

**DBSA\_RFR\_PSP\_MPUMALANGA\_2020****PANEL TENDER REQUEST FOR PROPOSALS**

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

**PREVIOUS TENDER PROPOSAL FOR RFR\_PSP\_MPUMALANGA\_2020 WAS CANCELLED AND WILL NOT BE ACCEPTED.**

**NOTE: DBSA\_RFR\_PSP\_MPUMALANGA\_2020 TAKES PRECEDENCE OVER ANY OTHER TENDER DOCUMENTS THAT MAY HAVE BEEN PUBLISHED.**

<b>NEW BID NUMBER:</b>	<b>DBSA_RFR_PSP_MPUMALANAGA_2020</b>
<b>BRIEFING SESSION DATE AND VENUE</b>	<b>NOT APPLICABLE</b>
<b>CLOSING DATE:</b>	<b>MONDAY 20<sup>th</sup> APRIL 2020 @ 11H00</b>
<b>CLOSING TIME:</b>	<b>11H00</b>
<b>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</b>	180 Days
<b>DESCRIPTION OF BID:</b>	<p>APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST THE DBSA WITH THE FOLLOWING ACTIVITIES:</p> <ol style="list-style-type: none"> <li>1. MUNICIPAL FINANCE: FINANCIAL EXPERT, FULL REVENUE MANAGEMENT AND ENHANCEMENT SUPPORT.</li> <li>2. SPATIAL AND LAND USE PLANNING: SPATIAL DEVELOPMENT FRAMEWORKS, TOWNSHIP ESTABLISHMENT.</li> <li>3. INFRASTRUCTURE PLANNING (ELECTRICAL &amp; CIVIL): ALTERNATIVE ENERGY SOLUTIONS.</li> <li>4. INFRASTRUCTURE SUPPORT (ELECTRICAL &amp; CIVIL): ASSET CARE PLAN, ENGINEERING ADVISORY SERVICES, MONITORING AND EVALUATION.</li> </ol> <p>SERVICES TO DBSA CLIENT AND MUNICIPALITIES THROUGH PROVINCIAL PMUs' UNDER COGTA- FOR A PERIOD OF 5 YEARS AS AND WHEN REQUIRED</p>
<b>BID DOCUMENTS DELIVERY ADDRESS:</b>	<p>DEVELOPMENT BANK OF SOUTHERN AFRICA WELCOME CENTRE 1258 LEVER ROAD MIDRAND FOR ATTENTION: <b>SAROJ MOODLEY</b></p>
<b>NAME OF BIDDER:</b>	
<b>CONTACT PERSON:</b>	
<b>EMAIL ADDRESS:</b>	

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](mailto:dbsa@whistleblowing.co.za)  
 Free Post : Free Post KZN 665 | Musgrave | 4062  
 SMS : 33490

## Table of Contents



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<b>Table of contents.....</b>	<b>2</b>
<b>PART A .....</b>	<b>4</b>
<b>PART B .....</b>	<b>7</b>
<b>PART C.....</b>	<b>8</b>
<b>PART D .....</b>	<b>10</b>
<b>PART E.....</b>	<b>59</b>
<b>Annexure A.....</b>	<b>74</b>
<b>Annexure B.....</b>	<b>75</b>
<b>Annexure C.....</b>	<b>79</b>
<b>Annexure D.....</b>	<b>84</b>
<b>Annexure E.....</b>	<b>87</b>
<b>Annexure F.....</b>	<b>89</b>
<b>Annexure G.....</b>	<b>93</b>
<b>Annexure H .....</b>	<b>94</b>
<b>Annexure I .....</b>	<b>95</b>
<b>Annexure J .....</b>	<b>96</b>
<b>Annexure K.....</b>	<b>97</b>
<b>Annexure L .....</b>	<b>98</b>

**PART A  
INVITATION TO BID**

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

**BID NUMBER: DBSA\_RFR\_PSP\_MPUMALANGA\_2020**

**COMPULSORY BRIEFING SESSION: NOT APPLICABLE**

**VENUE DATE AND TIME NOT APPLICABLE**

**CLOSING DATE: MONDAY 20<sup>th</sup> APRIL 2020**

**CLOSING TIME: 11:00am**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST THE DBSA WITH THE FOLLOWING ACTIVITIES:**

- 1. MUNICIPAL FINANCE: FINANCIAL EXPERT, FULL REVENUE MANAGEMENT AND ENHANCEMENT SUPPORT.**
- 2. SPATIAL AND LAND USE PLANNING: SPATIAL DEVELOPMENT FRAMEWORKS, TOWNSHIP ESTABLISHMENT.**
- 3. INFRASTRUCTURE PLANNING (ELECTRICAL & CIVIL): ALTERNATIVE ENERGY SOLUTIONS.**
- 4. INFRASTRUCTURE SUPPORT (ELECTRICAL & CIVIL): ASSET CARE PLAN, ENGINEERING ADVISORY SERVICES, MONITORING AND EVALUATION.**

**SERVICES TO DBSA CLIENT AND MUNICIPALITIES THROUGH PROVINCIAL PMUs’ UNDER COGTA SERVICES**

**The successful Bidders will be required to conclude a Service Level Agreements with the DBSA**

**Bidders should ensure that Bids are delivered timeously and to the correct address (reflected on the cover page of this document). If the Bid is late, it will not be considered for evaluation.**

**The Bid box is open during office hours (08:00 – 16:30) Monday to Friday.**

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.**

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

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

<b>NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:</b>				
<b>POSTAL ADDRESS:</b>				
<b>STREET ADDRESS:</b>				
<b>CONTACT PERSON (FULL NAME):</b>				
<b>EMAIL ADDRESS:</b>				
<b>TELEPHONE NUMBER:</b>				
<b>FAX NUMBER:</b>				
<b>BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>ORIGINAL AND VALID BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /ORIGINAL CERTIFIED COPY/ORIGINAL SWORN AFFIDAVIT SUBMITTED? [TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>IF YES, WHO ISSUED THE CERTIFICATE?</b>				
<b>REGISTERED WITH THE NATIONAL TREASURY CSD [TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>CSD REGISTRATION NUMBER</b>				

<b>1..1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]
<b>1..1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<b>1..1.3 SIGNATURE OF BIDDER</b>	.....
<b>1..1.4 DATE</b>	
<b>1..1.5 FULL NAME OF AUTHORISED REPRESENTATIVE</b>	
<b>1..1.6 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>	
<b>1..1.7 TOTAL NUMBER OF ITEMS OFFERED</b>	
<b>TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS</b>	

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p> <p><b>1.5. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>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.</b></p>

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

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

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	One original Bid document with two (2) copies (clearly marked as original and copy); separated into separate envelopes for Pre-Qualifying Criteria and Functional Evaluation on the one hand, and Price and Preferential Points, on the other hand.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part A:</b> Invitation to Bid
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part B:</b> Terms and Conditions of Bidding
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part C:</b> Checklist of Compulsory Returnable Schedules and Documents
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part D:</b> Conditions of Tendering and Undertakings by Bidders
<input type="checkbox"/>	<input type="checkbox"/>	<b>Part E: Specifications/Terms of Reference and Project Brief</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure A:</b> Price Proposal Requirement
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure B:</b> SBD4 Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure C:</b> SBD 6.1 and B-BBEE status level certificate
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure D:</b> SBD 7 Contract Form – Purchase of Goods / Works
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure E:</b> SBD8: Declaration of Bidder’s Past Supply Chain Practices
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure F:</b> SBD9: Certificate of Independent Bid Determination
<input type="checkbox"/>	<input type="checkbox"/>	<b>Annexure G:</b> Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation



- Annexure H:** Certified copies of latest share certificates, in case of a company.
  
- Annexure I: (if applicable):** A breakdown of how fees and work will be spread between members of the bidding consortium.
  
- Annexure J:** Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.
  
- Annexure K:** General Condition of Contract
  
- Annexure L:** 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, 2017.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** means the time, specified as such under the clause 4 (Bid Timetable) in Part C, by which Tenders must be received.
- 1.10 **DBSA** means the Development Bank of Southern Africa Limited.
- 1.11 **DFI** means Development Finance Institution.
- 1.12 **Evaluation Criteria** means the criteria set out under the clause 27 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment.
- 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, 2017 published in terms of the PPPFA.

- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 27.3 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](http://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

Any queries pertaining to this tender be it technical or general must be directed to:-

DBSA Supply Chain Management Unit

Email: [sarojm@dbsa.org](mailto:sarojm@dbsa.org)

\*\*\*\*\* No questions will be answered telephonically.

#### 4. BID TIMETABLE

This timetable is provided as an indication of the timing of the tender process. It is indicative only and subject to change by the DBSA. Bidders are to provide proposals that will allow achievement of the intended commencement date.

Activity PANEL TENDERS TO PROVINCES	Date
Advertisement of tender	<b>FRIDAY 13<sup>TH</sup> MARCH 2020</b>
RFP document available	<b>FRIDAY 13<sup>TH</sup> MARCH 2020</b>
Briefing Session date and time	<b>NOT APPLICABLE</b>
Closing date for tender enquiries	<b>THURSDAY 9<sup>TH</sup> April 2020</b>
<b>Closing date and time</b>	<b>MONDAY 20<sup>H</sup> APRIL 2020 &amp; 11:00AM</b>
Intended completion of evaluation of tenders	TBA
Intended formal notification of successful Bidder(s)	TBA
Signing of Service Level Agreement	TBA
Effective date	TBA

#### 5. SUBMISSION OF TENDERS

5.1 Hardcopies of Tenders are to be submitted to:

Physical Address of Tender Box	Development Bank of Southern Africa Welcome Centre 1258 Lever Road Midrand
Hours of access to Tender Box	Monday to Friday: 08h00 to 16h30
Information to be marked on package containing Tender	DBSA SCM Unit Ref. <b>DBSA_RFR_PSP_MPUMALANGA_2020</b> No Name of Bidder  For Attention: <b>Saroj Moodley</b>  Indicate whether envelope pertains to "Pre-Qualifying Criteria and Functional/Technical Assessment";

5.2 Bidders are to provide one (1) original and copy (1) hard copy and one (1) electronic (PDF) copy of the Bid.

5.3 **Note: PRICING SCHEDULE NOT APPLICABLE.**

## **6. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS**

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

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

- 7.1 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.
- 7.2 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.

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

- 8.1 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.
- 8.2 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).

8.3 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.

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

9.1 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.

9.2 If the DBSA exercises its right to change information in terms of clause 9.1, it may seek amended Tenders from all Bidders.

## **10. 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 into between the DBSA and the successful Bidder.

## **11. CONFIDENTIALITY**

11.1 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.

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

12.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.

12.2 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 SarojM@dbsa.org

12.3 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).

12.4 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.

12.5 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.

- 12.6 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).
- 12.7 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.

### **13. UNAUTHORISED COMMUNICATIONS**

- 13.1 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 13 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.
- 13.2 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.

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

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

### **15. ANTI-COMPETITIVE CONDUCT**

- 15.1 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:
- 15.1.1 the preparation or lodgement of their Bid
  - 15.1.2 the evaluation and clarification of their Bid; and
  - 15.1.3 the conduct of negotiations with the DBSA.
- 15.2 For the purposes of this clause 15, 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.
- 15.3 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.

## 16. COMPLAINTS ABOUT THE TENDERING PROCESS

- 16.1 Any complaint about the RFP or the Tendering Process must be escalated to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, ([scmqueries@dbsa.org](mailto:scmqueries@dbsa.org))
- 16.2 The written complaint must set out:
- 16.2.1 the basis for the complaint, specifying the issues involved;
  - 16.2.2 how the subject of the complaint affects the organisation or person making the complaint;
  - 16.2.3 any relevant background information; and
  - 16.2.4 the outcome desired by the person or organisation making the complaint.
- 16.3 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.

## 17. CONFLICT OF INTEREST

- 17.1 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.
- 17.2 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.
- 17.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

## 18. LATE BIDS

- 18.1 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.
- 18.2 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.

- 18.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 18.2, 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.

## 19. BIDDER'S RESPONSIBILITIES

- 19.1 Bidders are responsible for:

- 19.1.1 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;
- 19.1.2 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;
- 19.1.3 ensuring that their Bids are accurate and complete;
- 19.1.4 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;
- 19.1.5 ensuring that they comply with all applicable laws in regards 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
- 19.1.6 submitting all Compulsory Documents.

- 19.2 Bidders with annual total revenue of R10 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.

- 19.3 **All Bidders must submit their original and valid B-BBEE status level verification certificate or original certified copy, or original 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.**

- 19.4 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.
- 19.5 Failure to provide the required information may result in disqualification of the Bidder.

## **20. PREPARATION OF BIDS**

- 20.1 Bidders must ensure that:
- 20.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
  - 20.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.
- 20.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.
- 20.3 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.
- 20.4 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.
- 20.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

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

- 21.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.
- 21.2 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.
- 21.3 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.

## **22. 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.

## **23. RESPONSIBILITY FOR BIDDING COSTS**

- 23.1 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.
- 23.2 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:
- 23.2.1 the Bidder is not engaged to perform under any contract; or
  - 23.2.2 the DBSA exercises any right under this RFP or at law.

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

- 24.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:
- 24.1.1 as required by law;
  - 24.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;
  - 24.1.3 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.

## **25. USE OF BIDS**

- 25.1 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.
- 25.2 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.

## **26. BID ACCEPTANCE**

All Bids received must remain open for acceptance for a minimum period of 180 (one hundred and eighty) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

## **27. EVALUATION PROCESS**

- 27.1 The Bids will be evaluated and adjudicated as follows:

**27.1.1 Qualification – evaluation of compliance with Pre-Qualifying Criteria**

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

**27.1.2 First stage – functional evaluation**

Bidders are evaluated based on the functional criteria set out in this RFP. Only those Bidders which score 70 points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid. The functional evaluation will include a presentation by the Bidders.

**27.1.3 Second stage – price and preferential points**

**Not Applicable**

**27.2 NB: Bidders are required to submit, as Annexure J to their Bids, any documentation which supports the responses provided in respect of the Pre-Qualifying Criteria and Functional Criteria below.**

**27.3 Qualification: Pre-Qualifying Criteria**

27.3.1 The following Pre-Qualifying Criteria will be applied in the initial stage of the evaluation. Bidders who do not meet all of the Pre-Qualifying Criteria will not be considered for award of the tender.

27.3.2 Bidders are required to complete the table below by indicating whether they comply with the requirement by marking the appropriate column with an 'X' below. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

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

**1. Responsiveness**

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

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence in submitting Tender as two stage envelopes (Functionality & Price in the case of Functionality requirement)	Pre-Qualifier	N
2	Attendance register for Compulsory Briefing session.	Pre-Qualifier	N
3	Proof of Registration with a recognized professional body/ institution, relevant to tender requirement (To be determined in line with Tender Requirement)	Pre-Qualifier	N
4	In terms of the DBSA Transformation Imperative Targets, the DBSA will consider companies that are EME's and QSE's	Pre-Qualifier	Y

	with a minimum B-BBEE status of Level 2 who will contribute to meaningful B-BBEE initiatives as part of the tender process		
5	Localization – footprint of Professional Service Provider or Bidder in the Province submitting for (No Restriction on the number of Provinces that may be applied for) NB: <b>Copy of Municipality Bill (not older than 3 months) or Lease Agreement must be submitted in the Tender Proposal.</b>	Pre-Qualifier	Y

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

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
6	Standard conditions of tender as required.	48 hours	Y
7	Returnable documents completed and signed.	48 hours	Y
8	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be fully registered & compliant in order to do business with the DBSA.	48 hours	Y
9	A valid and active Tax Compliance Status Pin issued by SARS.	48 hours	Y
10	Valid original/ certified letter of good standing (COIDA).	48 hours	Y
11	R4m Insurance Indemnity in respect of claim. <i>Successful PSP's will be required to ensure that the Liability Cover remains valid for the duration of the panel.</i>	48 hours	y

Tender Requirement	Compliant	Non-Compliant
Administrative Responsiveness		
Whether all Returnable Documents were completed and returned with the Tender Submission by the Closing Time		

<p>The tenderer confirms that it has put in place specifically for the purpose of this tender, professional indemnity insurance cover (which cover is effective from not later than the closing date of this tender) issued by a reputable insurer of an amount of not less than <b>R4 million</b> in respect of a claim without limit to the number of claims. In the case of a Joint Venture, Consortium or Association, the lead party must have met this minimum requirement. (Proof to be submitted)</p>		
<p><b>COMPULSORY: Bidder must submit Proof of Lease Agreement; Proof of Municipal Bill (not older than 3 months) per specific Province that the Bidder is tendering for:</b></p>		

**27.4 First Stage: Functional Criteria – Bidders have an option to bid for all criterion they are bidding for. Kindly tick the below box to indicate your preference:**

<b>Preferred Area of Support</b>	<b>REQUIREMENTS</b>	<b>Yes/No</b>
<b>Municipal Finance</b>	<b>Financial Expert, Full Revenue Management and Enhancement Support</b>	
<b>Spatial and Land Use Planning:</b>	<b>Spatial Development Frameworks, Township Establishment.</b>	
<b>Infrastructure Planning (Electrical &amp; Civil):</b>	<b>Alternative Energy Solutions</b>	
<b>Infrastructure Support (Electrical &amp; Civil)</b>	<b>Asset Care Plan, Engineering Advisory Services, Monitoring and Evaluation.</b>	

**28. Second Stage: Functional Criteria**

28.1.1 Only those Bidders which score 70 points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

28.1.2 The Functional Criteria that will be used to test the capability of Bidders are as follows:

## 1. MUNICIPAL FINANCE: FINANCIAL EXPERT, FULL REVENUE MANAGEMENT AND ENHANCEMENT SUPPORT.

Evaluation criteria	Scores		
	Documentary Evidence	Points allocated	Minimum sub threshold points
<p><b>1.1. Proposed Methodology and Approach:</b> Details of the proposed methodology and approach that the Tenderer intends to follow about the effective provision of the professional services required in the Municipal Finance environment: Financial Expert, Full Revenue Management and Enhancement Support in municipalities. Should include a detailed organogram defining the roles and responsibilities of the proposed team members.</p>	<p>Full Description of desired methodology (Excellent) = 15-25</p> <p>Minimum Description of desired methodology (Excellent) = 1-15</p> <p>Non-responsive, = 0</p>	25	
<p><b>1.2. Experience/Track record of the Tendering Entity</b> (Lead Tenderer and Entities in JV, Consortium, Association, etc.) in executing work of a similar nature Tenderer's experience and record of accomplishment in providing professional services required in Revenue Management and Enhancement Support within a municipal environment, <b>Note that irrelevant projects will not be considered for this Tender and appointment letters should be attached to support the submission.</b></p>	<p>Excellent, 3 projects and above = 10</p> <p>Good, 2 projects = 7</p> <p>Poor, 1 project = 5</p> <p>Non-responsive, 0 projects = 0</p>	10	
<p><b>1.3. Experience of the Key Experts</b> <b>Project Team Leader: Registered Professional/ Financial Expert</b> with an appropriate degree in Accounting/ Auditing or Financial Management or Public/Business Management. Professional membership with the South African Institute of Chartered Accounts (SAICA) or the Chartered Institute of Government Finance Audit and Risk Officers (CIGFARO), must have done Revenue Management and Enhancement Support in Municipalities. <b>Note that any other recognized financial professional registration will be accepted.</b></p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	10	
<p><b>1.4. Civil Engineer:</b> Professional registration as a Professional Engineer or a Professional Engineering Technologist in terms of the Engineering Professions Act, 2000. Must have civil engineering experience in:</p> <ul style="list-style-type: none"> <li>■ Planning, design, project management of civil engineering infrastructure required in municipal engineering services provision.</li> <li>■ must have done Revenue Management and Enhancement Support in municipalities</li> </ul> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached.</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	10	
<p><b>1.5. Electrical Engineer:</b> Professional registration as a Professional Engineer or a Professional Engineering Technologist in terms of the Engineering Professions Act, 2000. Must have electrical engineering experience in:</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p>	10	

<ul style="list-style-type: none"> <li>▪ Planning, design, project preparation, and project management of electrical engineering infrastructure required in municipal engineering services provision.</li> <li>▪ must have done Revenue Management and Enhancement Support in municipalities</li> </ul> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>		
<p><b>1.5 Town Planner/ Urban &amp; Regional Planner:</b></p> <p>Professional registration as a Professional Planner in terms of the Planning Profession Act, 2002 (Act 36 of 2002). Must have experience in: Spatial development planning in municipal environment; Management processes as it relates to the built environment</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	10	
<p><b>1.6 Legal Advisor:</b> Must have experience in developing agreements and contracts / on public / private sector infrastructure delivery or any municipal related programmes and projects.</p> <p><b>Note:</b> CV to be attached</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	10	
<p><b>1.7 Registered Professional Financial Expert</b> with an appropriate degree in Accounting/ Auditing or Financial Management or Public/Business Management. Professional membership with the South African Institute of Chartered Accounts (SAICA) or the Chartered Institute of Government Finance Audit and Risk Officers (CIGFARO)</p> <p><b>Note that any other recognized financial professional registration will be accepted.</b></p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	10	
<p><b>1.8. Proposed Approach to transfer skills/knowledge to municipal officials in the same sector</b></p> <p>The skills and knowledge Transfer <b>must respond to the proposed Scope of Work</b> and outline the proposed approach/methodology</p>	<p>Full Understanding of skills transfer processes (Excellent) = 3-5</p> <p>Minimum Understanding of skills transfer processes (Excellent) = 1-3</p> <p>Non-responsive, = 0</p>	5	
<b>Maximum possible score</b>		<b>100</b>	



## 2. SPATIAL AND LAND USE PLANNING: SPATIAL DEVELOPMENT FRAMEWORKS, TOWNSHIP ESTABLISHMENT.

Evaluation criteria	Scores		
	Documentary Evidence	Points allocated	Minimum sub threshold points
<p><b>2.1. Proposed Methodology and Approach:</b> Details of the proposed methodology and approach that the Tenderer intends to follow with regard to the effective provision of the professional services required in the Township Establishment process, Project Implementation, and associated Project support services, in municipalities. Should include a detailed organogram defining the roles and responsibilities of the proposed team members.</p>	<p>Full Description of desired methodology (Excellent) = 10-20</p> <p>Minimum Description of desired methodology (Good) = 1-10</p> <p>Non-responsive, = 0</p>	20	
<p><b>2.2. Experience/Track record of the Tendering Entity (Lead Tenderer and Entities in JV, Consortium, Association, etc.) in executing work of a similar nature</b> Tenderer's experience and record of accomplishment in providing professional services required in the Township Establishment process/ application within a municipal environment, <b>Note:</b> Irrelevant projects will not be considered for this Tender and project appointment letters must be attached to support the submission.</p>	<p>Excellent, 3 projects and above = 10</p> <p>Good, 2 projects = 7</p> <p>Poor, 1 project = 5</p> <p>Non-responsive, 0 projects = 0</p>	10	
<p><b>Experience of the Key Experts</b></p>			
<p><b>2.3 Project Director &amp; Team Leader (Town Planner/ Urban &amp; Regional Planner):</b> Professional registration as a Professional Planner in terms of the Planning Profession Act, 2002 (Act 36 of 2002). Must have experience in:</p> <ul style="list-style-type: none"> <li>▪ Spatial development planning in municipal environment;</li> <li>▪ Management processes as it relates to the built environment;</li> <li>▪ Must have conducted professional services required in the Township Establishment process, Project Implementation, and associated Project support services, in municipalities</li> </ul> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	10	
<p><b>2.4 Civil Engineer:</b> Bachelor's degree in civil engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation and water &amp; sanitation infrastructure maintenance. <b>Note:</b> CV and a copy of Professional registration certificates to be attached.</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	10	

<p><b>2.5 Electrical Engineer:</b> Bachelor's degree in electrical engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation, and electrical infrastructure maintenance.</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	<p>10</p>	
<p><b>2.6 Land Surveyor:</b> with a bachelor's degree in Land Surveying and Professional registration in terms of the Professional Land Surveyors' and Technical Surveyors' Amendment Act, 1993</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	<p>10</p>	
<p><b>2.7 Roads and Transport Engineer:</b></p> <p>Bachelor's degree in transportation engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation, and infrastructure maintenance.</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	<p>10</p>	
<p><b>2.8 Environmental Assessment Practitioner (EAP):</b></p> <p>Professional registration with the South African Council of Natural Scientific Professions (SACNASP) in terms of Natural Scientific Professions Act of 2003. Should preferably have experience undertaking the environmental impact assessment and obtaining a Record of Decision from the relevant Provincial authorizing Department.</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 5</p> <p>Good, 2-3 years = 3</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>	<p>5</p>	
<p><b>2.9. Conveyancer:</b></p> <p>Bachelor's degree in Law (LLB). Must be registered as an attorney by the Law Society of South Africa. Should preferably have experience in contract law in relation to the delivery of infrastructure programmes and projects.</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 3</p> <p>Good, 2-3 years = 2</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>	<p>3</p>	
<p><b>2.9 GIS Specialist:</b></p> <p>Relevant degree in geomatics or related discipline. Professional registration with the South African Geomatics Council in terms of the Geomatics Professions Act, No 19 of 2013.</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached.</p>	<p>Excellent, 3 years and above = 3</p> <p>Good, 2-3 years = 2</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>	<p>3</p>	
<p><b>2.10 Development Facilitator:</b></p>	<p>Excellent, 3 years and</p>	<p>3</p>	

<p>Must have experience in Development Facilitation / Social Facilitation on public / private sector infrastructure delivery programmes and projects</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>above = 3</p> <p>Good, 2-3 years = 2</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>		
<p><b>2.12 Property Valuer:</b> Bachelor's degree in Property Valuation plus registration as a valuer with the SA Council for property Valuers Profession in terms of the Property Valuers Profession Act 47 of 2000. Should preferably have experience in the valuation of immovable assets in South Africa.</p>	<p>Excellent, 3 years and above = 3</p> <p>Good, 2-3 years = 2</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>	3	
<p><b>2.13 Proposed Approach to transfer skills/knowledge to municipal officials in the same sector</b></p> <p>The skills and knowledge Transfer <b>must respond to the proposed Scope of Work</b> and outline the proposed approach/methodology</p>	<p>Full Understanding of skills transfer processes (Excellent) = 3</p> <p>Minimum Understanding of skills transfer processes (Excellent) = 2</p> <p>Poor Understanding of skills transfer processes (Excellent) = 1</p> <p>Non-responsive, = 0</p>	3	
<p><b>Maximum possible score</b></p>		100	

### 3. INFRASTRUCTURE PLANNING (ELECTRICAL & CIVIL): ALTERNATIVE ENERGY SOLUTIONS.

Evaluation criteria	Scores		
	Documentary Evidence	Points allocated	Minimum sub threshold points
<p><b>3.1. Proposed Methodology and Approach:</b> Details of the proposed methodology and approach that the Tenderer intends to follow with regard to the effective provision of the professional services required on Infrastructure Asset Care process, Project Implementation, and associated Project support services, in municipalities. Should include a detailed organogram defining the roles and responsibilities of the proposed team members.</p>	<p>Full Description of desired methodology (Excellent) = 15-30</p> <p>Minimum Description of desired methodology (Excellent) = 1-15</p> <p>Non-responsive, = 0</p>	30	
<p><b>3.2. Experience/Track record of the Tendering Entity (Lead Tenderer and Entities in JV, Consortium, Association, etc.) in executing work of a similar nature</b> Tenderer's experience and record of accomplishment in providing professional services required in the Asset Care Support process/ application within a municipal environment, <b>Note: that irrelevant projects will not be considered for this Tender, appointment letters should be attached to support the submission.</b></p>	<p>Excellent, 3 projects and above = 15</p> <p>Good, 2 projects = 10</p> <p>Poor, 1 project = 5</p> <p>Non-responsive, 0 projects = 0</p>	15	
<p><b>Experience of the Key Experts</b></p> <p><b>3.3. Civil Engineer:</b> Bachelor's degree in civil engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation and water &amp; sanitation infrastructure maintenance. <b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 15</p> <p>Good, 2-3 years = 10</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	15	
<p><b>3.4. Electrical Engineer:</b> Bachelor's degree in electrical engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation, and electrical infrastructure maintenance. <b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 15</p> <p>Good, 2-3 years = 10</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	15	
<p><b>3.5. Roads and Transport Engineer:</b> Bachelor's degree in transportation engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation, and infrastructure maintenance.</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	10	

<p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>			
<p><b>3.6. GIS Specialist:</b> Relevant degree in geomatics or related discipline. Professional registration with the South African Geomatics Council in terms of the Geomatics Professions Act, No 19 of 2013.</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 5</p> <p>Good, 2-3 years = 3</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>	<p>5</p>	
<p><b>3.7. Asset Valuer: Financial Expert</b> with An appropriate degree in Accounting/ Auditing or Financial Management or Public/Business Management. Professional membership with the South African Institute of Chartered Accounts (SAICA) or the Chartered Institute of Government Finance Audit and Risk Officers (CIGFARO).</p>	<p>Excellent, 3 years and above = 5</p> <p>Good, 2-3 years = 3</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>	<p>5</p>	
<p><b>3.8. Proposed Approach to transfer skills/knowledge to municipal officials in the same sector:</b></p> <p>The skills and knowledge Transfer must respond to the proposed Scope of Work and outline the proposed approach/methodology.</p>	<p>Full Understanding of skills transfer processes (Excellent) = 3-5.</p> <p>Minimum Understanding of skills transfer processes (Excellent) = 1-3</p> <p>Non-responsive, = 0</p>	<p>5</p>	
<p><b>Maximum possible score</b></p>		<p><b>100</b></p>	

#### 4. INFRASTRUCTURE SUPPORT (ELECTRICAL & CIVIL): ASSET CARE PLAN, ENGINEERING ADVISORY SERVICES, MONITORING AND EVALUATION.

Evaluation criteria the	Scores		
	Documentary Evidence	Points allocated	Minimum sub threshold points
<p><b>5.1. Proposed Methodology and Approach:</b> Details of the proposed methodology and approach that the Tenderer intends to follow with regard to the effective provision of professional services required on Infrastructure Asset Care process, Project Implementation, and associated Project support services, in municipalities. Should include a detailed organogram defining the roles and responsibilities of the proposed team members.</p>	<p>Full Description of desired methodology (Excellent) = 15-30</p> <p>Minimum Description of desired methodology (Excellent) = 1-15</p> <p>Non-responsive, = 0</p>	30	
<p><b>5.2. Experience/Track record of the Tendering Entity (Lead Tenderer and Entities in JV, Consortium, Association, etc.) in executing work of a similar nature</b> Tenderer's experience and record of accomplishment in providing professional services required in the Asset Care Support process/ application within a municipal environment, <b>Note that irrelevant projects will not be considered for this Tender.</b></p>	<p>Excellent, 3 projects and above = 15</p> <p>Good, 2 projects = 10</p> <p>Poor, 1 project = 5</p> <p>Non-responsive, 0 projects = 0</p>	15	
<p><b>Experience of the Key Experts</b></p> <p><b>5.3 Civil Engineer:</b> Bachelor's degree in civil engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation and water &amp; sanitation infrastructure maintenance. <b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 15</p> <p>Good, 2-3 years = 10</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	15	
<p><b>5.4 Electrical Engineer:</b> Bachelor's degree in electrical engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation, and electrical infrastructure maintenance. <b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 15</p> <p>Good, 2-3 years = 10</p> <p>Poor, 1 -2 years = 5</p> <p>Non-responsive, 0 experience = 0</p>	15	
<p><b>5.5 Roads and Transport Engineer:</b> Bachelor's degree in transportation engineering together with registration as a Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act, 2000. Should preferably have experience in project planning, design, implementation, and infrastructure maintenance.</p>	<p>Excellent, 3 years and above = 10</p> <p>Good, 2-3 years = 7</p> <p>Poor, 1 -2 years = 5</p>	10	

<p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Non-responsive, 0 experience = 0</p>		
<p><b>5.6 GIS Specialist:</b> Relevant degree in geomatics or related discipline. Professional registration with the South African Geomatics Council in terms of the Geomatics Professions Act, No 19 of 2013.</p> <p><b>Note:</b> CV and a copy of Professional registration certificates to be attached</p>	<p>Excellent, 3 years and above = 5</p> <p>Good, 2-3 years = 3</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>	<p>5</p>	
<p><b>5.7 Asset Valuer: Financial Expert</b> with an appropriate degree in Accounting/ Auditing or Financial Management or Public/Business Management. Professional membership with the South African Institute of Chartered Accounts (SAICA) or the Chartered Institute of Government Finance Audit and Risk Officers (CIGFARO).</p>	<p>Excellent, 3 years and above = 5</p> <p>Good, 2-3 years = 3</p> <p>Poor, 1 -2 years = 1</p> <p>Non-responsive, 0 experience = 0</p>	<p>5</p>	
<p><b>5.8 Proposed Approach to transfer skills/knowledge to municipal officials in the same sector</b></p> <p>The skills and knowledge Transfer <b>must respond to the proposed Scope of Work</b> and outline the proposed approach/methodology</p>	<p>Full Understanding of skills transfer processes (Excellent) = 3-5</p> <p>Minimum Understanding of skills transfer processes (Excellent) = 1-3</p> <p>Non-responsive, = 0</p>	<p>5</p>	
<p><b>Maximum possible score</b></p>		<p><b>100</b></p>	

## 29. Disqualification criteria

The DBSA reserves the right to disqualify any Tenderer who falls within any one or more of the following:

- 29.1. Tenderers who submit incomplete information and documentation which are required by this Tender.
- 29.2. Tenderers who submitted information that is fraudulent, factually untrue or inaccurate, e.g. non-existent professional memberships, false or forged BBBEE credentials, etc.
- 29.3. Tenderers who received information not available to other Tenderers through fraudulent means.
- 29.4. Tenderers who do not comply with other requirements of the Tender document.
- 29.5. Tenderers who submit their responses after the stipulated submission date or time.



**30. EXPERIENCE OF THE TENDERER'S PROPOSED KEY EXPERTS**

The tenderer shall provide information in respect of the key personnel who will be engaged on the contract by completing this schedule.

- (a) The tenderer must consult the Tender Documentation which indicates the list of minimum key personnel required as well as qualifications (tender data page 16).
- (b) All the key staff shall be proficient in the use (both verbal and written) English language.
- (c) In addition to the Personnel Schedule, the Tenderer shall also provide a Contract project organisational chart showing the team composition for each activity/phase/stage giving the team member names (only key team members need be included by name), position on team, and reporting relationship to other team members.
- (d) Key professional staff of the tenderer should be permanently employed forming part of the Tenderer or have an extended and stable working relationship with the applicable Bidder. In addition, the staff should be readily available to the employer for discussions at, typically, less than a week`s notice.

**SCHEDULE T2.2.15: Summary Details of Qualifications and Experience of Tenderer's Proposed Key Resources / Experts per Activity submitting for. (Must be completed for each service submitting for)**

**Municipal Finance 1:**

*Table to be completed for the Key Resources.*

<b>KEY EXPERT 1</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 2:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 3:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 4:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

<b>KEY EXPERT 5:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 6:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 7:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

**KEY EXPERT 8:**

Name	Current Job Title	Qualifications	Professional Registration & Registration Nr.	Related work completed over the past 3 Years

**Note: A CV of each of the proposed team members of not more than 5 pages should be attached to this schedule after the above summary details tables**

**Spatial and Land Use Planning: 2:**

*Table to be completed for the Key Resources.*

<b>KEY EXPERT 1</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 2:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 3:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 4:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

<b>KEY EXPERT 5:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 6:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 7:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

**KEY EXPERT 8:**

Name	Current Job Title	Qualifications	Professional Registration & Registration Nr.	Related work completed over the past 3 Years

**Note: A CV of each of the proposed team members of not more than 5 pages should be attached to this schedule after the above summary details tables**

**Infrastructure Planning (Electrical & Civil) 3:**

*Table to be completed for the Key Resources.*

<b>KEY EXPERT 1</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 2:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 3:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 4:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>



<b>KEY EXPERT 5:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 6:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 7:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

**KEY EXPERT 8:**

Name	Current Job Title	Qualifications	Professional Registration & Registration Nr.	Related work completed over the past 3 Years

**Note: A CV of each of the proposed team members of not more than 5 pages should be attached to this schedule after the above summary details tables**

**Infrastructure Support (Electrical & Civil) 4:**

*Table to be completed for the Key Resources.*

<b>KEY EXPERT 1</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 2:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 3:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>
<b>KEY EXPERT 4:</b>				
<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

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**KEY EXPERT 5:**

<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

**KEY EXPERT 6:**

<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

**KEY EXPERT 7:**

<b>Name</b>	<b>Current Job Title</b>	<b>Qualifications</b>	<b>Professional Registration &amp; Registration Nr.</b>	<b>Related work completed over the past 3 Years</b>

**KEY EXPERT 8:**

Name	Current Job Title	Qualifications	Professional Registration & Registration Nr.	Related work completed over the past 3 Years

**Note: A CV of each of the proposed team members of not more than 5 pages should be attached to this schedule after the above summary details tables**

**EVALUATION SCHEDULE: EXPERIENCE / TRACK RECORD OF THE TENDERING ENTITY IN EXECUTING WORK OF SIMILAR NATURE**

a) The experience of the Tenderer (or that of the constituent member in a joint venture, consortium or association) in the execution of projects within the provision of all identified functional areas in the municipal environment over the past 3 years will be evaluated. Tenderers should very briefly describe their experience in this regard and attach this to this schedule. The description should be put in the Tables provided below and attached to this schedule

**Experience of Key Experts:** Provide CVs demonstrating experience of the resource where similar assignments were undertaken in the municipal environment over the past 3 years. Tenderers should very briefly describe the experience in this regard in the attached Schedule T2.2.15

**Summarized Details of Experience / Track Record of the Tendering Entity in Executing Work Of Similar Nature.** attached detailed information as an annexure (**Must be completed for each service submitting for**).

EXPERIENCE / TRACK RECORD OF THE TENDERER OVER THE PAST 3 YEARS IN:				
Employer, contact person and telephone number and email address	Description of Professional Services Provided	Value of Service provided (inclusive of VAT (Rand)	Date Service Commenced	Date Service Ended

**The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.**

<b>Signature:</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Respondent:</b>	

1. A minimum of 70 points out of a 100 for the functional/ evaluation will qualify the Bidder onto the Panel, post a Risk Analysis

**2. STATUS OF BID**

- a. 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.
- b. A Bid must not be conditional on:
  1. the Board approval of the Bidder or any related governing body of the Bidder being obtained;
  2. the Bidder conducting due diligence or any other form of enquiry or investigation;
  3. the Bidder (or any other party) obtaining any regulatory approval or consent;
  4. the Bidder obtaining the consent or approval of any third party; or
  5. the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
- c. 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).
- d. 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.

**3. CLARIFICATION OF BIDS**

- a. 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 had 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.

- b. 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.

**4. DISCUSSION WITH BIDDERS**

- a. 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.
- b. As part of the evaluation of this Bid, DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.
- c. The DBSA is under no obligation to undertake discussions with, and Bidders.
- d. In addition to presentations and discussions, the DBSA may request some or all Bidders to:
  1. conduct a site visit, if applicable;
  2. provide references or additional information; and/or
  3. make themselves available for panel interviews.

**5. SUCCESSFUL BIDS**

- a. 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.
- b. The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.
- c. 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.

**6. NO OBLIGATION TO ENTER INTO CONTRACT**

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



## **7. BIDDER WARRANTIES**

- a. By submitting a Bid, a Bidder warrants that:
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;
  2. it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;
  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;
  4. it accepts and will comply with the terms set out in this RFP; and
  5. it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

## **8. DBSA'S RIGHTS**

- a. 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:
1. cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
  2. alter the structure and/or the timing of this RFP or the Tendering Process;
  3. vary or extend any time or date specified in this RFP
  4. terminate the participation of any Bidder or any other person in the Tendering Process;
  5. require additional information or clarification from any Bidder or any other person;
  6. provide additional information or clarification;
  7. negotiate with any one or more Bidder;
  8. call for new Bid;
  9. reject any Bid received after the Closing Time; or
  10. reject any Bid that does not comply with the requirements of this RFP.

## **9. GOVERNING LAWS**

- a. This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.
- b. Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.

- c. All Bids must be completed using the English language and all costing must be in South African Rand.

**10. MANDATORY QUESTIONS**

- a. Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a ✓ or an X) regarding compliance with the requirements. Where necessary, the Bidders shall substantiate their response to a specific question.

**NOTE: It is mandatory for Bidders to complete or answer this part fully; failure to do so result the Bid being treated as incomplete and the Bid may be disqualified.**

**10.1**

This Bid is subject to the General Conditions of Contract stipulated in this RFP document.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.2**

The laws of the Republic of South Africa shall govern this RFP and the Bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.3**

The DBSA shall not be liable for any costs incurred by the Bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.4**

The DBSA may request written clarification or further information regarding any aspect of this proposal. The Bidders must supply the requested information in writing	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

within two working days after the request has been made, otherwise the proposal may be disqualified.		
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**10.5**

In the case of Consortium, Joint Venture or subcontractors, Bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.6**

In the case of Consortium, Joint Venture or subcontractors, all Bidders are required to provide mandatory documents as stipulated in Part C: Checklist of Compulsory Returnable Schedules and Documents of the Tender Document.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.7**

The DBSA reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest Bidder or award parts of the proposal to different Bidders, or not to award the proposal at all.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.8**

Where applicable, Bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.9**

By submitting a proposal in response to this RFP, the Bidders accept the evaluation criteria as it stands.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.10**

Where applicable, the DBSA reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.11**

The DBSA reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.12**

Only the solution commercially available at the proposal closing date shall be considered. No Bids for future solutions shall be accepted.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.13**

The Bidder should not qualify the proposal with own conditions. <b>Caution:</b> If the Bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.14**

Delivery of and acceptance of correspondence between the DBSA and the Bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.15**

<p>Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. The DBSA shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the Bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations.</p> <p>Such cancellation shall mean that the DBSA reserves the right to award the same proposal to next best Bidders as it deems fit.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.16**

<p>In the case of a consortium or JV, each of the authorised enterprise’s members and/or partners of the different enterprises must co-sign this document.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.17**

<p>Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by the DBSA signatory and added to this RFP as an addendum.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.18**

<p>Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party’s</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

<p>right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.</p>		
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**10.19**

<b>Bidders who make use of subcontractors:</b>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>
<p>1. It is the responsibility of the Bidder to select competent subcontractors that meet all the tender requirements stipulated in this tender document.</p>		
<p>2. The Bidder shall be responsible for all due diligence of the selected subcontractors and will be held liable for any non-performance of the subcontractor.</p>		
<p>3. Bidders are required to provide documentation (such as BBBEE Certificate/Sworn Affidavit, Valid or Active Tax Compliance Status Pin Issued by SARS, CSD Summary Report, Valid or Active CIDB Certificate etc.) for the relevant subcontractor as a minimum in support of the subcontracting arrangement.</p>		
<p>4. Subcontracting must not contradict any Regulation or Legislation.</p>		
<p>5. No separate contract shall be entered into between the DBSA and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.</p>		

**10.20**

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.21**

No interest shall be payable on accounts due to the successful Bidder in an event of a dispute arising on any stipulation in the contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.22**

<p>Evaluation of Bids shall be performed by an evaluation panel established by the DBSA.</p> <p>Bids shall be evaluated on the basis of conformance to the required specifications (functionality) as outlined in the RFP. For Bids considered for price and preference evaluation, points shall be allocated to each Bidder, on the basis that the maximum number of points that may be scored for price is 80, and the maximum number of preference points that may be claimed for B-BBEE status level of contributor (according to the PPPFA Regulations) is 20.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.23**

If the successful Bidder disregards contractual specifications, this action may result in the termination of the contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.24**

The Bidders' response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.25**

Should the evaluation of this Bid not be completed within the validity period of the Bid, the DBSA has discretion to extend the validity period.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.26**

Upon receipt of the request to extend the validity period of the Bid, the Bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original Bid response valid under the same terms and conditions for a further period.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.27**

Should the Bidder change any wording or phrase in this document, the Bid shall be evaluated as though no change has been affected and the original wording or phrasing shall be used.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**10.28**

<p>Tax Compliance Status either on CSD National Treasury Database or SARS eFiling System as a Condition for Appointment/Award of the Bid.</p> <p>This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be tax compliant prior to appointment/award of the bid as no bid will be awarded to persons who are not tax compliant.</p>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>



**10.29**

<p>Company registration with CSD National Treasury Database as a Condition for Appointment/Award of the Bid.</p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>
<p>This requirement is mandatory and has to be satisfied by the successful bidder. The successful bidder must be registered on the CSD National Treasury site prior to appointment/award of the bid.</p>		

**10.30**

<p><b>The following will be grounds for disqualification:</b></p>	<p><b>Comply/Accept</b></p>	<p><b>Do not comply/Do not accept</b></p>
<ul style="list-style-type: none"> <li>• Unsatisfactory performance under a previous public contract in the past 5 years, provided that notice of such unsatisfactory performance has been given to the bidder; and/or</li> <li>• The bidder or any of its directors have committed a corrupt or fraudulent act in competing for the appointment; and/or</li> <li>• The bidder or any of its directors have been convicted of fraud or corruption in the last 5 years; and/or</li> <li>• The bidder or any of its directors have been listed in the Register for Tender Defaulters under section 9 of the Prevention and Combating of Corrupt Activities Act; and/or</li> <li>• Bids received after the stipulated closure time will be immediately disqualified; and/or</li> <li>• Bidders whom have recently completed or currently performing, or to commence work on specific categories of services may be excluded to enable the Bank manage its concentration risk. This threshold is currently set at R10 million for consultancy services.</li> </ul>		

Signature(s) of Bidder or assignee(s)

Date

Name of signing person (in block letters)

Capacity

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Are you duly authorized to sign this Bid?

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Name of Bidder (in block letters)

---

Postal address (in block letters)

Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

.....

.....

.....

.....

.....

Telephone Number:.....FAX number.....

Cell Number: .....

Email Address.....

## PART E

### TERMS OF REFERENCE & PROJECT BRIEF

#### 1. **BACKGROUND**

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

The Bank is positioned to provide dedicated support to municipalities through the Local Government Support Unit (LGSU) under the Coverage Division. The Division facilitates an integrated delivery approach that includes lending and non-lending services and products. The Products are offered by the Project Preparation Division, Transacting Division, Infrastructure Delivery Division, Innovation Unit, Investment Support Unit and the Research Unit. In each of these areas, the LGSU supports the municipal built infrastructure development by extending the non-lending capacity development including revenue enhancement, project and contract management, and technical advisory.

## 2.1 INTRODUCTION

The poor condition of distribution and reticulation infrastructure in Municipalities is not the only cause of high losses and poor cost recovery. Other causes and contributing factors include inadequate systems, lack of internal capacity, poor revenue management, consumer resistance due to poor service and corrupted consumer databases. Non-cost reflective tariffs charged to consumers also contribute to the problem.

The specific technical, financial, social and institutional projects or initiatives indicated, involving Trading and Non-Trading services impacting on municipal revenues and management processes. Furthermore, replacement of old infrastructure, effective billing and cost recovery, effective credit control, reviewing and updating relevant policies and tariffs, training of municipal staff, community education and awareness-raising campaigns are also impacted. These projects contribute individually and collectively to the improvement and attainment of the objectives and outcomes stated above.

## 2.2 PROJECT OBJECTIVES

- 2.2.1 To describe the municipal services for which municipal services or works is to be provided by professional service providers towards the operations and maintenance of new infrastructure or upgrades earmarked for new developments or expansions and or growth.
- 2.2.2 To formalize the Developer Contributions Policy through incorporation into the municipal by-laws and processes in the management of built developments.

## 2.3 APPROACH

It is the Development Bank of Southern Africa's (DBSA) goal to approach the projects in an integrated and multidisciplinary nature. In line with these goals, the DBSA requires the services of a multi-disciplinary teams of professionals who possess relevant and appropriate skills, including technical and financial, in the areas of municipal revenue and all its associated disciplines. The PSPs are required to provide proposals in line with each discipline they would like to participate in.

It is a minimum requirement that the procured team members of a professional service provider should be experienced, skilled and registered with a relevant professional body (bodies).

# SCOPE OF WORKS

## APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO ASSIST THE DBSA WITH THE FOLLOWING ACTIVITIES:

1. **MUNICIPAL FINANCE: FINANCIAL EXPERT, FULL REVENUE MANAGEMENT AND ENHANCEMENT SUPPORT.**
2. **SPATIAL AND LAND USE PLANNING: SPATIAL DEVELOPMENT FRAMEWORKS, TOWNSHIP ESTABLISHMENT.**
3. **INFRASTRUCTURE PLANNING (ELECTRICAL & CIVIL): ALTERNATIVE ENERGY SOLUTIONS.**
4. **INFRASTRUCTURE SUPPORT (ELECTRICAL & CIVIL): ASSET CARE PLAN, ENGINEERING ADVISORY SERVICES, MONITORING AND EVALUATION.**

## TERMS OF REFERENCE

### 1. MUNICIPAL FINANCE:

<b>EXPECTED DELIVERABLES: FINANCIAL EXPERT, FULL REVENUE MANAGEMENT AND ENHANCEMENT SUPPORT.</b>
<b>Revenue Management and Enhancement Support</b>
<p><b>1. Stake Holder Engagement and Establishment of REP Work team</b></p> <p>a) Design and Implement Community Awareness Campaigns b) Design and Implement Payment Incentive Schemes</p>
<p><b>2. Municipal Assessment Report including</b></p> <p>a) As-Is or Situational Analysis Report on trading and non-trading services b) Identify other sources of revenue for the municipality i.e. Land-fill fees, building plan copies, traffic fines etc.</p>
<p><b>3. Data Cleansing</b></p> <p>a) Data integrity testing – Desktop analysis of billing data i.e. Reconciling Geospatial system, Valuation roll, Deeds Record and Billing system, Consolidation of duplicate accounts b) Billing Data audit including customer details, verification of service coverage, metering and tariffs audits</p>
<p><b>4. Revenue Enhancement Dashboard</b></p> <p>a) Set up Revenue Improvement scorecard b) Set up revenue benchmarks for performance measuring e.g. evaluation of sales, purchases and collection of trading services c) Illustrate revenue improvements against benchmark figures d) Compliant to best practice</p>
<p><b>5. Information Technology(SMART)</b></p> <p>Provide for the design and implementation of the following IT solutions:</p> <p>a) Metering systems, Geographical Information Systems b) Design Options for billing i.e. e-billing, mms, sms, emails etc. e) Interface between billing data and outside sources f) Customer Relations Management Systems</p>

EXPECTED DELIVERABLES: FINANCIAL EXPERT, FULL REVENUE MANAGEMENT AND ENHANCEMENT SUPPORT.
<b>Revenue Management and Enhancement Support</b>
<p><b>6. Tariff Structure for all Trading Services</b></p> <p>Review current Bulk tariff elements with emphasis on the following:</p> <ul style="list-style-type: none"> <li>a) Possible benefits in terms of capacity upgrade.</li> <li>b) Verify installation of bulk meters to ensure authenticity/correctness of bulk supplier accounts.</li> <li>g) Verify the accuracy of tariffs applied by the service authority or the bulk provider</li> <li>h) Optimum application of tariff levels and settings for all different categories of service users.</li> <li>i) A tariff comparison study for all metered points to investigate optimal range of tariffs based on usage patterns and zoning approved to meet customers' requirements.</li> <li>j) The municipality opportunities to unlock possible savings</li> <li>k) Determine cost reflective tariffs to provide a quality of service based on supply standards</li> </ul>
<p><b>7. Review of Budget related policies and by-laws</b></p> <ul style="list-style-type: none"> <li>a) Develop or Update existing development contribution policies ensuring it is in line with the latest Development Contribution Policy framework of NT for all engineering services.</li> <li>b) Tariffs, Property rates, Indigent, Credit Control and Debt Collection</li> </ul>

## 2. SPATIAL AND LAND USE PLANNING:

EXPECTED DELIVERABLES: SPATIAL DEVELOPMENT FRAMEWORKS, TOWNSHIP ESTABLISHMENT.
<b>Township Establishment</b>
<p><b>1. Situational Analysis/Audit:</b></p> <ul style="list-style-type: none"> <li>a) Topographical Survey.</li> <li>b) Environmental Impact Assessment.</li> <li>c) Traffic Impact Assessment.</li> <li>d) Geotechnical Assessment.</li> <li>e) Town Planning Report</li> <li>f) Layout Plan</li> <li>g) Civil Engineering Services( water, sewer, storm-water &amp; roads) Investigation</li> <li>h) Electrical Engineering Investigation</li> <li>i) Site Audit Report/Formal documentation, which will be provided on conclusion of the investigation and a proposed way forward to completing the process.</li> </ul> <p><b>NB: All engineering services investigations must determine bulk infrastructure capacity in the areas and capacity requirements for proposed developments (including future demands where the project will be implemented over medium – long term</b></p>
<p><b>2. Statutory Town Planning Process (SPLUMA Application)</b></p> <ul style="list-style-type: none"> <li>a) Packaging and submission of application</li> <li>b) Facilitate public participation</li> <li>c) Obtain comments from internal municipal departments and external stakeholders</li> <li>d) Approval of application by the delegated Planning Tribunal (Municipal or Joint)</li> </ul>
<p><b>3. Prepare and lodge the General Plan (GP) for approval with the Surveyor General (SG) once the municipality has approved the township.</b></p> <ul style="list-style-type: none"> <li>a) Lodgment of the General Plan (GP) for approval with the Surveyor General (SG) once the municipality has approved the township.</li> <li>b) The SG ensures that the GP conforms to standards, keeps the plan &amp; registers new servitudes.</li> <li>c) On receipt of the approved GP, the municipality where the new township is included in the greater township area prepares the township amendment scheme.</li> </ul>

<p><b>4. Undertake detailed engineering designs for each of the services required</b></p> <p>a) Full detailed design reports for each service required for a 25 year horizon</p> <p>b) Standards and Specifications for designs to be SABS/ISO compliant</p>
<p><b>5. Opening of the Township Register.</b></p> <p>c) Compliance with pre-proclamation conditions (Conditions of Establishment)</p> <p>d) Opening of township register and transferring of erven in line with Planning Tribunal's conditions of approval. These may include approved GP, signed services agreement etc.</p>

\*\*\* not all projects will focus on the entire township establishment value chain

### 3. INFRASTRUCTURE PLANNING (ELECTRICAL & CIVIL):

EXPECTED DELIVERABLES: ALTERNATIVE RENEWABLE ENERGY SOLUTIONS
<p><b>Renewable Energy Initiatives</b></p>
<ol style="list-style-type: none"> <li>1. Undertake detailed engineering designs and Implementation of Renewable Energy plants (Mini-Grids/Mini-hydro)               <ol style="list-style-type: none"> <li>a) Assess the possibility of a hybrid plant (Solar PV and Wind)</li> <li>b) Conduct a user demand assessment (financial viability of the project)</li> <li>c) Evaluate self generation (embedded) versus possible grid connections (Power Purchase Agreements with other stakeholders)</li> <li>d) Develop a plan of action (critical where dependency on other utilities must be curtailed)</li> <li>e) Undertake EIA studies where necessary</li> <li>f) Technical design to match the current systems (line and vector technology)</li> <li>g) Identify and reserve land for the initiative, depending on the size of the plant envisaged.</li> </ol> </li> <li>2. Design appropriate tariffs for the authority and highlight benefits to the users, quantifying savings envisaged.</li> <li>3. Develop a maintenance and operation strategy (Asset Care)</li> <li>4. Consulting engineers will be requested to submit a quotation indicating rate per hour and level of personnel required for any time-based work. Work will only be approved upon the approval of the quotation</li> <li>5. Develop Business Cases for Conditional Grants Pledging Applications: For MIG/INEP/Conditional Grants front-loading, and for balance sheet loans from DBSA:</li> </ol>
<ol style="list-style-type: none"> <li>1. <b>Projects Close-Out Reports</b> <ul style="list-style-type: none"> <li>▪ <i>Completion of the proposals, records, drawings and manuals as may be required for the successful implementation of the Works</i></li> </ul> </li> </ol>

#### 4. INFRASTRUCTURE SUPPORT (ELECTRICAL & CIVIL):

EXPECTED DELIVERABLES: ASSET CARE PLAN
<b>Asset Care</b>
<p><b>1. Determine the appropriate way to manage different asset classes, types and components to improve system reliability</b></p> <ul style="list-style-type: none"> <li>a) Auditing and identification of all assets that the Entity has control over.</li> <li>b) Componentization of assets with different useful life which is material.</li> <li>c) Assign and effect a unique asset identification number to every assets identified by bar-coding and capturing new assets not included in the current fixed asset register.</li> <li>d) Compile/Update asset register for all moveable and immoveable assets in accordance with the accounting practices as prescribed by the Minister of Finance (GRAP reporting).</li> <li>e) Determine the remaining useful life, residual value and the physical and service condition of every asset identified.</li> <li>f) Determine, where possible, the initial cost price, acquisition/ construction date of every asset identified by means of scrutinizing records. In instances where remaining useful life and/or residual values cannot be derived from records. Determine the fair value of the asset by applying a suitable valuation method like market value, adjusted market value or depreciated replacement cost consistently to a group of assets.</li> <li>g) Determine suitable indices to allow discounting of the current fair values for purposes of retrospective adjustment to the fixed asset register.</li> <li>h) Design Plant Performance Management Systems to manage KPIs' i.e. Supply Average Interruption Duration Index (SAIDI), Supply Average Interruption Frequency Index (SAIFI)</li> </ul>
<p><b>2. Examine the total Cost of Ownership of infrastructure and minimize and thereby maintaining or improving financial sustainability</b></p> <ul style="list-style-type: none"> <li>a) Prepare the fixed asset listing in a format suitable for import into the entities current financial system.</li> <li>b) Assist the entity in successfully addressing the audit findings and qualifications on PPE as per the Auditor-General's report.</li> <li>c) Review the current Asset Management Policy and Procedures and align it to synergies with the new Asset management System</li> <li>d) Evaluate the performance of the assets and weigh against system efficiencies</li> </ul>
<p><b>3. Asset Management Plans (AMP) for the DBSA-funded infrastructure:</b></p> <ul style="list-style-type: none"> <li>▪ Prior to full disbursement of DBSA loan</li> <li>▪ Compliant to Government Immovable Asset Management Act 19 of 2007</li> </ul>
<p><b>4. Projects Close-Out Reports</b></p> <ul style="list-style-type: none"> <li>a) Maintenance and Replacement Plan</li> <li>b) Close Out Approval Report</li> </ul>



EXPECTED DELIVERABLES: TECHNICAL ADVISORY SUPPORT
<b>Engineering Support – Revenue Enhancement</b>
<b>1. Technical Advisory</b> a) Review the As-Is assessment reports, identify gaps and make recommendations. b) Conduct capacity assessment and develop an execution model/s and cost benefit analysis (self or outsource to the private sector or agency). c) Evaluate tariff structures d) Assess metering, billing vs collection rate e) Identify worse cases wherein agreements with bulk supply providers are not beneficial to up takers of the services (district and local municipalities)
<b>2. Projects Implementation Progress Reports</b> a) Expected monthly
<b>3. Projects Close-Out Reports</b> a) Close Out Approval Report

EXPECTED DELIVERABLES: ADVISORY SUPPORT
<b>Municipal Financial Support - Transaction Advisory</b>
<b>1. Municipal Finance Specialist is expected to perform the following tasks:</b> <ul style="list-style-type: none"> <li>• Analyze financial data to identify our company's financial status</li> <li>• Conduct cost and benchmarking analyses</li> <li>• Prepare budget reports</li> <li>• Develop financial models, taking legal limitations into consideration</li> <li>• Participate in regular audits and recommend corrective financial action plans</li> <li>• Design and review fiscal policies</li> <li>• Identify investment opportunities</li> <li>• Advise our senior management team on financial planning (e.g. acquisitions, mergers and loans)</li> <li>• Create forecast models based on current and past financial results</li> </ul>
<b>2. Projects Progress Reports</b> Expected monthly
<b>3. Projects Close-Out Reports</b> Close Out Approval Report

EXPECTED DELIVERABLES: MONITORING AND EVALUATION
<b>Monitoring and Evaluation</b>
<b>2. Projects Implementation Progress Reports</b> a) Pre-Construction Assessment Report  <b>Construction Monitoring</b> b) Monitor the outputs from the Contractor(s) quality assurance programme against the requirements of the plans and specifications. c) Personally, visit the works with a competent representative at a frequency required to review important materials, critical work procedures and/or completed elements or components. d) Arrange for quality assessment meetings with Project Engineering Specialist if required e) Review, preferably at the earliest opportunity, a sample of each important project component

**EXPECTED DELIVERABLES: MONITORING AND EVALUATION**

**Monitoring and Evaluation**

- f) Work procedures (through the application of a sample line erected by the Contractor)
- g) Construction material for compliance with the requirements of the plans and specifications and review completed work prior to enclosure or on completion as appropriate. (through the application of a materials board presented by the Contractor)
- h) Visit the works at a frequency agreed with the Employer to review important materials, critical work procedures and/or completed elements or components.
- i) Confirm that the Contractor conducts regular safety meetings as required by the OHS Act of 1993.
- j) Maintain a presence on site as agreed with the Employer to review random samples and review important completed work prior to enclosure or on completion as appropriate.
- k) Carry out such administration of the project as is necessary on behalf of the Employer.
- l) Arrange for quality assessment meetings with Project Engineering Specialist if required.
- m) Generally monitoring the execution of the Works for compliance with the Contract and attending site meetings at such a frequency as the Project Manager may deem necessary for the successful and timeous completion of the Works
- n) Issuing certificates for payment of the Contractor(s) within 3 working days upon receipt from the Contractor(s) to the Employer's Agent and submitting regular reports regarding project finances And anticipated completion date(s) to the Employer as stated in detail in the Brief.
- o) Advice to the Employer regarding the inspection and testing of such materials and plant as are usually inspected and tested and arranging for such inspection and testing to be carried out on behalf of and at the Employer's expense
- p) Issuing Variation Orders on behalf of the Employer only after approval has been obtained from the (1) Employer's Agent for additional expense and/or extension of the contract period and (2) the Project Engineering Specialist for design related changes

**3. Projects Close-Out Reports**

- a) Monitoring, on completion of the Works, that records, drawings and manuals as may be required for the operation and maintenance of the Works are provided

## 2.4 SCOPE OF WORK - Generic

NO	KEY ACTIVITY	SCOPE OF WORK AND DELIVERABLES	OUTPUTS
1.	<b>Stake Holder Engagement</b>	<p>a) Inception meeting to determine the work package and how each work packaged shall be done and be the road map of the project.</p> <p>b) Engage with the relevant stakeholders such as the Municipalities, and Sector Departments of relevant to services being rendered</p> <p>c) Update various stakeholders and leadership about the implementation plans;</p> <p><b>Community Awareness Campaign</b></p> <p>d) Continuous stakeholder and community engagement during activities listed.</p> <p>e) Active stakeholder and consumer engagement and awareness campaigns during activities listed</p> <p>f) Support implementation of the municipality's approved marketing plan.</p>	Stakeholder Engagement Plan with recommendations, approved and implemented
2.	<b>Existing situational assessment</b>	Obtain and assess all relevant existing information and documentation specific to the required outputs and management value chains:	Comprehensive report on Situational Analysis as required in the Tasks including inter alia <b>diagrams, drawings, pictures</b> etc.  <b>AS-IS Report/Status Quo</b>
3.	<b>Detailed "road map"</b> <b>This includes implementation of short, medium- and long-term interventions</b>	<p>a) Consolidate all information in a detailed "road map". The "road-map" should highlight all project stages required to complete the exercise</p> <p>b) The initiatives to be implemented should be agreed upon by the Municipality and the DBSA and these should assist the Municipality to improve its efficiencies</p>	Program and roll-out strategy. Prioritising and costing interventions and identifying possible critical activities

4.	<b>Skills transfer to relevant municipal staff</b>	Skills transfer to the relevant municipal officials	
5.	<b>Close Out</b>	FINAL CLOSE OUT REPORT	Close out report

\*\*\*\* The successful PSP is to ensure that they fully engage the stakeholders to ensure that all pertinent information is timeously availed. It is the duty of the PSP to escalate any lack of co-operation to the DBSA so that bottlenecks are timeously unblocked. The appointed PSP is therefore expected to execute the following minimum scope of work in the identified Municipalities.

## 2.5 PROJECT DELIVERABLES

### 2.5.1 Project Implementation Plan

Within one week after the appointment, the successful Professional Service Provider will be required to provide an Implementation Plan for the duration of the project. The Implementation Plan among others will include the activities that are listed in the scope of work including brief description and individual duration that shall not exceed the total contract period. A schedule of submission of each part of the scope of work must also be included in the plan.

Furthermore, the Professional Service Providers will be required to provide the progress and final payments schedule that will be aligned to the implementation plan deliverables / milestones.

### 2.5.2 Monthly Progress Reports

The successful Professional Service Provider will be required to provide regular progress reports in accordance with the timeframe as stipulated in **Table 4** below. Progress Report must give a summary of the following information:

- i. Amount of time spent by each project team member on a specific task;
- ii. Total amount of time and cost to date;
- iii. Time cost since the previous report;
- iv. Percentage of work completed per specific task and the overall percentage completion;
- v. Other information that will be determined by either PSC or Service Provider;
- vi. Risks and mitigations and
- vii. Lessons learnt.

### 2.5.3 Project Closure: This shall include the following:

- Summarizes comments & responses
- Update policy with revisions
- Public Participation Process
- EXCO & Council approval

### 2.5.4 Stakeholder Consultations

Where required and/or as directed by the Client, liaise and consult with the following stakeholders for purposes of information and data collection and collation of the projects, affirmation and/or

computation of Scope of Work, present & projected populations, conditions precedent, current and future design work capacities and all requisites output/outcomes:

The successful PSP is to ensure that they fully engage the stakeholders in order to ensure that any information that will assist on the development and implementation of the Revenue Enhancement Programme for Newcastle Local Municipality is made available.

## **2.6 IMPLEMENTATION TIME FRAMES AND RISKS**

The successful PSPS are expected to complete the project at specified time frames and adhoc **technical** support on implementation where required, wherein training for municipal staff is compulsory. this will be mostly on developed software models for implementation after project closure.

### **2.6.1 RISKS AND RISK MITIGATION**

The PSPs are responsible for the identification of relevant risks to the projects and are expected to take steps to mitigate these risks in their proposal. These may include:

- a) Lack of sufficient preparatory work by the key stakeholders.
- b) Insufficient stakeholder involvement and support.
- c) Delays in obtaining information from relevant key stakeholders.

## **2.7 REPORTING**

The PSP will report directly to the Project Leader/Manager of the DBSA and during the preparation of the Developer Service Contribution Policy (DSCP), the progress and final reports will be submitted to Project Leader/Manager and the municipality via the Project Steering Committee (PSC). All interim progress reports will be presented and discussed in the PSC between the Service Provider, stakeholders and role-players in the manner shown in the Table below:

**Table :** Schedule of Report Submissions and Meetings

No	Description	Time frame	Stakeholder/Role-player
1.	An initial Project Briefing /Inception meeting between the appointed Service Provider, DBSA & LM	One week after appointment	PSC (DBSA, LM, PSP, etc.)
2.	Project Implementation Plan	One week after appointment	PSC (DBSA, LM, PSP, etc.)
3.	Draft (for comment)	Two months prior to completion	PSC (DBSA, LM, PSP, etc.)
4	Progress Reports	On a monthly basis	PSC (DBSA, LM, PSP, etc.)
5	Final Report	One month prior to completion	PSC (DBSA, DM, PSP, etc.)
6	Implementation support	3 months adhoc support **** where required	PSC (DBSA, LM, PSP, etc.)
7	Completion and Close Out Report	End of contract completion date	PSC (DBSA, LM, PSP, etc.)

## 2.8 ACCOUNTABILITY

During the execution of this contract, the successful Service Provider will be required to work closely with the Municipality's relevant department's staff and DBSA – Project Leader. The PSP will report to the PSC in accordance with meeting schedule as provided in the Table on paragraph 2.6, above and any others that the Service Provider will deem necessary for the execution of the project. The DBSA will be responsible and accountable for the day to day activities of the Service Provider appointed and issue written instruction on behalf of the PSC.

## 2.9 LOCATION OF THE SERVICES

As per the outlined list of Provinces

### 3. SITE INFORMATION

Limpopo Province

### 4. CONTACT PERSON

Technical queries to be directed to the DBSA technical team through the DBSA Procurement Unit via email to [sarojm@dbsa.org](mailto:sarojm@dbsa.org) and [scmqueries@dbsa.org](mailto:scmqueries@dbsa.org) . The tender reference number is to be quoted.

### 5. PROJECT STEERING COMMITTEE

Project Steering Committee (PSC) to be established in order to provide governance to the Project, promote effective cooperation between the parties, secure the involvement of key stakeholders, and to provide a forum for monitoring progress. The Terms of reference to be developed and adopted at the first sitting of the committee.

#### 5.1 Functions of the PSC

This is to provide oversight for the operational issues associated with the provision of required Support to under-resourced municipalities. The PSC is responsible for monitoring projects budget, progress, benefits realized and also monitoring risks, quality and timeliness of delivery. The PSC`s scope in terms of its functions is further elaborated below.

#### 5.2 Role of the PSC

These include the following:-

- a) To provide oversight on the implementation of the Programme, the associated projects, and on the achievement of outcomes.
- b) Develop a framework for the joint identification by the Parties of priority municipalities to be provided with revenue enhancement support.
- c) Ensure the scope of the Programme and projects aligns with the requirements of the stakeholder groups.
- d) Provide guidance on the operational issues of the Programme and projects.
- e) Provide oversight over the expenditure incurred and outputs achieved in order meet stakeholder expectations.



- f) Address any issue that has major implications for the Programme and projects.
- g) Monitor Programme scope and manage Programme scope changes.
- h) Reconcile differences in opinion and approach, and resolve disputes arising from them
- i) Make recommendation to the stakeholders for decision making.
- j) Monitor compliance to legislation and statutory regulations in projects implementation.
- k) Monitor and evaluate Programme implementation and progress (both physical and financial).
- l) Provide guidance in addressing challenges and bottlenecks as they arise
- m) Oversee projects closure

### **5.3 Minutes & related documents**

All proceedings and resolutions adopted at a particular meeting shall be recorded as Minutes. These Minutes shall be signed by the Chair. The PSP shall provide secretariat support, by assisting in the recording, compiling and distributing Minutes and other related documents.

### **5.4 Frequency of Meetings**

The Project Steering Committee shall meet every month and shall be held at the municipal offices.

**Annexure A**

**Price proposal**

**(Note: THIS IS NOT REQUIRED OR NOT APPLICABLE  
AT THIS STAGE)**

## Annexure B

**SBD 4**

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;

- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person  
connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:  
.....  
.....  
.....

2.8 Did you or your spouse, or any of the company’s directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, **YES/NO** aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO** of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

**3. Full details of directors / trustees / members / shareholders.**

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Tax Reference Number</b>	<b>State Number / Employee Peral Number</b>


**4. DECLARATION**

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011

## Annexure C

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

##### 1..1.8

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (e) Price; and
- (f) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser 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 purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

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



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

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

#### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name \_\_\_\_\_ of  
 company/firm:.....

8.2 VAT registration  
 number:.....

8.3 Company registration  
 number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....  
 .....

8.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:.....</p> <p>ADDRESS.....</p>
--	---

## Annexure D

**SBD 7.1**

### **CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### **PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT).....

CAPACITY.....

SIGNATURE.....

NAME OF FIRM.....

DATE.....

WITNESSES

1. ....

2.....

DATE:.....

**SBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4.I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1.....

2.....

DATE.....

## Annexure E

SBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p><b>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</b></p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**I, THE UNDERSIGNED (FULL NAME).....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

.....

**Position**

.....

**Name of Bidder**



## Annexure F

SBD 9

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD 9**

10. 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.

.....  
 SignatureDate

.....  
 Position Name of Bidder

## **Annexure G**

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

## **Annexure H**

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

## Annexure I

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

## **Annexure J**

**Bidders are required to include, as Annexure J 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 K**

**[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 L**

**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.**

<b>CSD Registration Number:</b>	
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**The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption. Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:**

**TollFree : 0800 20 49 33  
 Email : [dbsa@whistleblowing.co.za](mailto:dbsa@whistleblowing.co.za)  
 Free Post : Free Post KZN 665 | Musgrave | 4062  
 SMS : 33490**