



REQUEST FOR PROPOSALS

<p>YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</p>	
<p>BID NUMBER:</p>	<p>RFP 205/2024</p>
<p>ONLINE NON-COMPULSORY BRIEFING SESSION</p>	<p>20 November 2024 @10h:00am Via MS Teams Join on your computer, mobile app or room device <u>Join the meeting now</u> Meeting ID: 323 309 187 986 Passcode: TtNY8G</p>
<p>SITE VISIT DATE AND TIME Bidders will not be permitted on site on any unscheduled date</p>	<ol style="list-style-type: none"> 1. 21 November 2024 (10:00am 11:00am) 2. 22 November 2024 (10:00am 11:00am) 3. 25 November 2024 (10:00am 11:00am)
<p>CLOSING DATE:</p>	<p>09 DECEMBER 2024</p>
<p>CLOSING TIME:</p>	<p>23H55 (Midnight)</p>
<p>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</p>	<p>120 days</p>
<p>DESCRIPTION OF BID:</p>	<p>APPOINTMENT OF SERVICE PROVIDER TO RENDER PHYSICAL SECURITY SERVICES AT THE INDEPENDENT POWER PRODUCERS' OFFICE FOR 3 YEARS</p>

**BID DOCUMENTS
ELECTRONIC
SUBMISSION:**

1. ELECTRONIC SUBMISSIONS

INSTRUCTIONS:

- Bidders are required to submit written requests for clarification and **OneDrive link** via e-mail to nompumelelok2@dbsa.org quoting the RFP Number on the subject of the e-mail and company name. This must be done three (3) working days before submission day.
- **Upon request** bidders will thereafter receive the OneDrive Link to upload their submission documents electronically
- Written requests for clarification will be considered up to and including **03 December 2024 15:00** Johannesburg time. Requests received after this date may not be attended to.
- Any requests after the stipulated date and time may be disregarded.

	<p>NB: Electronic submission is encouraged for all bidders interested in this tender</p> <p>Closing date of this RFP 205/2024 is 09 December 2024 before 23:55. No physical bids will be received or accepted at the DBSA offices</p>
NAME OF BIDDER:	
CONTACT PERSON:	
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	



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

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

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**PART A
INVITATION TO BID**

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


BID NUMBER: RFP 205/2024

DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO RENDER PHYSICAL SECURITY SERVICES AT THE INDEPENDENT POWER PRODUCERS’ OFFICE FOR 3 YEARS


CLOSING DATE: 09 December 2024


CLOSING TIME: 23H55

Name

 Bidder Name

Name

 Folder 1_Financial Proposal

 Folder 2_Technical Proposal

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

BID SUBMISSION LINK REQUESTS:

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

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

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

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

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

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

PART C

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions :

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

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

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	One original Bid document in separate folders; Folder 1 - for Pre-Qualifying Criteria and Functional Evaluation and Folder 2 - Price / Financial Proposal – Electronic submission
<input type="checkbox"/>	<input type="checkbox"/>	Part A: Invitation to Bid
<input type="checkbox"/>	<input type="checkbox"/>	Part B: Terms and Conditions of Bidding
<input type="checkbox"/>	<input type="checkbox"/>	Part C: Checklist of Compulsory Returnable Schedules and Documents
<input type="checkbox"/>	<input type="checkbox"/>	Part D: Conditions of Tendering and Undertakings by Bidders
<input type="checkbox"/>	<input type="checkbox"/>	Part E: Specifications/Terms of Reference and Project Brief
<input type="checkbox"/>	<input type="checkbox"/>	Annexure A: Price Proposal Requirement
<input type="checkbox"/>	<input type="checkbox"/>	Annexure B: SBD4 Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	Annexure C: SBD6.1 and B-BBEE status level certificate
<input type="checkbox"/>	<input type="checkbox"/>	Annexure F: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation
<input type="checkbox"/>	<input type="checkbox"/>	Annexure G: Certified copies of latest share certificates, in case of a company.
<input type="checkbox"/>	<input type="checkbox"/>	Annexure H: (if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.
<input type="checkbox"/>	<input type="checkbox"/>	Annexure I: Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.

Annexure J: General Condition of Contract

Annexure K: CSD Tax Compliance Status and Registration Requirements Report

Annexure L: Proof of Company PSIRA compliance

Annexure M: A letter of good standing with the Workman's Compensation Fund

Annexure N: Proof of Public Liability Insurance

PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

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

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

- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause **Error! Reference source not found.** of this Part C.
- 1.19 **Price and Preferential Points Assessment** means the process described in clause **Error! Reference source not found.** of this Part C, as prescribed by the PPPFA.
- 1.20 **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.
- 1.21 **Request for Proposal** or **RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
- 1.22 **SARS** means the South African Revenue Service.
- 1.23 **Services** means the services required by the DBSA, as specified in this RFP Part D.
- 1.24 **SLA** means Service Level Agreement.
- 1.25 **SOE** means State Owned Enterprise, as defined by the Companies' Act.
- 1.26 **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFP.
- 1.27 **State** means the Republic of South Africa.
- 1.28 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 1.29 **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 1.30 **Website** means a website administered by DBSA under its name with web address www.dbsa.org

2. INTERPRETATIONS

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

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

3. TENDER TECHNICAL AND GENERAL QUERIES

Queries pertaining to this tender must be directed to:-

Supply Chain related questions:

Email: nompumelelok2@dbsa.org

Technical related Queries:

Email: leonie.groenewald@ipp-projects.co.za

No questions will be answered telephonically.

4. SUBMISSION OF TENDERS

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

CLOSING DATE: **09 November 2024**

CLOSING TIME: **23H55**

5. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

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

6. STATUS OF REQUEST FOR PROPOSAL

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

7. ACCURACY OF REQUEST FOR PROPOSAL

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

respect to any information communicated which is not accurate, current or complete.

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

8. ADDITIONS AND AMENDMENTS TO THE RFP

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

9. REPRESENTATIONS

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

10. CONFIDENTIALITY

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

11. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

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

- 11.2 All questions or requests for further information or clarification of this RFQ 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 nompumelelok2@dbsa.org
- 11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organization which submitted the question.
- 11.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).
- 11.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

12. UNAUTHORISED COMMUNICATIONS

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

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

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

14. ANTI-COMPETITIVE CONDUCT

- 14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
 - 14.1.1 the preparation or lodgement of their Bid
 - 14.1.2 the evaluation and clarification of their Bid; and
 - 14.1.3 the conduct of negotiations with the DBSA.
- 14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.
- 14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

15. COMPLAINTS ABOUT THE TENDERING PROCESS

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

16. CONFLICT OF INTEREST

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

17. LATE BIDS

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

18. BIDDER'S RESPONSIBILITIES

18.1 Bidders are responsible for:

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

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

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

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

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

19. PREPARATION OF BIDS

19.1 Bidders must ensure that:

- 19.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
- 19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.

19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.

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

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

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

21. OBLIGATION TO NOTIFY ERRORS

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

22. RESPONSIBILITY FOR BIDDING COSTS

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

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

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

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

24. USE OF BIDS

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

25. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 90 (Ninety) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

26. EVALUATION PROCESS

26.1 The Bids will be evaluated and adjudicated as follows:

26.1.1 First Stage – Test for administrative Responsiveness

The test for administrative responsiveness will include the following:

Stage 1: Responsiveness

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

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

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence to submitting Tender as a two-folder tender – Folder 1 Functionality and returnable submission separate from Folder 2 Pricing proposal submission	Pre-Qualifier	Y

2	Attendance Register of the Non- Compulsory Briefing Session attended by the Tenderer.	Pre-Qualifier	N
3	Attendance of non-compulsory site visit on the pre-set dates and time	Pre-Qualifier	N
4	Proof of Company PSIRA compliance (Certified)	Pre-Qualifier	Y

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

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
1	Standard conditions of tender as required.	48 Hours	Y
2	Returnable documents completed and signed.	48 Hours	Y
3	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be fully registered & compliant in order to do business with the DBSA.	48 Hours	Y
4	A valid and active Tax Compliance Status Pin issued by SARS.	48 Hours	Y
5	A letter of good standing with the Workman's Compensation Fund	48 Hours	Y
6	Proof of Public Liability Insurance	48 Hours	Y
7	Submit the signed audited or independently reviewed Annual Financial Statements, prepared by a qualified auditor, for the past three years.	48 Hours	Y

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

26.1.2 Second Stage – Functional criteria

All bidders that advance to Phase 2 will be evaluated by a panel to determine compliance to the functional requirements.

An assessment of Functionality will be based on the evaluation criteria noted in the table below.

Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70 points (out of the 100 points), i.e. 70%, for Functionality in order to qualify and proceed to Stage 3 of the evaluation process.

Criteria	Criteria Details	Highest obtainable points	Points obtained
<p>Company Experience: Reference letters from clients as evidence of related Security services that are/were conducted satisfactory. Only letters that can be verified will be accepted.</p> <p><i>NB: The Reference Letter(s) must be on the letterhead of the serviced client and should reflect at least the name of the client, title of the related work, year started and ended (if applicable), contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.</i></p>	<p>5 or more letters attached = 20 points 4 letters attached = 15 points 3 letters attached = 10 points Less than 3 letters / No reference letters attached / unsatisfactory services rendered / letter does not contain all of the required information = 0 points</p>	<p>20</p>	
<p>Years of Company Experience:</p> <p>At least 5 years' company operational experience in the field of: Security Services</p>	<p>Demonstrate company experience by providing reference letter/s that indicates number of years.</p> <ul style="list-style-type: none"> • Less than 5 years company experience = 0 • 5 to 10 years company experience = 5 • More than 10 years company experience = 10 	<p>10</p>	
<p>Risk assessment. Bidder must submit a comprehensive risk assessment and project plan. It will benefit bidders to conducting a site inspection to ensure they can submit a comprehensive and accurate risk assessment therefore bidders are encouraged to do site inspection. The risk assessment must submit a comprehensive risk assessment based on observations of the site. The risk assessment should include at the minimum:</p> <ul style="list-style-type: none"> - the top 5 key security risks to the IPP Office - Identify risk areas, gaps in security and potential threats. 	<p>Risk assessment submitted containing comprehensive assessment and top 5 key security risks, identifying risks areas and potential threats = 25</p> <p>No risk assessment submitted / Information received not as per requirement = 0</p>	<p>20</p>	

<p>Project plan The Project plan should specifically address the 5 key security risks to the IPP Office, risks areas, gaps in security, potential threats and how these will be addressed if the bidder is appointed.</p>	<p>Project plan submitted containing information required = 25</p> <p>No project plan / information received not as per requirement = 0</p>	<p>20</p>	
<p>Capability of Staff to be used:</p> <p>Bidders to provide a minimum of 2 CVs for the proposed individual that will be placed on the IPP Office Site for the duration of the contract and one alternative:</p> <p>BIDDER TO PROVIDE ORGANOGRAM 2 x CVs for the Site Manager 2 x CVs for Shift Supervisor</p> <p>Provide qualifications and experience of team members.</p> <p>Qualifications: Must provide proof of qualifications, experience and professional competencies of team members to be used to provide the service.</p> <p>NB. Bidders must attach no later than 3 months certified copies of qualifications. Uncertified qualification certificates will not be accepted and will therefore not score any points.</p> <p>- Bidders may submit the security clearance or criminal record screening that was conducted during the staff appointment process of the people that have been nominated / previous screening.</p>	<p>CVs for Site Manager:</p> <ul style="list-style-type: none"> • 2x CVs provided indicating: <ul style="list-style-type: none"> - At least 5 years of experience – 6 points - Valid PSIRA - 4 points - Education (minimum matric) and formal guard training – 3 points - Security clearance / criminal record screening – 2 points = 15 Points • No CVs, less than 2 CVs or above information not provided = 0 points <p>CVs for Night Shift Supervisor:</p> <ul style="list-style-type: none"> • 2x CVs provided indicating: <ul style="list-style-type: none"> - At least 5 years of experience -6 points - Valid PSIRA - 4 points - Education (minimum matric) and formal guard training - 3 points - Security clearance / criminal record screening - 2 points = 15 Points • No CVs, less than 2 CVs or above information not provided = 0 points 	<p>15</p> <p>15</p>	
<p>TOTAL</p>		<p>100</p>	

Control Room Operator (Mon – Sun) 18:00 – 08:00	Night Shift	B	1								
Security Officer (Mon – Sun) 08:00 – 18:00	Day Shift	C	2								
Security Officer (Mon – Sun) 18:00 – 08:00	Night Shift	C	2								
Initial risk assessment (all further risk assessments must be covered by the contingencies for overheads)											
GPS based monitoring system (covering full perimeter)											
Radios, base radio and equipment required for site											
Contingencies for overheads for all above resources on monthly basis (all equipment and overheads as per Scope of works)											
Sub-Total											
Vat @15%											
Total											

- Pricing must include all relievers, overheads and installation, maintenance of equipment mentioned in the scope of work.
- Bidders to include an assumption of a 7% escalation from year 2 for contract price calculation. The annual increase will however be linked to CPI and must be agreed to between the parties. The appointed bidder must request CPI increase at least 1 month in advance, in writing.

Rate per Day and month for additional ad-hoc compliment:

Designation	Shifts	Grade	Quantity	Price per day	Price per month
VIP Security	Day	A	1		
VIP Security	Night	A	1		
Security Officer	Day	B	1		
Security Officer	Night	B	1		
Security Officer	Day	C	1		
Security Officer	Night	C	1		
Radios			3		
Hand Scanners (metal detector)			2		
Contingencies for overheads for all above resources	%				
Vat @15%					
Total					

- Pricing must include all relievers, overheads and installation, maintenance of equipment mentioned in the scope of work.
- An annual increase in rates will be linked to CPI and must be agreed to between the parties. The appointed bidder must request CPI increase at least 1 month in advance, in writing.
- Ad-hoc guarding will be an as-and-when required basis and the above pricing schedule is for indication of rates only.

Average Ad-hoc for-calculation purposes

Pricing Table B:

Designation	Shifts	Grade	Quantity	Price per day for one day	Price per month	Price for 1 bid window (3 months) for year 1	Price for 3 bid windows for Year 1
Security Officer	Day	A	2		xxxxx		
Security Officer	Day	A	2	xxxxxxx			
Security Officer	Night	A	2	xxxxxxx			
Radios			4				
Hand Scanners			2				
Equipment and Overheads for all above resources (all equipment and overheads as per Scope of works)							
Subtotal							
VAT @ 15 %							
Total year 1							
Total year 2							
Total year 3							
total for 3 years ad-hoc (Incl VAT)							

- Pricing must include all relievers, overheads and installation, maintenance of equipment mentioned in the scope of work.
- Bidders to include an assumption of a 7% escalation from year 2 for contract price calculation. The annual increase will however be linked to CPI and must be agreed to between the parties. The appointed bidder must request CPI increase at least 1 month in advance, in writing.
- Ad-hoc guarding will be an as-and-when required basis and the above pricing schedule is for calculation purposes only.

Example on how to calculate Pricing Table B (above table)

Designation	Shifts	Grade	Quantity	Price per day for one day	Price per month	Price for 1 evaluation year 1	Price for 3 evaluations Year 1
Security Officer	Day	A	2	Rate per day x 2 resources		Price for 1 day x 2 resources	Price for 1 day x 3 evaluations x 2 resources
Security Officer	Day	A	2		Rate per month x 2 resource	Same as previous	Price per month x 3 months x 3 evaluations x 2 resources
Security Officer	Night	A	2		Rate per month x 2 resource	Same as previous	Price per month x 3 months x 3 evaluations x 2 resources
Radios			4	Price per radio per day x 4 radios	Price per month per radio x 4 radios	Same as previous	Price for 3 months x 3 evaluations x 4 radios
Hand Scanners			2	Price per hand scanner per day x 2 scanners	Price per month per scanner x 2 scanners	Same as previous	Price for 3 months x 3 evaluations x 2 scanners
Equipment and Overheads for all above resources (all equipment and overheads as per Scope of works)				Price for overheads for above	Price for overheads for above	Price for overheads for above	Price for overheads for above
Subtotal				Total of above	Total of above	Total of above	Total of above
VAT @ 15 %				Add VAT	Add VAT	Add VAT	Add VAT
Total year 1				Total of above	Total of above	Total of above	Total of above
Total year 2				Above incl. increase	Above incl. increase	Above incl. increase	Above incl. increase
Total year 3				Above incl. increase	Above incl. increase	Above incl. increase	Above incl. increase
Total for 3 years				Total for above	Total for above	Total for above	Total for above
VAT @ 15%				Add VAT	Add VAT	Add VAT	Add VAT
Total for 3 years ad-hoc (Incl VAT)				Total for above	Total for above	Total for above	Total for above

Total pricing calculation:

Grand total from Table A (Incl.Vat)	
Grand total from Table B (Incl.Vat)	
Grand total (Incl.Vat))	

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

27. Risk Analysis and Objective Criteria

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

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

28. Due Diligence

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

a. Judgements and criminal convictions

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

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

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

c. Performance

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

d. Reputational harm

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

e. Restricted/Blacklisted

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

f. Vetting

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

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

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

- e. Liquidity ;
 - f. Acid Test ;
 - g. Solvency; and
 - h. Commercial relationship with a politically exposed and brand risk
- i. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
 - ii. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

29. Generally, suppliers have their own business standards and regulations. Although DBSA cannot control the actions of our suppliers, we will not tolerate any Illegal activities. These include, but are not limited to:

- Misrepresentation of any kind (e.g. origin of manufacture, specifications, intellectual property rights, etc);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and
- Harassment, intimidation or other aggressive actions towards DBSA's employees.

30. STATUS OF BID

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

30.2 A Bid must not be conditional on:

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

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

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

31. CLARIFICATION OF BIDS

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

disqualification.

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

32. DISCUSSION WITH BIDDERS

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

33. SUCCESSFUL BIDS

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

34. NO OBLIGATION TO ENTER INTO CONTRACT

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

35. BIDDER WARRANTIES

- 35.1 By submitting a Bid, a Bidder warrants that:
 - 35.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers,

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

36. DBSA'S RIGHTS

- 36.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:
- 36.1.1 cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
- 36.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
- 36.1.3 vary or extend any time or date specified in this RFP
- 36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process;
- 36.1.5 require additional information or clarification from any Bidder or any other person;
- 36.1.6 provide additional information or clarification;
- 36.1.7 negotiate with any one or more Bidder;
- 36.1.8 call for new Bid;
- 36.1.9 reject any Bid received after the Closing Time; or
- 36.1.10 reject any Bid that does not comply with the requirements of this RFP.

37. GOVERNING LAWS

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

PART E

TERMS OF REFERENCE & PROJECT BRIEF

1. INTRODUCTION

The Department of Mineral Resources and Energy (DMRE), National Treasury (NT) and the Development Bank of Southern Africa (DBSA) established the Independent Power Producers Office (IPPO) for the specific purpose of delivering the Independent Power Producer Procurement Programme (IPPPP) and related objectives.

The programme's primary mandate is to secure electrical energy from the private sector from renewable and non-renewable energy sources. Such energy is procured through various bid windows that are implemented under strict and highly secured procedures. .

The IPPO occupies office space within the Bylsbridge Office Park, Centurion for which 24/7 security is required inside and outside of the building. Additional specialized security will be requested during the IPPO's Bid Windows.

2. PURPOSE

The Independent Power Producers Office (IPPO) requires an established and experienced security company to render 24/7 security services at the IPPO, Bylsbridge Building 9, Centurion and to conduct a security assessment and formally document a structured security operational plan addressing the inherent security risks and threats pertaining to the site.

3. SCOPE OF WORK

Service providers are invited to submit and present proposals for the execution of physical security services for the IPP Office and to conduct a security assessment and formally document a structured security operational plan, addressing the inherent security risks and threats pertaining to the site.

The objective of the contract should be to frequently evaluate existing security risks and make security improvements. The winning bidder should constantly review all aspects of its security weaknesses and suggest security improvement to IPP Office officials. In addition, opportunities and related improvements where costs can be reduced or where security operations can be made more efficient should be identified and implemented in consultation with the IPPO.

3.1 Service Levels and Standards

3.1.1 The Service Provider is expected to:

- (a) Conduct an initial risk assessment and provide the IPPO with a structured security operational plan.
- (b) Deliver an effective 24 hour security guarding service and patrolling of the facilities in line with the initial risk assessment and operational plan.
- (c) Enforce the IPPO Asset Removal process and securing of assets;
- (d) Conduct routine inspection of the perimeter fence, security doors, windows and security lights and report any faults/findings to the facilities team immediately;
- (e) Develop and implement an effective incident management system;
- (f) Conduct incident investigations and provide incident reports within 48 hours of an incident.
- (g) Provide security visibility at the IPPO;
- (h) Ensure effective and coordinated interaction with the Service Provider's 24/7-hour active control room to be able to proactively prevent crime;
- (i) Operate the Service Provider's security control room within Gauteng Province.
- (j) Provide an armed response service with vehicles in the Bylsbridge Office Park vicinity which are able to respond to an emergency situation within 10 -15 minutes minutes must be included.
- (k) Collect security intelligence and report to the IPPO Facilities Manager;
- (l) Supply, install, manage and maintain electronic guard monitoring system (GPS system) and provide a monthly report of the monitoring system to IPPO Facilities Manager;
- (m) Provide guards with security aids which are to be worn or kept on the person at all times whilst on duty, including, but not limited to a baton, panic button, torch, radio;
- (n) Install a base radio in the IPP Office Control Room and be able to communicate with the Service Providers 24/7-hour operational control room.
- (o) Provide and maintain a panic button that must be available in the control room and communicate with surrounding vehicle(s).
- (p) Ensure that all security officers deployed at the IPPO are always in full branded corporate uniform with visible name tags and PSIRA registration card;
- (q) Ensure that Area Managers and/or Operations Managers check on security guards during night- and day shifts, at least once per day (weekends and public holidays included) and twice per night;
- (r) Ensure that the Security Manager has a laptop and phone to conduct operations on site; and
- (s) Comply with all industry standards and legislation for security service professionals.

3.1.2 Meetings, reporting and registers

- (a) The service provider should ensure that monthly meetings are scheduled with the IPPO. The service provider will be required to supply an agenda as well as minutes of the meetings.
- (b) The service provider must ensure that the Electronic Occurrence Book and all registers are available for viewing and include summary in monthly operations meeting.
- (c) The service provider must keep proper files as well as appropriate documents of all security personnel, who are employed by the Service Provider to render service to the IPPO, and ensure that these are available at all times for inspection;
- (d) The appropriate documents shall include, inter alia, the following: Scholastic, training certificates, registration and medical certificates, OHS certificates;
- (e) Shift Roster – A shift roster must be submitted to the Facilities Manager no later than the 12th of each month for approval of the next cycle. Any changes to the Shift Roster must be communicated to the IPPO Facilities Manager immediately. No changes to a Shift Roster may be made during a Bid Window, except in the case of an emergency. In case of an emergency the change must be communicated to the IPPO Facilities Manager immediately to ascertain the effect of said change.
- (f) The Service Provider shall furnish a monthly and quarterly report of the security service, incidents, etc. which transpired in the previous month to the Facilities Manager.
- (g) The Site Manager must ensure that an Asset Removal Register is kept, and that the asset removal process is followed at all times:
 - No assets or other relevant goods should leave the IPPO without the authorisation of certain senior managers on each section who has the authority to sign for the goods leaving the building. Goods shall not leave the building before the necessary authority is given.
 - Facilities Manager – Furniture
 - ICT Manager – ICT Equipment
 - Serial numbers and make of the goods should be verified by Security Officer(s), before the goods can leave the building. When the Security Officer is uncertain of the serial numbers and/or other information, he/she should contact the Site Manager or Supervisor to assess the matter.

3.1.3 Health and Safety

- (a) The Service Provider must comply with all Occupational Health and Safety and Public Safety regulations including in the event of any communicable diseases or pandemic outbreaks;
- (b) The Service Provider must ensure that a complete Health and Safety File is kept at the IPP Office premises and updated as and when required as per OHS Legislation;

3.1.4 Equipment

- (a) Base Radio – Service Provider must provide a base radio to the IPP Office Control Room to communicate with the Service Provider’s 24/7-hour control room.
- (b) Handheld radios – Each guard must have a handheld radio for immediate communication with the IPPO Control Room and guards on site. Equipment for Ad-hoc guards must also be supplied.
- (c) GPS Guard monitoring system - Guard monitoring points as identified through the initial risk assessment must be visited as required. The monitoring system should be tracked by GPS 24/7.
- (d) Security aids: Including but not limited to a baton, panic button and torch.

3.2 *Accreditation & PSIRA*

- 3.2.1 The Service Provider must be registered with the Private Security Industry Regulatory Authority (PSIRA) and possess a Declaration of Good Standing. Tariffs and rates to be charged must be in accordance with those prescribed by PSIRA as per respective security classifications. Working hours of guards must at all times comply with legislation.
- 3.2.2 A successful service provider must ensure that all security officers deployed at the IPPO sites have a valid PSIRA registration for the duration of the contract;
- 3.2.3 Should any services within the scope of the tender be carried out by an unqualified person as required by the specification above, it will be considered a breach of contract and penalties shall be affected.
- 3.2.4 All security guards should be trained in basic first aid, firefighting and evacuation procedures. Proof of training to be provided to the IPPO.

3.3 Personnel requirements:

3.3.1 The successful security provider must provide full-time and relief security officers, qualified and competent for the duration of the contract. At a minimum, the security officers must have (3) years security experience.

The estimated monthly complement required on the contract is as per table 1 below (before risk assessment).

Table 1:

Description of shifts	Designation	Grade	Quantity
Shift 1: Monday – Friday (06:00 – 18:00)	Site Manager (on site)	A	1
	Receptionist	B	1
Shift 2: Monday – Sunday (06:00 – 18:00)	Supervisor	A	1
	Control Room Operator	B	1
	Security Officer	C	1
Shift 3: Monday – Sunday (18:00 – 06:00)	Supervisor	A	1
	Control Room Operator	B	1
	Security Officer	C	1

3.3.2 Ad-hoc complement: The service provider will occasionally be required to provide ad-hoc security guards not included on the monthly list. The IPP Office conducts evaluations during Bid Window periods where a lock down area must be secured. The area will be a high-security area, with no electronics, paper or stationery etc. allowed.

3.3.3 The Ad-hoc complement will mostly consist of Grade A guards (VIP Guards) that are trained to use a hand scanner, highly efficient in communication and understanding of instructions.

3.3.4 The Bid Windows are managed with high security standards and protocols and the security Service Provider is expected to ensure adherence to said standards and protocols at all times.

3.4 Duties of Security Manager, Supervisors and Security Officers must include but not be limited to:

3.4.1 Security Manager (on site) Duties:

- Oversee all security activities performed by his security personnel.
- Handle all problems experienced by his security personnel on site.
- Attend all problems regarding payment, family challenges of Security Officers.
- Ensure that there is always security equipment required on site e.g. two way radio etc.
- Ensure that all equipment is in working order at all times.
- Be involved in any security operational projects and manage special events.
- Advise IPPO Facilities Manager on any security breaches.
- Report and investigate any security breaches and update IPPO accordingly by providing an incident report. Incident report must be acknowledged and signed by the Service Provider's General Management.
- Propose initiatives to the improvement of security in general.
- Ensure that security staff understands how to handle emergencies.
- Ensure that security staff are trained in all IPPO security procedures.
- Ensure that registers are clean, neat and up to date at all times.
- Ensure that escorting of employees and/or contractors are conducted correctly.
- Ensure that Security Officers are always in uniform and display their PSIRA registration cards.
- Hold monthly meetings with his/her supervisors, monthly meeting with IPPO Facilities Manager and monthly meetings with security personnel.
- Distribute Agenda for meetings at least 2 days in advance and submit minutes of all meetings no later than 2 days after meeting.
- Ensure that all security staff understands the needs and expectations of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the IPPO: Facilities and Security Management.

- Ensure that all security staff understands the principle of Batho Pele and apply it at reception desk.
- Monitor and advise security staff on duty at the ground floor reception areas from interpersonal and public perspectives and brief Security Management accordingly.
- Advise the Facilities Manager of any breaches in security or proposals for efficient securing of premises.
- Draft shift roster for the site in consultation with Service Provider's Administrator.
- Conduct security guards inspection before shift start.
- Ensure efficient handover of shifts.
- Grade A PSIRA certificate, Grade 12 or higher qualification.
- Excellent verbal and written communication skills.
- The Site Manager must have a laptop and mobile phone to assist with communication between the Service Provider's office and the Facilities Management Team.
- The Site Manager must submit weekly reports to the Facilities Manager by email.

3.4.2 Supervisor duties:

- Take overall responsibility of the shift and receive handover from Site Manager or previous shift Supervisor.
- Ensure that Security Officers are posted correctly.
- Ensure that the site is covered, if not, report to the service provider's control room immediately.
- Relieve security officers during shift.
- Report any security breaches to Security Manager.
- Ensure that security personnel present themselves well to the staff members and to the public.
- Ensure that security registers are kept neat and updated at all times.
- Ensure that security equipment is in good working order.
- Conduct security guards' inspection before shift start.

- Grade A PSIRA Certification, Grade 12 qualification.
- Excellent written and verbal communication skills.

3.4.3 Reception Security Officer duties:

- All Security Officers deployed at the reception must be computer literate. Proof of the computer courses completed should be provided before the commencement of the contract. Security Officers will be tested for computer literacy.
- Provide reception duties by receiving visitors, assisting with helpdesk queries and assist with meeting room bookings.
- Receive phone calls and follow IPP Office procedures in relation to queries.
- Receive deliveries and follow IPP Office procedures in relation to these.
- Grade B PSIRA Certification, Grade 12 qualification.
- Excellent written and verbal communication skills.

3.4.4 Control Room Operator duties:

- All Security Officers deployed in the control room must be computer literate.
- Control Room Operators must be trained in handling emergency security incidents.
- Control Room Operators must be trained in Control Room procedures and how to effectively monitor CCTV screens as well as be able to provide detailed and professional analysis of CCTV footage.
- Proof of the computer courses completed should be provided before the commencement of the contract. Security Officers will be tested for computer literacy.
- Grade B PSIRA Certification, Grade 12 qualification.
- Good written and verbal communication skills.

3.4.5 Security Officer duties:

- To perform access control duties as prescribed, patrol premises, and execute functions required by the IPPO shift supervisors (including the safeguarding of personnel, property and information).

- To record events/incidents in the prescribed occurrence register and report it to the shift supervisor and contractor.
- The Security Officers shall be responsible for the protection of state property on the site, and the protection of the said property against theft, fire and vandalism.
- The protection of the state's officials against any injuries, threat of any offences, including offences referred to in Schedule 1 of the Criminal Procedure Act, (Act 51 of 1977).
- Protect IPPO information against any espionage, leaking to the wrong hands.
- Controlling or reporting on the movement of persons or vehicles through checkpoints or gates.
- Conduct searching on staff members, members of public, and if necessary, restrain them.
- Patrol the premises and the offices of IPPO.
- React to emergency situations.
- Ensure that security registers are always kept neat and up to date.
- Act as an emergency officer and evacuation marshal during emergency situations.
- Grade C PSIRA Certification, Grade 12 qualification.
- Good written and verbal communication skills.

3.5 Inspections

- 3.5.1 A thorough inspection of the service shall be performed by IPPO officials as well as the contractor himself/herself at least every (3) three months.
- 3.5.2 The IPPO retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.
- 3.5.3 The IPPO retains the right to require from the service provider, that any of his/her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site forthwith. The IPPO will not be held responsible for any damage or claims which may arise because of this and is indemnified against any such claims and legal expenses.

3.5.4 The IPPO representative will have the right to do a daily check whether sufficient personnel are available at the site in terms of the conditions.

3.5.5 Performance Management ratings will be done on a monthly or quarterly basis, depending on the need for performance management.

3.6 Code of ethics and restrictions of security personnel:

- IPPO will have the option to request the successful tenderer to replace any Security Officer, whom they found not suitable for the site.
- No cellular phones will be allowed on site, with exception for the Security Manager.
- No combat uniform will be allowed.
- Security Officers found guilty of any offences shall be removed from site immediately.
- Security Officers should avoid any conflicts with the staff members or members of public.
- Security Officers shall report any lost and found articles, goods to supervisors.
- Security smelling of or being under influence of any intoxicated substance will not be allowed on site.
- The contractor will be held liable for any damage or loss suffered by the IPPO, as a result of the contractor's own or his employees' negligence or intent, which originated on the site.
- The IPPO shall not be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the IPPO's sites, in cases where the loss originated as a result of negligence or intent on the part of the IPPO.
- The IPPO is indemnified against any liability, compensation or legal expenses in respect of the following cases:
 - Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
 - Damage to or destruction of any equipment or property of the contractor during the execution of their duties.
 - Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include illicit frisking, illicit arrests and other illicit or wrongful deeds.

- The contractor shall be notified in writing of the particulars of each claim he is liable for.
- The contractor must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- A copy of such insurance contract shall be handed to the IPPO representative on commencement of the service. The IPPO reserves the right to request evidence of the insurance being in place and valid at any time for the duration of this agreement.
- The contractor may not, unless otherwise specified, make use of any of the IPPO equipment, aids and/or property, for purposes of compliance with the conditions, which equipment, aids and/or property include, inter alia, vehicles, stationary, firearms, rooms and furniture.
- Water and electricity required for the rendering of the service by the contractor shall be provided free of charge by the IPPO.
- The contractor is responsible for the training of his personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.
- All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions, will be provided.
- IPPO shall have the prerogative to
 - Conduct inspection on the services rendered by the contractor
 - Inspect the equipment provided by IPPO.
 - Inspect the equipment provided by the contractor.
 - Make records of any Security Shortage on the side.
 - Dismiss the Security Officer or Site Manager, onsite
- Inspection of service shall be conducted by the IPPO Facilities Manager as well as his / her immediate managers at any time they found it appropriate to do so.

4. PROJECT REPORTING ARRANGEMENTS AND SERVICE LEVEL AGREEMENT

4.1 The contractor shall report to the Facilities Manager. A Service Level Agreement will be signed between the DBSA and successful bidder.

- 4.2 The service provider shall provide a written report to the IPPO each month on specific problems, suggestions, improved methods and remedial action and all other matters connected with this agreement.
- 4.3 The service provider must have all items mentioned in the Scope of Work in place within 1 (one) month of start of service.

5. CONTRACT DURATION

The successful bidder will be required to execute the work as stipulated in section 3 above. The contract duration will be for 36 months (3 years).

6. SPECIAL CONDITIONS

- 6.1 The successful bidder will be required to render physical security services as outlined on paragraph 3 above.
- 6.2 The IPP Office reserves the right to change the security guards' requirements and postings at their discretion.
- 6.3 Bidders are encouraged to conduct a site inspection to ensure their risk assessment is accurate and relevant a comprehensive Risk Assessment and Project Execution Plan.
- 6.4 The IPPO reserves the right to do unannounced site visits at the offices of the appointed service provider.
- 6.5 The financial risk assessment will be conducted, and the evaluation of the preferred bidder's AFS will be carried out by qualified personnel selected by DBSA.

7. EVALUATION

The evaluation will be completed in 3 phases:

- Phase 1: Compliance to minimum requirements
- Phase 2: Functional evaluation
- Phase 3: Price and Preference

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

Annexure A

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

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

RFP195/2024: APPOINTMENT OF SERVICE PROVIDER TO RENDER PHYSICAL SECURITY SERVICES AT THE INDEPENDENT POWER PRODUCERS’ OFFICE FOR 3

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

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF ALL TAXES IS

.....
..... (in words); ZAR (in figures),
.....

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

Signature(s) _____

Name(s) _____

Capacity _____

For the
Tenderer

(Name and address of organisation)

Name and
signature of
witness

Date

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any

interest in any other related enterprise whether or not they are bidding for this contract?**YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

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

.....
Signature Date

.....
Position Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

<p>..... SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:.....</p>
<p>ADDRESS:.....</p>
<p>.....</p>
<p>.....</p>
<p>.....</p>

RESTRICTED SUPPLIERS

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

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

Annexure D

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

Annexure E

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

Annexure F

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

Annexure G

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

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

Annexure H

[General Conditions of Contract]

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

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

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

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

Annexure I

Tax Compliant Status and CSD Registration Requirements

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

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

CSD Registration Number:



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

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