

## REQUEST FOR PROPOSALS

<b>YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</b>	
<b>BID NUMBER:</b>	<b>RFP066/2024</b>
<b>ISSUE DATE</b>	<b>19 FEBRUARY 2025</b>
<b>COMPULSORY BRIEFING SESSION</b>	<b>28 FEBRUARY 2025 @ 10h00 AM, online Via MS Teams</b> Link : <a href="#">RFP066/2024 BRIEFING SESSION LINK</a> <i>Bidders are encouraged to register for the briefing session in advance by clicking the provided link. This will take you to the registration page.</i>
<b>CLOSING DATE:</b>	<b>13 MARCH 2025</b>
<b>CLOSING TIME:</b>	<b>13 MARCH 2025 @ 23h55 Telkom Time</b> <b>via Microsoft One Drive as per Link provided on request</b>
<b>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</b>	<b>90 days</b>
<b>DESCRIPTION OF BID:</b>	<b>NEW 5-YEAR LEASE FOR THE GOVERNMENT PRINTING WORKS COMMERCIAL PRINTING UNIT FACTORY, PRETORIA</b>
<b>BID SUBMISSIONS ELECTRONICALLY:</b>	<ol style="list-style-type: none"> <li>1. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to <a href="mailto:QeteloSCM@dbsa.org">QeteloSCM@dbsa.org</a> – ONLY.</li> <li>2. Bidders are required to click on the Tender Submission Link as provided as soon as bidders are ready to submit.</li> <li>3. Bidders are to ensure the documents being loaded are correct and accurate - once they are loaded, they cannot be accessed again or deleted.</li> <li>4. If incorrect documents are loaded, the new document loaded must include the wording "Corrected".</li> <li>5. Only Files can be loaded, not folders.</li> <li>6. As such, Folders with all its required content should be created on the Bidders PC, then be converted to either a Compressed or Zipped Folder.</li> <li>7. This will allow Bidders to load the whole Compressed/ Zipped Folder as a file format to the Tender Submission Link.</li> <li>8. Once documents have been loaded, the Bidder will receive a confirmation email of the upload.</li> </ol>

	<p><b>9. Uploading of submission must be in the structure and order as prescribed in this tender and <b>MUST BE LABELLED CORRECTLY.</b></b></p>
<b>NAME OF BIDDER:</b>	
<b>CONTACT PERSON:</b>	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>BIDDER'S STAMP OR SIGNATURE</b>	



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

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

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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: RFP066/2024**  
**CLOSING DATE: 13 MARCH 2025**  
**CLOSING TIME: 23H55 TELKOM TIME**  
**DESCRIPTION: NEW 5-YEAR LEASE FOR THE GOVERNMENT PRINTING WORKS**

**COMMERCIAL PRINTING UNIT FACTORY, PRETORIA**

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**The successful Bidder will be required to conclude a service level agreement with the DBSA**

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**Bidders should ensure that Bids are submitted timeously and to the correct One Drive link provided by the SCM Official. If the Bid is late, it will not be considered for evaluation.**

**The One Drive link provided will be valid till 23H55 on the closing date.**

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

**THIS BID IS SUBJECT TO THE CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.**

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

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

<b>NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:</b>	
<b>POSTAL ADDRESS:</b>	
<b>STREET ADDRESS:</b>	
<b>CONTACT PERSON (FULL NAME):</b>	
<b>EMAIL ADDRESS:</b>	

<b>TELEPHONE NUMBER:</b>				
<b>FAX NUMBER:</b>				
<b>BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM</b>				
<b>Specific Goals (namely, HDI, Women &amp; Disability)</b> <b>[TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>IF YES, WHO ISSUED THE CERTIFICATE?</b>				
<b>REGISTERED WITH THE NATIONAL TREASURY CSD</b> <b>[TICK APPLICABLE BOX]</b>	<b>YES</b>		<b>NO</b>	
<b>CSD REGISTRATION NUMBER</b>				
<b>TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS</b>				

<p><b>1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>		
<p><b>1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ANSWER PART B:3 BELOW]</p>		
<p><b>1.1.3 SIGNATURE OF BIDDER</b></p>	<p>.....</p>		
<p><b>1.1.4 DATE</b></p>			
<p><b>1.1.5 FULL NAME OF AUTHORISED REPRESENTATIVE</b></p>			
<p><b>1.1.6 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b></p>			
<p><b>1.1.7 TOTAL NUMBER OF ITEMS OFFERED</b></p>		<p><b>TOTAL BID PRICE (ALL INCLUSIVE)</b></p>	

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>

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:
- 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**

**Part A:** Invitation to Bid

**Part B:** Terms and Conditions of Bidding

**Part C:** Checklist of Compulsory Returnable Schedules and Documents

**Part D:** Conditions of Tendering and Undertakings by Bidders

**Part E:** Specifications/Terms of Reference

**Annexure A:** Price Proposal Requirement

**Annexure B:** SBD4 Bidders Disclosure

**Annexure C:** SBD6.1 and Specific Goals (namely, HDI, Women & Disability)

**Annexure D:** SBD8: Declaration of Bidder's Past Supply Chain Practices

**Annexure E:** SBD9: Certificate of Independent Bid Determination

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

## PART D

### CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

#### 1. DEFINITIONS

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

- ~~1.1 B-BBEE~~ means ~~broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;~~
- ~~1.2 B-BBEE Act~~ means ~~the Broad-Based Black Economic Empowerment Act, 2003;~~
- ~~1.3 B-BBEE status level of contributor~~ means ~~the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2017.~~
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** means the time, specified as such under the clause 4 (Bid Timetable) in Part C, by which Tenders must be received.
- 1.10 **DBSA** means the Development Bank of Southern Africa Limited.
- 1.11 **DFI** means Development Finance Institution.
- 1.12 **Evaluation Criteria** means the criteria set out under the clause 27 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment.
- 1.13 **Functional Criteria** means the criteria set out in clause 27 of this Part C.
- 1.14 **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.15 **PFMA** means the Public Finance Management Act, 1999.
- 1.16 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.17 **PPPFA Regulations** means the Preferential Procurement Regulations, 2022 published in terms of the PPPFA.
- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 27.1.1 of this Part C.
- 1.19 **Price and Preferential Points Assessment** means the process described in PPR 2022
- 1.20 **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.

- 1.21 **Request for Proposal or RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
- 1.22 **SARS** means the South African Revenue Service.
- 1.23 **Services** means the services required by the DBSA, as specified in this RFP Part D.
- 1.24 **SLA** means service level agreement.
- 1.25 **SOE** means State Owned Enterprise, as defined by the Companies' Act.
- 1.26 **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFP.
- 1.27 **State** means the Republic of South Africa.
- 1.28 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 1.29 **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 1.30 **Website** means a website administered by DBSA under its name with web address [www.dbsa.org](http://www.dbsa.org)

**2. INTERPRETATIONS**

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

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

**3. TENDER TECHNICAL AND GENERAL QUERIES**

Queries pertaining to this tender must be directed to: -

DBSA Supply Chain Management Unit

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

No questions will be answered telephonically.

**4. BID TIMETABLE**

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

Activity	Date
Advertisement of tender	19 February 2025
Compulsory Briefing session	28 February 2025
Closing date for tender enquiries	06 March 2025
<b>Closing date and time</b>	13 March 2025
Evaluation of the Proposal and Site visits	TBC
Intended formal notification of successful Bidder(s)	TBC
Signing of Service Level Agreement	TBC
Effective date	01 April 2025

## 5. SUBMISSION OF TENDERS

### ELECTRONICALLY

- i. Bidders are advised to kindly issue Tender Submission Link requests and all other enquiries to [QeteloSCM@dbsa.org](mailto:QeteloSCM@dbsa.org) - ONLY
- ~~ii. No Tender Submission Link requests will be accepted after 16h00 on TBC 2025. Any requests after the stipulated date and time will be disregarded.~~
- iii. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.
- iv. Bidders who have received submission Links that have errors, will be provided with new Links for use.

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

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

## 7. STATUS OF REQUEST FOR PROPOSAL

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

## 8. ACCURACY OF REQUEST FOR PROPOSAL

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

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

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

- 9.1** The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 9.2** If the DBSA exercises its right to change information in terms of clause 9.1, it may seek amended Tenders from all Bidders.

## **10. REPRESENTATIONS**

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

## **11. CONFIDENTIALITY**

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

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

- 12.1** All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.
- 12.2** All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to [QeteloSCM@dbsa.org](mailto:QeteloSCM@dbsa.org)
- 12.3** Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 12.4** The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 12.5** Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.
- 12.6** In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).

**12.7** A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

### **13. UNAUTHORISED COMMUNICATIONS**

**13.1** Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 13 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.

**13.2** Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

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

**14.1** Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.

**14.2** The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.

**14.3** Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

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

**15.1** Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:

**15.1.1** the preparation or lodgement of their Bid

**15.1.2** the evaluation and clarification of their Bid; and

**15.1.3** the conduct of negotiations with the DBSA.

**15.2** For the purposes of this clause 15, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.

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

### **16. COMPLAINTS ABOUT THE TENDERING PROCESS**

**16.1** Any complaint about the RFP or the Tendering Process must be 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, ([scmqueries@dbsa.org](mailto:scmqueries@dbsa.org))

**16.2** The written complaint must set out:

**16.2.1** the basis for the complaint, specifying the issues involved;

**16.2.2** how the subject of the complaint affects the organisation or person making the complaint;

**16.2.3** any relevant background information; and

**16.2.4** the outcome desired by the person or organisation making the complaint.

**16.3** If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

## **17. CONFLICT OF INTEREST**

**17.1** A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.

**17.2** The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.

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

## **18. LATE BIDS**

**18.1** Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.

**18.2** Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.

**18.3** The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 18.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

## **19. BIDDER'S RESPONSIBILITIES**

**19.1** Bidders are responsible for:

**19.1.1** examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;

**19.1.2** fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;

**19.1.3** ensuring that their Bids are accurate and complete;

**19.1.4** making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;



- 19.1.5** ensuring that they comply with all applicable laws in 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
- 19.1.6** submitting all Compulsory Documents.
- 19.2** Bidders with annual total revenue of R10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.
- 19.3** 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.
- 19.4** The DBSA reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the DBSA.
- 19.5** Failure to provide the required information may result in disqualification of the Bidder.

## **20. PREPARATION OF BIDS**

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

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

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

## **22. OBLIGATION TO NOTIFY ERRORS**

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

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

**23.1** The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.

**23.2** The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:

**23.2.1** the Bidder is not engaged to perform under any contract; or

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

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

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

**24.1.1** as required by law;

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

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

## **25. USE OF BIDS**

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

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

## **26. BID ACCEPTANCE**

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

## **27. EVALUATION PROCESS**

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

**27.1.1 FIRST STAGE – RESPONSIVENESS**

**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	Attendance of the Compulsory Online Briefing Session	Pre-Qualifier	Y
2	Up to date (not older than three months from the date of tender invitation) electricity statement and or arrangement with the City of Tshwane municipality	Pre-Qualifier	Y
3	Property Location at City of Tshwane - Geographical Scope: Service providers will be sourced following limited to a specific geographical location within a 25-kilometer radius of the Visagie Street Precinct. <b><i>(Title Deed and/ or the municipal account will be proof of location in the name of the Property)</i></b>	Pre-Qualifier	Y
4	Compliance to space requirements of minimum <b>12000m<sup>2</sup></b> of USEABLE area in line with SAPOA method of measurement and also <b>supported by the approved municipal plan.</b>  The site will need to be primarily Double-volume factory height (7-9m) to cater for tall equipment and services suitable for at least 6 000 sqm of factory shopfloor, and 6 000 sqm of inventory storage space. It should cater for accommodation for 210 shopfloor, and 50 admin staff, considering all related site amenities. <b><i>(A Certificate of Occupancy will be used as proof)</i></b>	Pre-Qualifier	Y
5	<b>Parking &amp; Vehicular Movement</b>  The building must have a <b>minimum total of 100 parking bays comprising of covered / secured parking bays.</b> Parking area to be paved or tarred, demarcated. (Physical verification will be conducted)  The site should accommodate for delivery and dispatch vehicles up to the size of a heavy-duty truck and super-link trailer combination.	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	Adherence to the <b>Standard Conditions of Tender</b> as required (No deviations, qualifications & alternatives).	48 hours	Y
2	<b>Returnable Documents</b> completed and signed	48 hours	Y
3	Submission of Registration with <b>National Treasury Central Supplier Database (CSD) Summary Report:</b> - Bidder must be registered in order to do business with the DBSA.	48 hours	Y
4	A <b>Tax Pin</b> issued by SARS.	48 hours	Y
5	<p><b>Specific Goals (namely, HDI, Women &amp; Disability)</b></p> <ul style="list-style-type: none"> <li>Tenderers who claim points for ownership by persons with disability must provide proof thereof in the form of a letter from the relevant authority. If the proof thereof is not provided, the bidder/s shall receive a zero score for ownership by persons with disability.</li> <li>A CSD report will be utilized to determine the ownership status (Black Ownership and Women) as claimed by the bidder.</li> </ul> <p><b>Bidder will score 0 points for preference if not responded to.</b></p>	48 hours	Y
6	Bidder to provide documented proof of legal ownership of the facility that is being put forward as an offer under this bid. In the event that the bidder is not the owner of the facility, the bidder must provide documentation reflecting a legal mandate to offer the facility as part of this bid.	48 hours	Y

**27.2 SECOND STAGE 2 : FUNCTIONAL EVALUATIONS (Site Visit )**

Bidders will be assessed against compliance to the scope requirements as per tender. Only those Bidders which comply with the eligibility criteria will proceed to the next stage.

**Stage 2A: SITE VISIT**

**INTRODUCTION**

The Development Bank of Southern Africa is seeking office accommodation at an estimated square meterage of not less than **12000m<sup>2</sup>** (total area including common space) and parking for min. 100 vehicles. The factory building must be in a safe and secure area.

The site should be located in area that has access to Public Transport, and within 1 000m from this service.

Access to fibre optic network is essential.

The building should preferably be available on 01 April 2025. It must be move in ready based on the requirements as set out below.

All bidders MUST respond to and comply with the following technical specifications and requirements that will be utilised by the DBSA to evaluate whether the building being offered by the bidder meets the minimum technical requirements of the DBSA. DBSA will conduct site visits and assessments to verify compliance to the specifications and requirements.

**SCOPE OF OFFICE ACCOMMODATION**

	REQUIRED	CRITERIA MET?
1.	The total size of commercial printing factory / warehouse, cafeteria, storage and office accommodation required by the GPW and to be offered by the bidder is <b>12000m2</b> of USEABLE area.	
2.	The building must have a <b>minimum total of 100 parking bays comprising of covered / secured parking bays</b> . Parking area to be paved or tarred, demarcated.	
3.	The accommodation must allow for the corporate image of the GPW to be enhanced and clearly visible from the street front.	
4.	The office accommodation must cater for a combination of general open plan environment (for staff workstations, filing cabinets and a number of high-density filing cabinets) and enclosed offices for identified persons. See item 2.7 –Space Requirements  Detailed information in terms of space norms and standards will be provided once tender is awarded.  Note: Ergonomics Regulations 2019, control and prevention of exposure to ergonomic risks in the workplace.	
5.	The landlord will be required to provide suitable blinds and frosted vinyl (minimum, to door height.) on internal glass panels.	

6.	<p><b>The accommodation must comply with: The National Building Regulations and Standards Act, 1977 (Act 103 of 1977) and the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. All certificates of electrical wiring complying with the Fire Regulations and Municipal By-Laws and certificate of Occupancy must be provided at the time of site handover with the successful bidder.</b></p> <p><b><i>(as stated in clause 16.10)</i></b></p>	
7.	<p>Fire protection equipment to be installed to comply with <b>SANS 10400-T.</b></p> <p><b>Full Fire maintenance plan to be provided.</b></p> <p><b><i>(as stated in clause 16.10)</i></b></p>	
8	<p>Provision is to be made for at least (1) small kitchenette, in which a sink as well as “hot and cold” water is available. Sink to be housed in an appropriate floor mounted cabinet complete with matching wall mounted cabinet’s above.</p> <p>Provision is to be made to house a microwave, floor standing fridge and a kettle.</p>	
9	<p>Floor covering must be of an acceptable standard and quality to last for at least ten years. Foyers, passages, kitchens bathrooms to be tiled either in a ceramic or porcelain tiles. Office to be carpeted with carpet tiles. No unfinished cement screed shall be permitted.</p>	
10	<p>No warehouse or Industrial type buildings shall be accepted. Previous warehouse typology buildings reconfigured to office will not be accepted.</p>	
11	<p>Lifts Adequate lifts / disabled access must be available for staff to access the office work area from the ground floor of any building that has more than one (2) floors. Suitable provision i.e., ramps or other means of accessing any floor above the ground floor.</p> <p>Note: Compliance (CoC) with Lifts, Escalators and Passengers Conveyor Regulations GNR of 17 Sep 2010 and SANS Standards</p>	
12	<p>Air Conditioning: The building must be fitted with a suitable and effective air-conditioning system, catering for the respective work areas (floors) as zones which operate independently. Fresh air to be supplied in office areas that have no direct access to opening windows</p>	
13	<p>Air Conditioning: The landlord shall be responsible for ensuring that the heating, ventilation and colling system is operational the period of lease.</p>	
14	<p><b>Emergency Power Supply</b> The building must have an emergency power supply unit subject to the size of the building to ensure essential areas, emergency lifts, emergency lighting, computer server room, computer workstations etc., are functioning in the event of a power failure, load shedding, at occupation.</p>	
15	<p><b>Emergency Power Supply</b> The landlord should provide proof of four-hour backup in electricity supply</p>	
16	<p><b>Evacuation Plan</b> The landlord must provide proof of an evacuation plan for safety protocols for the building(s), facilities, designed to help individuals exit safely in case of an emergency</p>	

	(e.g., fire, natural disaster, terrorist threat, etc.). The plan should outline the best routes and procedures to follow to ensure an orderly and swift evacuation.	
17	<b>Emergency Water Supply</b> landlord must provide at least a minimum of 20 000 litres of backup potable water that must be supplied under pressure during office hours. In case of a double storey building, the tank must be elevated to assist the pressure of water supply to all floors.	
18	<b>Emergency Water Supply</b> Should water shedding be implemented by local authorities, the backup water supply mentioned above should be sufficient to cover a period of two days and more. The landlord is required to ensure that the backup water supply is operational at all times for the duration of the lease period.	
19	<b>Security Requirements</b> The landlord must be amenable to the installation of security enhancement by the tenant.	

In order to simplify the calculation of spatial requirements the “**Useable Area**” of the Building is to be used (as calculated by using the **SAPOA** method of measuring). This has no influence on the income generating value of the rentable space. The value of the common area is to be **added** to the rate per m<sup>2</sup> of the useable area.

The reasoning is that all buildings have different R/U Ratio (Rentable area divided by Useable area) due to design criteria which could differ by up to 30%.

For the purpose of ensuring that the actual **USEABLE** area is provided, it is essential that when calculating the **COMMON** area, both **Primary and Secondary Common** areas are to be factored in. Therefore, the Secondary common area shall remain part of the Common area and **NOT** be included in the USEABLE area as is defined in clause 1.2.4 of the SAPOA method of measuring.

**Common Area:** In the context of the SAPOA (South African Property Owners Association), refers to areas in a property or building that are shared by all tenants, occupants, or users of that property. These spaces are not privately owned by any single tenant or user but are collectively maintained for the benefit of everyone. Common area are typically found in multi-tenant buildings, office complexes, residential estates, or commercial properties.

Examples of common areas can include and not limited to: Lobbies, Hallways, Ablution facilities, Cafeteria, Elevator lobbies, Staircases, Parking areas including Outdoor areas like gardens, courtyards, assembly areas, and communal terrace

**Stage 2 B: FUNCTIONALITY CRITERIA**

**Bidders must meet a minimum of 85 points as an overall minimum requirement in order to proceed to the next stage of evaluation.**

The following main criteria with detailed score breakdown will be used to score functionality:

CATEGORY	FUNCTIONALITY CRITERIA	POINTS (MAXIMUM)
1	Location	30
2	Size of Property	40
3	Parking Bays	30
<b>Total</b>		<b>100</b>

The building offered must comply fully with or exceed all of the specification or terms of reference requirements as detailed on terms of reference / specification.

IN LOCO INSPECTION	ELEMENT OF INSPECTION	ALLOCATION NUMBER OF POINTS	EVALUATION SCORE
<b>1. Location</b>	If the Factory / storage space offered to the Government Printing Works is within a radius of 1- 10 km from 83 Visagie Street Precinct Pretoria (CBD), a score of <b>30</b> will be allocated.	30	30
	If the Factory / storage space offered to the Government Printing Works is within a radius of 11-15 km from 83 Visagie Street Precinct Pretoria (CBD), a score of <b>20</b> will be allocated	20	
	If the Factory / storage space offered to the Government Printing Works is within a radius of 16-25 km from 83 Visagie Street Precinct Pretoria (CBD), a score of <b>10</b> will be allocated	10	
	Above 25km or the tenderer / bidder failed to address the question and meet the minimum requirements for this section.	0	
<b>2. Size of Property</b>	The warehouse / storage space offered to the Department must be from above 20 000 m <sup>2</sup>	40	40
	The warehouse / storage space offered to the Department must be from 16 000 m <sup>2</sup> to 20 000 m <sup>2</sup>	30	



	The warehouse / storage space offered to the Department must be from 12 000 m <sup>2</sup> to 15 999 m <sup>2</sup>	20	
	The tenderer / bidder failed to address the question and meet the minimum requirements for this section.	0	
<b>3. Parking Bays</b>	Verification of Parking space to be utilized to accommodate 141 and above parking bays	30	30
	Verification of Parking space to be utilized to accommodate 120-140 parking bays	20	
	Verification of Parking space to be utilized to accommodate 100-119 parking bays	10	
	The tenderer / bidder failed to address the question and meet the minimum requirements for this section.	0	
		<b>TOTAL</b>	<b>100</b>

Note: The bidder who fails to obtain 85 points score in in loco Inspection, will be treated as non-responsive, and will not progress to the next stage of evaluation.

**27.3 STAGE 3: PRICE AND PREFERENTIAL POINTS ASSESSMENT**

**27.3.1** The Third stage of evaluation of the Bids will be in respect of price and preferential procurement only. Points will be allocated to Bidders at this stage of the evaluation in accordance with the PPPFA and the PPPFA Regulations, as follows:

Price points 90  
 Preferential procurement points 10

**27.3.2 Price points**

The following formula will be used to calculate the points for price:

$$Ps = 00(1-(Pt-Pmin)/Pmin)$$

Where:

- Ps = Points scored for comparative price of tender or offer under consideration;
- Pt = Comparative price of tender or offer under consideration; and
- Pmin = Comparative price of lowest acceptable tender or offer.

**27.3.3 Preferential procurement points**

A maximum of 10 points may be awarded in respect of preferential procurement, which points must be awarded to a tenderer for attaining **Specific Goals (namely, HDI, Women & Disability)** in accordance with the table below:

Evaluation Criteria		Points
1.	<b>Price</b>	<b>90</b>
2.	<b>Specific Goals (namely, HDI, Women &amp; Disability)</b>	<b>10</b>
	Black ownership	5
	Women	4
	Disability	1
3.	<b>Total</b>	<b>100</b>

- i. Tenderers who claim points **for ownership by persons with disability** must provide proof thereof in the form of a letter from the relevant authority. If the proof thereof is not provided, the bidder/s shall receive a zero score for ownership by persons with disability.
- ii. Over and above this, a CSD report will be utilized to determine the ownership status (Black Ownership and Women) as claimed by the bidder.

**27.3.4 Total**

The total points scored by each Bidder will be calculated by adding the points scored for price (out of 90) to the points scored for preferential procurement (out of 10).

The successful Bidder will be the Bidder which has the highest total points (out of 100) for both price and preferential procurement (unless there is a basis for

selecting a different successful Bidder in accordance with section 2(1)(f) of the PPPFA).

**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.**

#### **Stage 4 : Risk Analysis & Objective Criteria**

- a) Firstly, in addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed as “**Other Objective Criteria**” in terms of the PPR2022, in order to ascertain suitability for award – we reserve the right to clarify any aspects listed hereunder where applicable.
- i. If having passed Responsiveness, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services.
  - ii. Fully compliant and registered with the National Treasury Central Supplier Database.
  - iii. No misrepresentation in the tender information submitted.
  - iv. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
  - v. The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer’s ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract.
  - vi. Convicted by a court of law for fraud and corruption
  - vii. Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract.
  - viii. Any bidder who has had a tender award terminated by the DBSA for non-performance during the 18 months preceding the closing date of this RFP, may at the discretion of the DBSA, be excluded from recommendation for further under this RFP. In addition, any bidder who has received a written notice of non-performance in the 12-month period preceding the award of this RFP, may at the discretion of the DBSA, be excluded from recommendation for further awards until the non-performance, or the circumstance giving rise to the non-performance, has been remedied to the satisfaction of the DBSA.
  - ix. Financial health of the bidder may be assessed if deemed necessary, to ensure that the service provider will be able to operate as per required deliverables (Ratios: Accounts Receivable & Payable Turnover, Liquidity & Solvency).
  - x. Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted. The market average of received bid prices excluding Outliers, as well as the DBSA QS estimate will be used as a guide to indicate financial risk.
  - xi. PEP Check and Procure Check to be initiated and if negative, may result in exclusion.
  - xii. As per **Additional Conditions of Tender**.

## **28. STATUS OF BID**

- 28.1** 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.
- 28.2** A Bid must not be conditional on:
- 28.2.1** the Board approval of the Bidder or any related governing body of the Bidder being obtained;
  - 28.2.2** the Bidder conducting due diligence or any other form of enquiry or investigation;
  - 28.2.3** the Bidder (or any other party) obtaining any regulatory approval or consent;
  - 28.2.4** the Bidder obtaining the consent or approval of any third party; or
  - 28.2.5** the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
- 28.3** 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).
- 28.4** 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.

## **29. CLARIFICATION OF BIDS**

- 29.1** The DBSA may seek clarification from and enter discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought, or discussions are had in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.
- 29.2** 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.

## **30. DISCUSSION WITH BIDDERS**

- 30.1** 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.
- ~~**30.2** As part of the evaluation of this Bid, DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.~~
- 30.3** The DBSA is under no obligation to undertake discussions with, and Bidders.
- 30.4** In addition to presentations and discussions, the DBSA may request some or all Bidders to:
- 30.4.1** conduct a site visit, if applicable;
  - 30.4.2** provide references or additional information; and/or
  - 30.4.3** make themselves available for panel interviews.

## **31. SUCCESSFUL BIDS**

- 31.1** 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.

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

**31.3** 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.

## **32. NO OBLIGATION TO ENTER INTO CONTRACT**

**32.1** 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.

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

## **33. BIDDER WARRANTIES**

**33.1** By submitting a Bid, a Bidder warrants that:

**33.1.1** 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;

**33.1.2** it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;

**33.1.3** 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;

**33.1.4** it accepts and will comply with the terms set out in this RFP; and

**33.1.5** it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

## **34. DBSA'S RIGHTS**

**34.1** 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:

**34.1.1** cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;

**34.1.2** alter the structure and/or the timing of this RFP or the Tendering Process;

**34.1.3** vary or extend any time or date specified in this RFP

- 34.1.4 terminate the participation of any Bidder or any other person in the Tendering Process;
- 34.1.5 require additional information or clarification from any Bidder or any other person;
- 34.1.6 provide additional information or clarification;
- 34.1.7 negotiate with any one or more Bidder;
- 34.1.8 call for new Bid;
- 34.1.9 reject any Bid received after the Closing Time; or
- 34.1.10 to split the award based on the value for money, stock availability and lead time to delivery;
- 34.1.11 reject any Bid that does not comply with the requirements of this RFP.

**35. GOVERNING LAWS**

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

**36. MANDATORY QUESTIONS**

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

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

**36.1.1**

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

**36.1.2**

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

**36.1.3**

The DBSA shall not be liable for any costs incurred by the Bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

to acquire any of the items included in any Bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.		
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**36.1.4**

The DBSA may request written clarification or further information regarding any aspect of this proposal. The Bidders must supply the requested information in writing within two working days after the request has been made, otherwise the proposal may be disqualified.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**36.1.5**

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

**36.1.6**

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

**36.1.7**

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

**36.1.8**

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

**36.1.9**

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

**36.1.10**

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

**36.1.11**

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

**36.1.12**

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

**36.1.13**

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

**36.1.14**

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

**36.1.15**

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

**36.1.16**



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

**36.1.17**

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

**36.1.18**

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party’s right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**36.1.19**

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

**36.1.20**

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

**36.1.21**

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

**36.1.22**

Evaluation of Bids shall be performed by an evaluation panel established by the DBSA. Bids shall be evaluated on the basis of conformance to the required specifications (functionality) as outlined in the RFP. For Bids considered for price and preference evaluation, points shall be allocated to each Bidder, on the basis that the maximum number of points that may be scored for price is 90, and the maximum number of preference points that may be claimed for Specific Goals level of contributor (according to the PPPFA Regulations) is 10.	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

**36.1.23**

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

**36.1.24**

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

**36.1.25**

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

**36.1.26**

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

**36.1.27**

Should the Bidder change any wording or phrase in this document, the Bid shall be evaluated as though no change	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

has been effected and the original wording or phrasing shall be used.		
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**36.1.28**

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

**36.1.29**

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

**36.1.30**

<b>The following will be grounds for disqualification:</b>	<b>Comply/Accept</b>	<b>Do not comply/Do not accept</b>

<ul style="list-style-type: none"> <li>• Unsatisfactory performance under a previous public contract in the past 5 years, provided that notice of such unsatisfactory performance has been given to the bidder; and/or</li> <li>• The bidder or any of its directors have committed a corrupt or fraudulent act in competing for the appointment; and/or</li> <li>• The bidder or any of its directors have been convicted of fraud or corruption in the last 5 years; and/or</li> <li>• The bidder or any of its directors have been listed in the Register for Tender Defaulters under section 9 of the Prevention and Combating of Corrupt Activities Act; and/or</li> <li>• Bids received after the stipulated closure time will be immediately disqualified; and/or</li> <li>• Bidders who have recently completed or currently performing, or to commence work on specific categories of services may be excluded to enable the Bank to manage its concentration risk. This threshold is currently set at R10 million for consultancy services.</li> </ul>		
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**Additional Conditions to Tender**

- i. DBSA reserves the right to award one Company for this RFP.
- ii. The offer of award will be informed by the best Value for Money, Risk Allocation and Risk Profile of the bidder.
  - a. Value for Money = Improved total cost.
  - b. Risk Allocation = Considering other awards made, including the logistical allocation of other projects.
  - c. Risk Profile = Considering the profiles of entities, such as but not limited to Procure Check, PEP Checks, Directorship and DBSA Project non-performance concerns etc.
- iii. The DBSA reserves the right to not award any bidder that has a total of three (3) active awards/orders with an outstanding value. If the outstanding value is 10% or less, indicating the project is nearing completion, the DBSA reserves the right to recommend.
- iv. The following will be considered as one award, in the event that a bidder forms part of a Joint Venture/ Consortium: “point iv” based on the JV/ Consortium participation percentage and “point v” based on an award made to the JV/ Consortium.
- v. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

- vi. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- vii. In the event of a partial award, the DBSA reserves the right for items excluded from the award, to be retendered in a new tender process.
- viii. Tenderer is required to adhere to the Pricing Instructions as detailed, failing which will result in offer being deemed non-compliant. Where noted that a cost item was not priced, clarification will be issued to clarify reason, without allowing any costs to be amended or included.

---

Signature(s) of Bidder or assignee(s) Date

---

Name of signing person (in block letters)

---

Capacity

---

Are you duly authorized to sign this Bid?

---

Name of Bidder (in block letters)

---

Postal address (in block letters)

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

.....

.....

.....

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

Cell Number: .....

Email Address.....

**PART E**

**SPECIFICATIONS**

**1. INTRODUCTION**

The Development Bank of Southern Africa is seeking commercial printing factory / warehouse, cafeteria and office accommodation at an estimated square meterage of not less than **12000m<sup>2</sup>** (total area including common space) and parking for min **100** vehicles. The Commercial Factory and office accommodation must be in a safe and secure area. Must also be close to public transport and highways. Access to fibre optic network is essential.

The building should preferably be available Immediately. It must be move in ready based on the requirements as set out below.

All bidders **MUST** respond to and comply with the following technical specifications and requirements that will be utilised by the DBSA to evaluate whether or not the building being offered by the bidder meets the minimum technical requirements of the DBSA. DBSA will conduct in loco inspection and assessments to verify compliance to the specifications and requirements.

**2. SCOPE OF COMMERCIAL FACTORY AND OFFICE ACCOMMODATION**

**2.1 ACCOMMODATION SCHEDULE**

<b>SCHEDULE</b>				
1	Property	Office space, which can accommodate the following in m <sup>2</sup> :		
		<b>Type of Space</b>	<b>Required Area (m<sup>2</sup>)</b>	<b>Number of Units</b>
		Factory production operations)	Min. 6 000 m <sup>2</sup> Mid. 9 000 m <sup>2</sup> Max. 12 000 m <sup>2</sup> (factory floor space, with standard shopfloor amenities)	1-4 Larger Units
				<b>Specific Needs (e.g., special ventilation, temperature control)</b>
				1. Temperature and Humidity controlled areas; 2. Higher Industrial-grade flooring for Printing Press area (2 000 m <sup>2</sup> ) 3. Normal Industrial-grade flooring for machines for remaining area. 4. Double-volume factory height (7-9m) to cater for tall equipment and services that feed these.

					5. Production-related facility design Engineering Workshop (~ 500 m <sup>2</sup> )
		<b>Warehouse Space</b>	Min. 6 000 m <sup>2</sup> Mid. 8 000 m <sup>2</sup> Max. 10 000 m <sup>2</sup>	1-3 Units	
		<b>Type of Space</b>	<b>Required Area (m<sup>2</sup>)</b>	<b>Number of Units</b>	<b>Specific Needs (e.g., special ventilation, temperature control)</b>
		<b>Office Space</b>	~ 1 000 m <sup>2</sup> Accommodate min 50 in management offices	1-2 Units	Note Office Space within Factory for Shopfloor supervision, maintenance staff, and stores staff.
		<b>Parking Space</b>	Space for min 30 Management, and min 70 General Staff	2-4 areas	Some closed parking would be advantageous
		<b>Storage for Hazardous Goods</b>	200 – 500 m <sup>2</sup> for possible low risk chemical storage	1-2 areas	Note: Well-ventilated space: to prevent the buildup of fumes or vapors. This could include exhaust fans, open windows, or ventilation systems.
		<b>Other Special Storage</b>	Refer to requirements per business case	5 areas	Note: Internally Manufactured Products
2	Minimum m <sup>2</sup>	12000m <sup>2</sup> total area including common space			
3	Parking & Vehicular Movement	<ul style="list-style-type: none"> <li>Covered/ Secured parking space (min. 100 bays)</li> <li>The site should accommodate for delivery and dispatch vehicles up to the size of a heavy-duty truck and super-link trailer combination.</li> </ul>			

4	Location	<ul style="list-style-type: none"> <li>Pretoria(25-kilometer radius of the Visagie Street Precinct (refer to Annexure O).</li> </ul>
5	Duration of lease	5 Years
6	Expected Occupancy	01 April 2025
	Security requirements	<ul style="list-style-type: none"> <li>The proposed site should be in an area that has not been declared as a High-Crime Area.</li> <li>b) The perimeter of the site, together with individual entrances must be secure and contain the required infrastructure for maintenance.</li> </ul>
7	Hours of operation	24 Hours, Seven Days a Week
8	Services to be included in the Office Lease	<ul style="list-style-type: none"> <li>IT related Infrastructure - Fibre line, space for ICT equipment.</li> <li>Office cleaning services</li> <li>Power grid-it must have full back up power</li> <li>Garden Maintenance (weekly)</li> <li>Operational costs such as aircon maintenance, fire equipment servicing etc.</li> <li>Provision for sanitary and hygiene services (to also include cleaning personnel)</li> <li>Tea and coffee station and refreshments to be supplied by the Successful Service Provider</li> <li>Security and Fire Equipment</li> <li>Insurance</li> <li>Electricity, Rates and Taxes (incl. of Sewage and Refuse removal costs)</li> </ul>
9	Services to be excluded from the Lease Agreement.	<ul style="list-style-type: none"> <li>Any other office equipment</li> <li>Sundry Expenses</li> <li>Furniture</li> </ul>

ITEM NO	REQUIRED
1.	The total size of commercial printing factory / warehouse, cafeteria, storage and office accommodation required by the GPW and to be offered by the bidder is a minimum of <b>12000m<sup>2</sup></b> of USEABLE area.
2.	The building must have a <b>minimum total of 100 parking bays comprising of covered / secured parking bays</b> . Parking area to be paved or tarred, demarcated.
3.	The accommodation must allow for the corporate image of the GPW to be enhanced and clearly visible from the street front.
4.	<p>The office accommodation must cater for a combination of general open plan environment (for staff workstations, filing cabinets and a number of high-density filing cabinets) and enclosed offices for identified persons. See item 2.7 –Space Requirements</p> <p>Detailed information in terms of space norms and standards will be provided once tender is awarded.</p> <p>Note: Ergonomics Regulations 2019, control and prevention of exposure to ergonomic risks in the workplace.</p>
5.	The landlord will be required to provide suitable blinds and frosted vinyl (minimum, to door height.) on internal glass panels.



6.	<p><b>The accommodation must comply with: The National Building Regulations and Standards Act, 1977 (Act 103 of 1977) and the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. All certificates of electrical wiring complying with the Fire Regulations and Municipal By-Laws and certificate of Occupancy must be provided at the time of site handover with the successful bidder.</b></p> <p><i>(as stated in clause 16.10)</i></p>
7.	<p>Fire protection equipment to be installed to comply with <b>SANS 10400-T.</b></p> <p><b>Full Fire maintenance plan to be provided.</b></p> <p><i>(as stated in clause 16.10)</i></p>
8	<p>Provision is to be made for at least (1) small kitchenette, in which a sink as well as “hot and cold” water is available. Sink to be housed in an appropriate floor mounted cabinet complete with matching wall mounted cabinet’s above.</p> <p>Provision is to be made to house a microwave, floor standing fridge and a kettle.</p>
9	<p>Floor covering must be of an acceptable standard and quality to last for at least ten years. Foyers, passages, kitchens bathrooms to be tiled either in a ceramic or porcelain tiles. Office to be carpeted with carpet tiles. No unfinished cement screed shall be permitted.</p>
10	<p>No warehouse or Industrial type buildings shall be accepted. Previous warehouse typology buildings reconfigured to office will not be accepted.</p>
11	<p>Lifts Adequate lifts / disabled access must be available for staff to access the office work area from the ground floor of any building that has more than one (2) floors. Suitable provision i.e., ramps or other means of accessing any floor above the ground floor.</p> <p>Note: Compliance (CoC) with Lifts, Escalators and Passengers Conveyor Regulations GNR of 17 Sep 2010 and SANS Standards</p>
12	<p>Air Conditioning: The building must be fitted with a suitable and effective air-conditioning system, catering for the respective work areas (floors) as zones which operate independently. Fresh air to be supplied in office areas that have no direct access to opening windows</p>
13	<p>Air Conditioning: The landlord shall be responsible for ensuring that the heating, ventilation and colling system is operational the period of lease.</p>
14	<p><b>Emergency Power Supply</b> The building must have an emergency power supply unit subject to the size of the building to ensure essential areas, emergency lifts, emergency lighting, computer server room, computer workstations etc., are functioning in the event of a power failure, load shedding, at occupation.</p>
15	<p><b>Emergency Power Supply</b> The landlord should provide proof of four-hour backup in electricity supply</p>
16	<p><b>Evacuation Plan</b> The landlord must provide proof of an evacuation plan for safety protocols for the building(s), facilities, designed to help individuals exit safely in case of an emergency (e.g., fire, natural disaster, terrorist threat, etc.). The plan should outline the best routes and procedures to follow to ensure an orderly and swift evacuation.</p>

17	<p><b>Emergency Water Supply</b> landlord must provide at least a minimum of 20 000 litres of backup potable water that must be supplied under pressure during office hours. In case of a double storey building, the tank must be elevated to assist the pressure of water supply to all floors.</p>
18	<p><b>Emergency Water Supply</b> Should water shedding be implemented by local authorities, the backup water supply mentioned above should be sufficient to cover a period of two days and more. The landlord is required to ensure that the backup water supply is operational at all times for the duration of the lease period.</p>
19	<p><b>Security Requirements</b> The landlord must be amenable to the installation of security enhancement by the tenant.</p>

In order to simplify the calculation of spatial requirements the “**Useable Area**” of the Building is to be used (as calculated by using the **SAPOA** method of measuring). This has no influence on the income generating value of the rentable space. The value of the common area is to be **added** to the rate per m<sup>2</sup> of the useable area.

The reasoning is that all buildings have different R/U Ratio (Rentable area divided by Useable area) due to design criteria which could differ by up to 30%.

For the purpose of ensuring that the actual **USEABLE** area is provided, it is essential that when calculating the **COMMON** area, both **Primary and Secondary Common** areas are to be factored in. Therefore, the Secondary common area shall remain part of the Common area and **NOT** be included in the USEABLE area as is defined in clause 1.2.4 of the SAPOA method of measuring.

**Common Area:** In the context of the SAPOA (South African Property Owners Association), refers to areas in a property or building that are shared by all tenants, occupants, or users of that property. These spaces are not privately owned by any single tenant or user but are collectively maintained for the benefit of everyone. Common area are typically found in multi-tenant buildings, office complexes, residential estates, or commercial properties.

Examples of common areas can include and not limited to: Lobbies, Hallways, Ablution facilities, Cafeteria, Elevator lobbies, Staircases, Parking areas including Outdoor areas like gardens, courtyards, assembly areas, and communal terrace

## 2.3 LOCATION

The commercial printing factory / warehouse, cafeteria, storage and office accommodation must be situated in **City of Tshwane, Gauteng**. Easy access to highways would also be required. Close proximity to public transport would be ideal. The highest priority is that the area is safe and secure.

## 2.4 CONTRACTING TERMS

Contracting will be between the service provider and GPW, where payments will be made by GPW according to the direct payment procedure. These contracting and payment processes will be expressly detailed in the contractual documentation to be signed.

Contract / Lease Agreement will be concluded with the successful Bidder. Given that property rentals are not within the core mandate of the DBSA, DBSA is acting as a procurement agent, undertaking procurement on behalf of GPW. DBSA will undertake the procurement process of

behalf of GPW, after which, the required rental agreement will be finalised and entered into between the GPW and appointed service provider directly i.e. GPW will be responsible for contract and payment of the lease. The contract period to be for a period of 5 years.

**Annexure A**

**Pricing Schedule over a 5-year period**

<b>Tendered Price for Lease, inclusive of:</b>		
Assignable Commercial space rental of a 12000m <sup>2</sup> minimum inclusive of all operational costs, Estimated Variable Costs such as maintenance & servicing (Excluding furniture)		
Parking space to be utilized to accommodate a minimum of 100 parking bays		
<b>Item No.</b>	<b>Year</b>	<b>Total tendered amount per year Excl. VAT)</b>
1	Year 1 (A+B)	
2	Year 2	
3	Year 3	
4	Year 4	
5	Year 5	
6	<b>Sub Total (year 1 to 5)</b>	
7	<b>VAT (15%)</b>	
8	TOTAL VALUE CARRIED OVER TO FORM OF OFFER (Total Bid Price – page 42)	

**NB:**

1. The calculations must not be rounded off to the nearest Rand and must reflect the cents. Rounding off affects the rate/m<sup>2</sup> which is the base of the monthly rental levied.

The full contract amount inclusive of Value Added Tax (VAT) must be carried over to the **Total Form of Offer** form in

(Page no.: 42 of this bid document). This is the figure on which the DBSA will adjudicate and apply preference points applicable.

**Refurbishment by GPW**

It should be noted that the successful bidder must permit the client to carry out reconfiguration, repair and upgrade (which is not part of this bid) of the building(s) building after signing a lease agreement, especially as the space needs to be customized or updated to suit the GPW's needs.

**TOTAL FORM OF OFFER EXCLUDING FURNITURE**

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

Rand .....

.....

.....

..... in words);

Rand ..... (in figures).

Signature .....

Name .....

Capacity .....

**\*\*\* failure to complete the pricing schedule in full and fully detailed pricing schedule will result in disqualification of the BID.**

**Annexure B**

**SBD 4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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

<sup>1</sup> 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat

---

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

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



**Annexure C**

**SBD 6.1**

**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**

- 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, Black Ownership, Women, Disability).

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	90
<b>SPECIFIC GOALS</b>	10
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

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

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

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

**80/20**

**or**

**90/10**

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

Where

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Black Ownership	5	

Women	4	
Disability	1	

**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 forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:**.....

**ADDRESS:**.....  
.....  
.....  
.....

**Annexure D**

**SBD-8**

**~~DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES~~**

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

<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.1	<p><del>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?</del>                      (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><del>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</del></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p>		
4.2	<p><del>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)?</del></p> <p><del>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</del></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

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

.....  
~~Signature~~ \_\_\_\_\_ ~~Date~~ \_\_\_\_\_

.....  
~~Position~~ \_\_\_\_\_ ~~Name of Bidder~~ \_\_\_\_\_  
 \_\_\_\_\_

.....  
~~Position~~ \_\_\_\_\_ ~~Name of Bidder~~ \_\_\_\_\_  
 \_\_\_\_\_

## **Annexure E**

### **SBD 9**

#### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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



**SBD-9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
= (Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

- ~~1. I have read and I understand the contents of this Certificate;~~
- ~~2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;~~
- ~~3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;~~
- ~~4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;~~
- ~~5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - ~~(a) has been requested to submit a bid in response to this bid invitation;~~
  - ~~(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and~~
  - ~~(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder~~~~
- ~~6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.~~
- ~~7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - ~~(a) prices;~~
  - ~~(b) geographical area where product or service will be rendered (market allocation)~~
  - ~~(c) methods, factors or formulas used to calculate prices;~~
  - ~~(d) the intention or decision to submit or not to submit, a bid;~~
  - ~~(e) the submission of a bid which does not meet the specifications and conditions of the bid; or~~
  - ~~(f) bidding with the intention not to win the bid.~~~~

- ~~8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.~~
- ~~9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.~~

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

**SBD-9**

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

.....  
~~Signature~~  
~~Date~~

.....  
~~Position Name of Bidder~~

## **Annexure F**

**Bidders are required to include, as Annexure F to their Bids, certified copies of all relevant CIPC or Trust Deed Certificate or Sole Proprietor registration documents listing all members and shareholders with percentages.**

## **Annexure G**

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

## **Annexure H**

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

## **Annexure I**

**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 J**

**[General Conditions of Contract]**

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

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

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

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



**Annexure L**

**Tax Compliant Status and CSD Registration Requirements**

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

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

<b>CSD Registration Number:</b>	
---------------------------------	--



**Annexure N**

**RESOLUTION FOR SIGNATORY**

**A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

“By resolution of the board of directors passed at a meeting held on \_\_\_\_\_

Mr/Ms \_\_\_\_\_, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

Contract No. \_\_\_\_\_

and any Contract which may arise there from on behalf of (Block Capitals)

\_\_\_\_\_  
\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS/HER CAPACITY AS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY: \_\_\_\_\_

WITNESSES:

1. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

2. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**IMPORTANT NOTICE: RESOLUTION TO SIGN**

1. In the event that a resolution to sign is not completed by all directors/ shareholders of the enterprise, the signature of any one of the director or shareholders to this quotation will bind all the directors/ shareholders of the enterprise and will therefore render the quotation valid.
2. In the event that a non-shareholder/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the quotation.
3. In the case of a joint venture or consortium, at least one director/ shareholder of each of the parties need to sign the joint venture or consortium agreement.
4. Furthermore, in the case of a joint venture or consortium at least one director/ shareholder of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

**DECLARATION**

I, THE UNDERSIGNED

NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT.

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

.....  
Signature

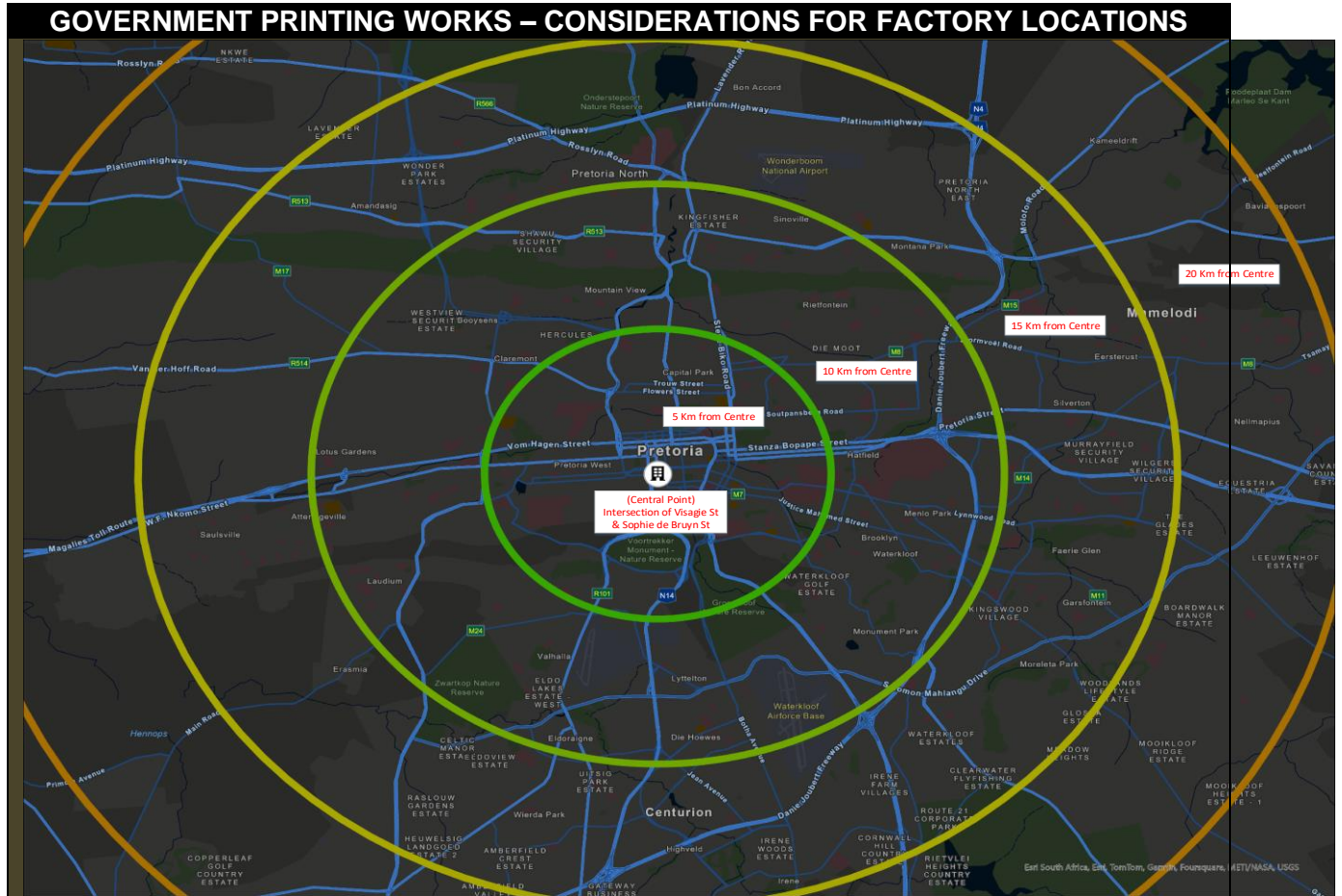
.....  
Date

.....  
Position

.....  
Name of bidder

**Annexure O**

**PROPERTY LOCATION AT CITY OF TSHWANE - GEOGRAPHICAL SCOPE: LIMITED TO A SPECIFIC GEOGRAPHICAL LOCATION WITHIN A 25-KILOMETER RADIUS OF THE VISAGIE STREET PRECINCT.**



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.

Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

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