78.BEL-600 magnet (to be de-energised in the event of fire)	12		
2.6	Install fire exit door cam action slide channel door closer TS91B (both aluminium and steel exit doors)	22		
2.7	CP117 SMS Alert	01		
2.8	Relocate evacuation rack from security office to opposite the office	01		
2.9	Install ceiling touch glass and aluminium frame with 900mm single door. Frame size L= 2.6m x B= 1.8m	01		
3.0	Replace BOSCH fire panel-2 FPA-5000 and include 8 loop modules in security office	02		
3.1	Spare LCD for FPA-5000 BOSCH fire panel	02		
3.2	Removing of existing Argonite gas supply pipes in the UPS room to accommodate new system.	Sum		
3.3	25mm PVC Conduit pipe with fittings (galvanised saddles as per SANS standards 10139)	300m		
3.4	Replace 12v/18AH batteries main panel	06		
3.5	Replace 12V 100AH Toa rack batteries	02		
3.6	Universal flat bracket and glass shelf (420 x 300mm) maximum load 8kg	01		
3.7	Label all detector as per office arrangement installation	1100		
3.8	Service gas smoke detector, server, archive, battery, and UPS room	14		
3.9	Replace 12V 7.2AH gas panel	08		
4.0	Fire door battery backup as per door quantity	22		
4.1	Supply As build drawing as per the installation.	01		
	<u>Welcome Centre</u>			

4.2	Service Bosch fire detectors W/C	09		
4.3	Install and interphase 80db buzzer with the fire system in all fire exit doors. (Boom gate)	01		
4.4	Label all detector as per office arrangement installation W/C.	09		
4.5	As build drawing as per the installation	01		
	Control Room panel W/C			
4.6	12v/18AH batteries	02		
4.7	FPE-8000-FMR Remote keypad	01		
4.8	FPE-8000-FMR Remote keypad (spares)	01		
4.9	Install and interphase strobe lights with the fire system	01		
5.0	Install and interphase 80db buzzer with the fire system in all fire exit doors. (Control room and reception)	02		
5.1	CP117 SMS Alert	01		
	Innovation Hub			
5.2	Service Ziton detection units	39		
5.3	CP117 SMS Alert	01		
	New Main Canteen extraction Canopy gas suppression complete design and installation			
5.4	Canopy size 4750x1660x500mm cooking area	02		
5.5	Canopy size 2270x1000x250mm dining area	01		
	New Vulindlela kitchen extraction Canopy gas suppression complete design and installation			
5.6	Canopy size 4100x1200x500mm cooking area	01		
5.7	Rubble removal	Sum		

	Single sided 50-page Inspection service book Weekly, Monthly, Quarterly and Yearly. N/B: all in one sheet	03		
	Safety File	01		
	COC Main building	01		
	COC welcome Centre	01		
	Labour	01		
	CONTIGENCY @10%		R	R
	Sub – Total		R	R
	VAT @ 15%		R	R
	Total		R	R

N/B: All installation work will be done, commissioned by recommended service provider, provide COC and AS build drawing after system repairs and service.

MAINTENANCE SERVICE SCHEDULE BOQ

FIVE YEAR FIRE DETECTION SYSTEM MAINTENANCE SERVICES RATE ESTIMATE		Escalation %					
Include escalation % as per yearly charge rate		Charge Rate	Year 1	Year 2	Year 3	Year 4	Year 5
1.0	Technician call out fee daytime rate.	/h					
1.2	Technician call out fee night-time rate.	/h					
1.3	Technician call out fee weekend rate.	/h					
1.4	Technician assistant call out fee daytime rate.	/h					
1.5	Technician assistant call out fee night time rate.	/h					
1.6	Technician assistant call out fee weekend rate.	/h					
N/B: Not to be included in the MAINTENANCE pricing schedule below but it will be in part of the service contract							

Five yearly Maintenance Contract Pricing Schedule

	Description of service	UOM	Amount
Year 1	Quarterly gas suppression system service	04	R
	Quarterly Main building smoke detector service (1100) with all the interfacing (fire door, evacuation alarm system, emergency exit doors and passenger lifts) (Bosch)	04	R
	Quarterly Innovation hub smoke detector service (39) (Ziton)	04	R
	Quarterly of evacuation fire alarm service test M/B	04	R
	Quarterly of evacuation fire alarm service test (Ziton)	04	
	Major yearly service of fire suppression system and fire detection system with all the interfacing systems	01	R
	Weekly System test and inspection after hours Main building	52	R
	Weekly System test and inspection after hours welcome centre	52	R
	Weekly System test and inspection after hours innovation hub	52	R
	Weekly Remrad Fire station link test	52	R
	Monthly Public address system test and inspection after hours	12	R
	Monthly SMS bundles for SMS notifier for M/Building, W/Centre and Innovation hub	12	R
	Monthly Technician standby fee rate	12	R
	Monthly Technician assistant standby fee rate	12	R
	TOTAL		
Year 2	Escalation %		Amount
	Quarterly inspection gas suppression system service	04	R
	Quarterly Main building smoke detector (1100) with all the interfacing (fire door, evacuation alarm system, emergency exit doors and fireman's microphone unit)	04	R
	Quarterly Innovation hub smoke detector service (39) (Ziton)	04	R
	Quarterly of evacuation fire alarm service test. M/B	04	R
	Quarterly of evacuation fire alarm service test (Ziton)	04	R
	Major yearly service of fire suppression system and fire detection system with all the interfacing systems	01	R
	Weekly System test and inspection after hours Main building	52	R
	Weekly System test and inspection after hours Welcome centre	52	R
	Weekly System test and inspection after hours Innovation hub	52	R

	Weekly Remrad Fire station link test	52	R
	Monthly Public address system test and inspection after hours	12	R
	Monthly SMS bundles for SMS notifier for M/Building, W/Centre, and Innovation Hub	12	R
	Monthly Technician standby fee rate	12	R
	Monthly Technician assistant standby fee rate	12	R
Year 3	TOTAL		
	Escalation %		Amount
	Quarterly inspection gas suppression system service	04	R
	Quarterly Main building smoke detector (1100) with all the interfacing (fire door, evacuation alarm system, emergency exit doors and fireman's microphone unit)	04	R
	Quarterly Innovation hub smoke detector service (39) (Ziton)	04	R
	Quarterly of evacuation fire alarm service test. M/B	04	R
	Quarterly of evacuation fire alarm service test (Ziton)	04	R
	Major yearly service of fire suppression system and fire detection system with all the interfacing systems.	01	R
	Weekly System test and inspection after hours main building	52	R
	Weekly System test and inspection after hours Welcome centre	52	R
	Weekly System test and inspection after hours Innovation hub	52	R
	Weekly Remrad Fire station link test	52	R
	Monthly Public address system test and inspection after hours	12	R
	Monthly SMS bundles for SMS notifier for M/Building, W/Centre and Innovation hub	12	R
	Monthly Technician standby fee rate	12	R
	Monthly Technician assistant standby fee rate	12	R
Year 4	TOTAL		
	Escalation %		Amount
	Quarterly inspection gas suppression system service	04	R
	Quarterly Main building smoke detector (1100) with all the interfacing (fire door, evacuation alarm system, emergency exit doors and fireman's microphone unit),	04	R
	Quarterly Innovation hub smoke detector service (39) (Ziton)	04	R
	Quarterly of evacuation fire alarm service test M/B	04	R
	Quarterly of evacuation fire alarm service test (Ziton)	04	R
	Major yearly service of fire suppression system and fire detection system with all the interfacing systems.	01	R

	Weekly System test and inspection after hours Main building	52	R
	Weekly System test and inspection after hours Welcome centre	52	R
	Weekly System test and inspection after hours Innovation hub	52	R
	Weekly Remrad Fire station link test	52	R
	Monthly Public address system test and inspection after hours	12	R
	Monthly SMS bundles for SMS notifier for M/Building, W/Centre and Innovation hub	12	R
	Monthly Technician standby fee rate	12	R
	Monthly Technician assistant standby fee rate	12	R
Year 5	TOTAL		
	Escalation %		Amount
	Quarterly inspection gas suppression system service	04	R
	Quarterly Main building smoke detector (1100) with all the interfacing (fire door, evacuation alarm system, emergency exit doors and fireman's microphone unit)	04	R
	Quarterly Innovation hub smoke detector service (39) (Ziton)	04	R
	Quarterly of evacuation fire alarm service test M/B	04	R
	Quarterly of evacuation fire alarm service test (Ziton)	04	R
	Major yearly service of fire suppression system and fire detection system with all the interfacing systems	01	R
	Weekly System test and inspection after hours Main building	52	R
	Weekly System test and inspection after hours Welcome centre	52	R
	Weekly System test and inspection after hours Innovation hub	52	R
	Weekly Remrad Fire station link test	52	R
	Monthly Public address system test and inspection after hours	12	R
	Monthly SMS bundles for SMS notifier for M/Building, W/Centre and Innovation hub	12	R
	Monthly Technician standby fee rate	12	R
	Monthly Technician assistant standby fee rate	12	R
	TOTAL		
	SUT TOTAL		
	VAT @15%		
	TOTAL		

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 interest¹ 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

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

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

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?**YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 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 3 ABOVE IS CORRECT.

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

.....
Signature Date

.....
Position Name of bidder

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:

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

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, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:.....

ADDRESS:.....

.....

.....

.....

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 F 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 G 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 H, 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 I 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?		

Annexure I

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:



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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
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