

**REQUEST FOR QUOTATION**

<b>YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED</b>	
<b>BID NUMBER:</b>	<b>RFQ014/2025</b>
<b>RFQ ISSUE DATE:</b>	<b>Thursday, 03 March 2025</b>
<b>COMPULSORY BRIEFING</b>	<p><b>Tender briefing will be done online via Microsoft teams. Bidders are advised to use the link below to join the briefing session.</b></p> <p><b>Link: <a href="#">COMPULSORY BRIEFING SESSION LINK</a></b></p> <p>07 April 2025 @10H00 (Johannesburg time)</p>
<b>CLOSING DATE AND TIME:</b>	<b>Thursday, 17 April 2025 @ 23H55pm</b>
<b>RFQ VALIDITY PERIOD</b>	<b>90 DAYS</b>
<b>DESCRIPTION</b>	APPOINTMENT OF A SERVICE PROVIDER TO COORDINATE THE DEVELOPMENT OF THE CEO ENDORSEMENT REQUEST DOCUMENT FOR THE N'ZI NATURE RESERVE CONSERVATION PROJECT TO BE IMPLEMENTATED IN CÔTE D'IVOIRE (GEF ID 9492).
<b>ELECTRONIC BID SUBMISSIONS</b>	<ol style="list-style-type: none"> <li>1. Bidders are advised to request submission link and all other enquiries to <a href="mailto:LihleSCM@dbsa.org">LihleSCM@dbsa.org</a> – ONLY</li> <li>2. No tender submission link requests and any queries will be accepted after <b>16h00 on 14 April 2025</b>. Any requests after the stipulated date and time will be disregarded.</li> <li>3. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically.</li> </ol>
<b>TENDER TECHNICAL AND GENERAL QUERIES</b>	<b>E-mail address: <a href="mailto:lihlescm@dbsa.org">lihlescm@dbsa.org</a></b>
<b>COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS</b>	<b>E-mail address: <a href="mailto:scmqueries@dbsa.org">scmqueries@dbsa.org</a></b>

Bidders must acknowledge receipt of this RFQ on the above contact details. NB: All enquiries regarding this RFQ must be forwarded to the stated email address above within the day after the RFQ has been issued. No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. DBSA however reserves the right to clarify any information with any bidder regarding their response to this RFQ. All responses must be submitted to the above-mentioned address at the time specified.



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

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		ORIGINAL STATUS LEVEL SWORN AFFIDAVIT	B-BBEE	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[AN ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS PLEASE COMPLETE AS PER SECTION 3 OF THE TERMS AND CONDITIONS BELOW</b>					

## TERMS AND CONDITIONS FOR BIDDING

### 1. RFQ SUBMISSION

- a. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- b. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
- c. 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.
- d. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
- e. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
- f. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
- g. IF THE BIDDER'S SUBMISSION OF A QUOTATION IS SUCCESSFUL, THE DBSA SHALL APPOINT THE BIDDER TO EXECUTE OR PROVIDE THE REQUIRED SERVICES OR GOODS. WHERE NO FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE SUCCESSFUL BIDDER, THE DBSA SHALL PLACE A PURCHASE ORDER WITH THE BIDDER AND THE AFORESAID GENERAL CONDITIONS OF CONTRACT SHALL APPLY TO ANY SUBSEQUENT PURCHASE ORDER. IN THE EVENT THAT A FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE BIDDER, THE PARTIES SHALL EXECUTE A SERVICE CONTRACT AND THEREAFTER THE DBSA SHALL PLACE A PURCHASE ORDER.
- h. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.
- i. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
- j. ANY BIDDER WHO HAS REASONS TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON ANY SPECIFIC BRAND MUST INFORM DBSA IN WRITING BEFORE THE RFQ CLOSING DATE. IT SHOULD HOWEVER, BE NOTED THAT DBSA RESERVES THE RIGHT TO ISSUE BRAND SPECIFIC SPECIFICATIONS "EQUIVALENT" / REQUIREMENTS TENDER.
- k. BIDDERS ARE REQUIRED TO COMPLETE ANNEXURE B FOR ALL PRICE QUOTATIONS EXCEEDING THE VALUE OF R30 000 (VAT INCLUDED) AND ATTACH TO THE FUNCTIONAL/TECHNICAL PROPOSAL WHERE THE TENDERING PROCESS WILL USE A ONE ENVELOPE SYSTEM.
- l. BIDDERS ARE ALSO REQUIRED TO COMPLETE AND SIGN ALL DECLARATIONS AS PART OF THE RFQ DOCUMENTATION PACK THE STANDARD BIDDING DOCUMENTS (SBD) PRESCRIBED BY THE NATIONAL TREASURY ATTACHED AS ANNEXURE C.

- m. THE SUCCESSFUL BIDDER WILL BE THE BIDDER THAT SCORES THE HIGHEST NUMBER OF POINTS IN THE PRICE AND PREFERENCE EVALUATION, UNLESS THE DBSA EXERCISES ITS RIGHT TO CANCEL THE RFP, IN LINE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.
- n. ALL PRICES MUST BE QUOTED IN SOUTH AFRICAN RAND (ZAR)
- o. THE COST OF MARKETING AND ADVERTISING, AND OTHER CHARGES MUST BE INCLUDED IN THE TOTAL PRICE QUOTED, IF THESE ITEMS ARE REQUESTED AS PART OF THE DBSA COST TEMPLATE / MODEL OF THIS RFQ. BIDDERS SHOULD UNDER NO CIRCUMSTANCES INCLUDE ANY ADDITIONAL COST ELEMENTS WHICH HAVE NOT SPECIFICALLY BEEN REQUESTED FOR AS PART OF THIS RFQ. IF ADDITIONAL ITEMS ARE SUGGESTED BY ANY BIDDER, THEN THESE ITEMS MUST BE SEPARATELY SPECIFIED WITH A CLEAR MOTIVATION OF WHY THESE ADDITIONAL ITEMS MAY BE REQUIRED. IT SHOULD ALSO BE FURTHER STATED WHETHER THE WORKABILITY OF THE SOLUTION PROPOSED IS DEPENDENT ON SUCH ADDITIONAL ITEMS OR NOT.
- p. BIDDERS ARE ALSO REQUESTED TO SEPARATELY PROVIDE A DETAILED COST BREAKDOWN OF ALL ITEMS TO BE PROVIDED AS PART OF THEIR RESPONSE TO THIS RFQ, WHICH CLEARLY DEPICTS THE ITEM DESCRIPTION (BRAND NAME, PRODUCT CODE) AND ASSOCIATED QUANTITIES. FAILURE TO PROVIDE THIS INFORMATION WILL INVALIDATE THE RFQ RESPONSE ON THE BASIS OF INCOMPLETENESS. THE TOTAL COST OF THE RFQ RESPONSE BASED ON THE DBSA COST TEMPLATE / MODEL SHOULD EXACTLY MATCH THE TOTAL COST OF THE DETAILED COST BREAKDOWN. IN THE EVENT OF ANY DISCREPANCIES, THEN THE HIGHER AMOUNT OF THE 2 DOCUMENTS WILL BE USED AS BASIS FOR THE PRICE EVALUATIONS OF THIS RFQ RESPONSE.

## **2. TAX COMPLIANCE REQUIREMENTS**

1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
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.
4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
6. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

## **3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

8. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES   
NO
9. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES   
NO

10. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
11. 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.

#### 4. COMPLIANCE REQUIREMENTS

1. All BIDDER MUST SUBMIT THEIR ORIGINAL AND VALID BBBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY OR ORIGINAL SWORN AFFIDAVIT THEREOF, SUBSTANTIATING THEIR BBBEE STATUS.
2. THE SUBMISSION OF SUCH CERTIFICATES MUST COMPLY WITH THE REQUIREMENTS OF INSTRUCTIONS AND GUIDELINES ISSUED BY THE NATIONAL TREASURY AND MUST BE IN ACCORDANCE WITH THE APPLICABLE NOTICES PUBLISHED BY THE DEPARTMENT OF TRADE AND INDUSTRY IN THE GOVERNMENT GAZETTE.

#### 5. PRE-QUALIFICATION CRITERIA

- a. THE FOLLOWING PRE-QUALIFYING CRITERIA WILL BE APPLIED, BIDDERS WHO DO NOT MEET ALL OF THE PRE-QUALIFYING CRITERIA WILL NOT BE EVALUATED FURTHER:

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1.	Adherence in submitting Tender as two stage envelopes (Functionality & Price in the case of Functionality requirement)	Pre-Qualifier	Y
2.	Attendance Register of the Compulsory Briefing Session attended by the Tenderer.	Pre-Qualifier	Y

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

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
4	Standard conditions of tender as required.	48 Hours	Y
5	Returnable documents completed and signed.	48 Hours	Y
6	Submission of Proof of Registration with National Treasury Central Supplier Database (CSD) Summary Report or A Valid and Active Tax Compliance Status Pin issued by SARS for Tax Compliance Status Verification: N.B - Bidder must be fully registered & tax compliant to do business with the DBSA.	48 Hours	Y

#### 6. FUNCTIONAL EVALUATION

Refer to page 15 to 16 for detailed functional evaluation criteria

#### 7. PRICE AND PREFERENCE EVALUATION

a. THIS RFQ WILL BE EVALUATED IN TERMS OF THE 80/20 PREFERENCE POINT SYSTEM PRESCRIBED BY THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 AS AMENDED. THE ALLOCATION OF POINTS WILL BE AS FOLLOWS:

PRICE	80
Specific Goals	20
TOTAL	100 POINTS

**8. REASONS FOR DISQUALIFICATION**

a. DBSA RESERVES THE RIGHT TO DISQUALIFY ANY BIDDER WHICH DOES ANY ONE OR MORE OF THE FOLLOWING:

- i. BIDDERS WHO SUBMITTED INCOMPLETE INFORMATION AND DOCUMENTATION ACCORDING TO THE REQUIREMENTS OF THIS RFQ;
- ii. BIDDERS WHO SUBMITTED INFORMATION THAT IS FRAUDULENT, FACTUALLY UNTRUE OR INACCURATE, FOR EXAMPLE MEMBERSHIPS THAT DO NOT EXIST, BEE CREDENTIALS, EXPERIENCE, ETC.;
- iii. BIDDERS WHO RECEIVED INFORMATION NOT AVAILABLE TO OTHER VENDORS THROUGH FRAUDULENT MEANS; AND/OR
- iv. BIDDERS WHO DO NOT COMPLY WITH ANY OTHER *REQUIREMENTS* AS STIPULATED IN THIS RFQ DOCUMENT.
- v. BIDDERS WHO SUBMIT RESPONSE AFTER THE STIPULATED SUBMISSION DATE AND TIME.

**9. RIGHT TO CANCEL**

DBSA RESERVES THE RIGHT TO CANCEL OR REJECT ANY QUOTE AND NOT TO AWARD THE RFQ TO THE LOWEST BIDDER OR AWARD PARTS OF THE RFQ TO DIFFERENT BIDDERS, OR NOT TO AWARD THE RFQ AT ALL.

**10. DECLARATION BY BIDDER**

I, \_\_\_\_\_ THE \_\_\_\_\_ UNDERSIGNED  
(NAME).....CERTIFY THAT:

- 1. I HAVE READ, UNDERSTOOD AND UNCONDITIONALLY ACCEPT THE CONDITIONS OF THIS RFQ.
- 2. I HAVE SUPPLIED THE REQUIRED INFORMATION AND THE INFORMATION SUBMITTED AS PART OF THIS RFQ IS TRUE AND CORRECT.

.....  
**SIGNATURE OF BIDDER**

**CAPACITY UNDER WHICH THIS BID IS SIGNED:**

.....  
**(PROOF OF AUTHORITY MUST BE SUBMITTED E.G. COMPANY RESOLUTION)**

**DATE:** .....

# TERMS OF REFERENCE (TOR)

## STRENGTHENING THE ECOLOGICAL AND ECONOMIC FUNCTIONS OF CRITICAL BIODIVERSITY HABITATS OF THE N'ZI VOLUNTARY NATURE RESERVE. GEF ID – 11810.

*Terms of reference for the appointment of a service provider to draft a CEO endorsement request document for a project to be implemented in Cote d'Ivoire*

### 1. BACKGROUND

The Development Bank of Southern Africa (DBSA), an accredited agency of the Global Environment Facility (GEF), is preparing a CEO Endorsement Request for the N'Zi Nature Reserve Conservation Project in Côte d'Ivoire. The project aims to conserve biodiversity, promote sustainable livelihoods through ecotourism, and enhance climate resilience, contributing to both national and global environmental goals. The CEO Endorsement Request is a critical document required for GEF Council approval and must adhere to GEF guidelines, ensuring the project aligns with its biodiversity, climate resilience, and sustainability priorities. DBSA seeks a qualified service provider to lead the development of this document, incorporating technical inputs, stakeholder feedback, and compliance with GEF requirements.

### 2. PROJECT OVERVIEW

The 'Strengthening the Ecological and Economic Functions of Critical Biodiversity Habitats of the N'ZI Voluntary Nature Reserve' project in Côte d'Ivoire is designed to create a sustainable and replicable conservation model by integrating community engagement and ecotourism within the management of 36,700 hectares in the Gbêkê region. The initiative focuses on biodiversity enhancement through improved habitat management, capacity building and the promotion of sustainable livelihoods for Indigenous Peoples and Local Communities (IPLCs). Structured around three key pillars—improved management of critical habitats, ecotourism investment, and capacity building—the project addresses both environmental and socio-economic challenges. It aims to introduce a paradigm shift in conservation practices, emphasizing ecological integrity, social inclusion, and gender equality through leveraging the Global Biodiversity Framework Fund (GBFF) resources.

The project is structured through three components:

**i) COMPONENT 1: Improved Management of Critical Habitats:**

The project will focus on protecting and restoring degraded ecosystems that support endangered species such as the Colobuses monkeys, that have been lost due to habitat destruction and poaching. Specific actions include forest regeneration, the establishment of wildlife corridors to facilitate species movement, and strengthening anti-poaching initiatives to protect biodiversity. The



involvement of the Baoulé tribe in managing and overseeing these activities will ensure that local knowledge is embedded in habitat management strategies.

**ii) COMPONENT 2: Ecotourism Investment and Community Empowerment:**

To ensure the long-term sustainability of conservation efforts, the project will develop an innovative, community-led ecotourism model that fully integrates the Baoulé tribe and other local communities as essential partners in both the design and implementation of ecotourism ventures. This model will focus on the creation of eco-tourism infrastructure, including wildlife safaris, bird-watching tours, and cultural immersion experiences that celebrate the region's rich biodiversity and cultural heritage. These activities will be designed to attract both international and local tourists, establishing ecotourism as a vital, sustainable source of income for the communities, with particular attention to empowering women, youth, and Indigenous Peoples, while also promoting awareness and support for conservation. These mechanisms will enable traditionally marginalized groups to take a more active role in the local economy and benefit directly from conservation-driven economic opportunities. Various innovative financial instruments and mechanisms will be explored such as in particular the concept of biodiversity credits. Guidelines for various levels of government will be drafted to support the establishment of appropriate legislative frameworks to enable implementation of innovative financial instruments for the country.

The project will establish a financial mechanism to catalyze ecotourism investment opportunities, creating a platform to attract mainstream funding from both public and private sector sources. This financial mechanism will serve as a foundation for scaling up ecotourism ventures into bankable, revenue-generating projects, designed to ensure long-term financial viability. As part of this approach, the project will implement a community-led demonstration project, showcasing how ecotourism can provide economic incentives for conservation while simultaneously enhancing local livelihoods.

**iii) COMPONENT 3: Capacity Building and Knowledge management:** A comprehensive capacity-building program will be rolled out to empower IPLCs, including the Baoulé community, by enhancing their skills in natural resource management, biodiversity monitoring, and sustainable livelihood practices. Training programs will be designed to strengthen community governance, leadership, and gender equity, with a focus on ensuring that both men and women have equal opportunities to participate in and benefit from conservation and development activities. This component will promote conservation education and raise awareness about the importance of protecting biodiversity.

A key feature of the project is the active participation of IPLCs at various levels. They will be involved during project design phase and be involved as implementing partners, helping to carry out on-the-ground activities, and as members of the steering committee, ensuring their voices shape decision-making processes. This inclusive approach enhances the project's relevance and effectiveness by embedding traditional knowledge and local perspectives into conservation

strategies. The project is a benchmark for integrating traditional conservation methods with innovative financial mechanisms and community-driven approaches. It represents a new model for environmental protection in Côte d'Ivoire, grounded in the concept of Voluntary Nature Reserves (VNRs). This model formalizes the involvement of IPLCs, non-state actors, and adaptive management strategies to safeguard fragile ecosystems and threatened species, while simultaneously fostering local economic development.

## **2. OBJECTIVES**

The objective of this consultancy is to deliver a GEF CEO Endorsement Request document, including all mandatory annexes, in alignment with GEF guidelines and the project's objectives, while ensuring that biodiversity, social inclusion, and innovative financing mechanisms are appropriately emphasized.

## **3. SCOPE OF WORK**

The DBSA seeks to engage a service provider who will conduct the required research, engage relevant stakeholders, and draft the GEF CEO Endorsement Request document and relevant annexes. The consultant will undertake the following tasks:

### **3.1 Review and Analysis**

The consultant will conduct a comprehensive review and analysis to ensure the project is robust, aligns with GEF requirements, and contributes effectively to Côte d'Ivoire's national and global biodiversity objectives. This will include:

#### **a) In-depth Review of Key Project Documentation:**

- GEF-approved Project Identification Form (PIF): Analyze the PIF to ensure alignment with GEF focal areas, objectives, and core indicators.
- National Biodiversity Strategies and Action Plans (NBSAPs): Assess how the project aligns with Côte d'Ivoire's biodiversity priorities and commitments under the Convention on Biological Diversity (CBD).
- Aichi Biodiversity Target 11 Country Dossier: Review specific country commitments related to protected area coverage, effective management, and biodiversity outcomes.
- Côte d'Ivoire Government Policy and Supporting Documents: Examine relevant national policies, strategies, and legal frameworks, including those addressing biodiversity conservation, climate adaptation, and sustainable development.
- Baseline Data and Technical Reports: Evaluate existing data, feasibility studies, and technical analyses to establish the project's foundation and identify any gaps.
- Emerging good practice work across Africa on innovative financial instruments especially bio credits and how these could apply to Côte d'Ivoire
- Emerging good practice work on protected area management that is pertinent to the context of the project

#### **b) Compliance with GEF Guidelines:**

- Analyze GEF guidelines, policies, and templates to ensure the project aligns with the required structure, content, and objectives, including its contribution to global environmental benefits.

#### **c) Alignment with Country and Global Targets:**

- Assess how the project supports Côte d'Ivoire's national targets (e.g., 30x30 initiative and SDG goals) and complements other biodiversity conservation and climate resilience projects in the country. Identify opportunities for synergy and collaboration with ongoing initiatives.

#### **d) Gap Analysis:**

Conduct a detailed gap analysis to identify missing or underdeveloped elements in the project's design, such as:

- Data insufficiencies or baseline gaps.
- Weaknesses in the integration of gender, Indigenous Peoples, or local community considerations.
- Gaps in financial sustainability and innovative financing mechanisms.
- Areas requiring additional stakeholder engagement or technical refinement.

### **3.2 Stakeholder Engagement:**

Organize and lead participatory workshops, targeted interviews, and focus groups to gather diverse perspectives and inputs from stakeholders. Ensure these engagements foster alignment with project goals and encourage collaborative decision-making. Record and consolidate insights, feedback, and recommendations from all stakeholder consultations. Ensure their contributions are effectively integrated into the CEO Endorsement Request to reflect inclusive participation and align with GEF guidelines. Actively involve key stakeholders including the following stakeholders to ensure the project's objectives are informed by local expertise, priorities, and policies:

- **DBSA project teams:** Ensure alignment with DBSA's strategic goals, operational frameworks, and reporting requirements.
- **N'Zi Wildlife Conservation Foundation:** Incorporate insights from the primary executing agency on biodiversity conservation and community engagement.
- **Côte d'Ivoire's Ministry of Environment and Sustainable Development:** Align project activities with national biodiversity strategies, environmental regulations, and climate resilience goals.
- **Indigenous Peoples and Local Communities (IPLCs):** Facilitate meaningful participation from traditional custodians and communities, ensuring their knowledge, priorities, and cultural practices are central to project design and implementation.

- **Ministry of the Family, Women, and Children:** Integrate gender-sensitive strategies and ensure the project addresses the needs, rights, and empowerment of women and children in the region.

### **3.3 Document Development:**

The service provider will be responsible for developing a comprehensive and GEF-compliant CEO Endorsement Request document that aligns with the project's objectives, GEF guidelines, and Côte d'Ivoire's strategic priorities. This will include the following key components:

#### **i) Drafting the CEO Endorsement Request Document**

The document will incorporate the following critical sections:

##### **a) Project Justification:**

- Provide a clear and compelling rationale for the project, emphasizing its necessity in addressing biodiversity conservation and climate resilience challenges.
- Demonstrate alignment with GEF goals, including global biodiversity and climate objectives, and Côte d'Ivoire's National Biodiversity Strategies and Action Plan (NBSAP).
- Highlight the anticipated environmental, socio-economic, and community-level benefits, including contributions to global environmental benefits (GEBs).

##### **b) Project Framework:**

- Offer a detailed description of project components, expected outcomes, and key deliverables.
- Ensure the framework aligns with national priorities and leverages innovative financing mechanisms, community engagement, and ecotourism models.

##### **c) Results Framework:**

- Develop SMART (Specific, Measurable, Achievable, Relevant, Time-bound) indicators that are aligned with GEF core indicators.
- Specify mid-term and final targets, ensuring they reflect measurable progress toward biodiversity, climate, and socio-economic goals.

##### **d) Monitoring and Evaluation (M&E) Framework:**

- Define clear processes, tools, and responsibilities for monitoring project performance and outcomes.
- Establish mechanisms for adaptive management based on evaluation results, including periodic reviews, reporting schedules, and stakeholder consultations.

##### **e) Financial Plan:**

- Provide a comprehensive and transparent budget, detailing all financial resources, including GEF funding and co-financing contributions from stakeholders such as DBSA, the N'Zi Wildlife Conservation Foundation, and the government of Côte d'Ivoire.
- Include cost estimates for implementation, monitoring, capacity building, and stakeholder engagement activities.

**f) Gender Action Plan:**

- Integrate gender-disaggregated data, ensuring project activities promote equitable access to resources and participation for men and women.
- Outline strategies to empower women, youth, and other vulnerable groups, particularly in conservation and ecotourism initiatives.
- Specify gender-sensitive indicators to monitor progress and impacts.

**g) Environmental and Social Safeguard Plan:**

- Identify potential environmental and social risks, including habitat restoration challenges, community displacement concerns, or increased tourism impacts.
- Propose mitigation measures that adhere to international best practices, including DBSA and GEF safeguard standards.

**ii) Development of Mandatory Annexes**

Prepare all required annexes to support the CEO Endorsement Request, ensuring thoroughness and alignment with GEF standards. Annexes will include but are not limited to:

- Stakeholder Engagement Report:** Document the consultations held, detailing contributions from DBSA, the N'Zi Wildlife Conservation Foundation, Côte d'Ivoire's ministries, and IPLCs.
- Gender Analysis:** Provide a detailed assessment of gender-specific challenges, opportunities, and interventions integrated into the project.
- Capacity-Building Plan:** Outline the capacity-building programs for IPLCs, project staff, and key stakeholders to ensure effective implementation.
- Baseline Studies and Data:** Include foundational data and findings from feasibility studies, biodiversity assessments, and technical reviews.
- Results Framework Annex:** Provide expanded details of the logical framework, including risks, assumptions, and alignment with GEF and DBSA core targets and indicators as well as all other relevant targets and indicators for a project of this nature covering gender, social, institutional, financial and biodiversity aspects .

**3.4 Quality Assurance**

Address comments and revisions from DBSA internal committees, the GEF Secretariat, and other relevant entities. Ensure compliance with GEF templates, formatting, and submission protocols. Validate the final document against GEF's technical and procedural requirements.

The service provider will appoint an independent review panel of 2 or more people to review all documentation and provide inputs into each of the 4 draft deliverable reports as outlined below before such reports are finalised. The independent review panel will be agreed upon by the project proponent, DBSA and the service provider prior to the inception report being completed. At least 10 days each of both panel reviewers time must be budgeted for and one site visit.

#### 4. DELIVERABLES AND TIMELINES

#	Deliverable	Description	Timeline
1	Inception Report	Work plan, methodology, timeline, and consultant's approach to deliverables.	2 weeks after contract signing
2	Draft CEO Endorsement Request	Initial draft covering all sections and annexes for stakeholder review and input.	10 weeks after contract signing
3	Revised CEO Endorsement Request	Updated draft incorporating stakeholder feedback and addressing identified gaps	2 weeks after contract signing
4	Final CEO Endorsement Request	Submission-ready document addressing comments from GEF Secretariat and DBSA's internal reviews.	2 weeks after contract signing

#### 5. REQUIRED QUALIFICATIONS AND EXPERIENCE

The consultant must meet the following criteria:

##### 5.1 Education:

- Advanced degree in environmental science, natural resource management, climate finance, or a related field.

##### 5.2 Experience:

- Minimum of 10 years in biodiversity conservation, climate adaptation, and sustainable financing.
- Proven experience in drafting successful GEF CEO Endorsement Requests or similar documents.

- Expertise in innovative financing models (e.g., biodiversity and carbon credits) and sustainable development strategies and associated legislative frameworks.
- Familiarity with GEF policies, guidelines, and project cycles.

### 5.3 Skills:

- Strong writing, analytical, and presentation skills.
- Proficiency in gender-sensitive project planning
- Proficiency in Development Results ( M&E) frameworks.
- Experience working with diverse stakeholders, including IPLCs, government ministries, and private sector
- Ability to work independently under tight deadlines.
- Proficiency in dealing with conservation in Protected Areas
- Proficiency in dealing with innovative financial instruments.
- Proficiency in community based natural resource initiatives

## 6. EVALUATION CRITERIA

Only bidders who score 70 points and above (out of a possible 100) during the functional evaluation will qualify for second-stage valuation.

Functional criteria:

Description	Scoring Criteria	Score	Weighting
<b>Methodology</b>	<b>Bidder will provide methodology on how the project will be delivered.</b>		<b>10</b>
	<ul style="list-style-type: none"> <li>- <b>Excellent:</b> Comprehensive, detailed and aligned with the project objectives.</li> <li>- <b>Good:</b> Methodology addresses most aspects but lacks some detail or alignment.</li> <li>- <b>Poor:</b> Methodology is generic and lacks sufficient detail or alignment.</li> </ul>	<p><b>10</b></p> <p><b>5</b></p> <p><b>0</b></p>	
<b>Team expertise</b>	<b>Team educational background and expertise</b>		<b>30</b>
	<p><b>Excellent:</b></p> <ul style="list-style-type: none"> <li>- A diverse range of skills including Master's degree or higher in relevant fields plus a minimum 10 years of relevant experience; proven track record with successful GEF or similar projects. (e.g., environmental science, community based natural resource management, );</li> <li>- Minimum 10 years of demonstrable experience in innovative financial instrument development and implementation in conservation-based projects</li> <li>- Proven experience in developing biodiversity and ecological conservation projects relevant to a project of this nature</li> </ul>	<p><b>30</b></p> <p><b>20</b></p>	

Description	Scoring Criteria	Score	Weighting
Methodology	<b>Bidder will provide methodology on how the project will be delivered.</b>		10
	<p><b>Good:</b> Service Provider fulfils only 2 of the above requirements: <b>Score 20</b></p> <p><b>Poor:</b> Service Provider meets only 1 of the 3 requirements. <b>Score: 10</b></p> <p><b>Insufficient:</b> Service Provider does not meet any of the above requirements. <b>Score 0</b></p> <p><i>Detailed CVs of key team members demonstrating qualifications and experience</i></p>	10 0	
GEF Project Experience	<b>Demonstrated experience in preparing GEF CEO Endorsement Request documents:</b>		35
	<p><b>Excellent:</b></p> <ul style="list-style-type: none"> <li>- Service Provider has extensive experience preparing GEF documents with at least one successful CEO Endorsement Request; strong knowledge of GEF policies, gender mainstreaming, and templates.</li> <li>- Knowledge of GEF policies (including gender mainstreaming) and requirements and preparation of at least one successful proposal for GEF CEO Endorsement/Approval <b>Score: 35</b></li> </ul> <p><b>Good:</b> Service Provider has experience with climate change adaptation projects, however, limited GEF experience. <b>Score 15</b></p> <p><b>Poor:</b> There is no demonstration of GEF experience: <b>Score 0</b></p>	35  15 0	
References	<b>The bidder should provide 2 reference letters with contacts, clearly demonstrating involvement in climate mitigation/adaptation and GEF funded projects.</b>		15
	<p><b>Excellent:</b> Reference letters demonstrating involvement of Service Provider in GEF funded mitigation projects. <b>Score: 15</b></p> <p><b>Good:</b> Only 1 letter demonstrating involvement in either mitigation or GEF funded project. <b>Score: 5</b></p> <p><b>Poor:</b> Service Provider does not have letters of reference that are relevant to climate mitigation or GEF projects. <b>Score 0</b></p>	15 5 0	
<b>Totals</b>			100
<b>Threshold</b>			70

## 6. REPORTING AND COORDINATION

The Service Provider will report to the DBSA GEF Coordinator and work closely with DBSA's GEF team and stakeholders to ensure timely delivery of outputs.



## 7. BUDGET

The service provider is required to provide a detailed financial proposal, including all costs associated with the deliverables, travel (if required), and any other expenses. All costs, including tax, must be included in the quoted amount.

## 8. PROPOSAL SUBMISSION REQUIREMENTS

Interested service providers must submit:

- Technical Proposal: Understanding of the ToR. Description of the Proposed methodology, work plan, and timeline.
- Financial Proposal: Detailed cost breakdown for deliverables.
- Curriculum Vitae: Highlighting relevant team qualifications and experience.
- References: Contact details and letters from at least two clients on similar assignments.

## 9. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Weighting</b>
Methodology and Approach	20%
Relevant Expertise and Experience	40%
Proven Track Record with GEF	30%
References and Supporting Evidence	10%

Proposals must score a minimum of 70% to qualify for further consideration.

## ANNEXURE A

### PRICING SCHEDULE

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

#### 1. Fees and Assumptions

#### FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

#### FORM OF OFFER

#### THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

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

**RFQ014/2025 – APPOINTMENT OF A SERVICE PROVIDER TO COORDINATE THE DEVELOPMENT OF THE CEO ENDORSEMENT REQUEST DOCUMENT FOR THE N'ZI NATURE RESERVE CONSERVATION PROJECT TO BE IMPLEMENTATED IN CÔTE D'IVOIRE (GEF ID 9492).**

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

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF ALL TAXES IS

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

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

**Signature(s)** \_\_\_\_\_

**Name(s)** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**For the**  
***Tenderer***  
\_\_\_\_\_  
**(Name and address of organisation)**

**Name and**  
**signature of**  
**witness**                      \_\_\_\_\_ **Date**                      \_\_\_\_\_

## 1. PRICING SCHEDULE

Description	No. of hours	Hourly rate	Total
Inception Report			
Draft CEO Endorsement Request and supporting documents			
Final CEO Endorsement Request and supporting documents			
Close-out Report			
Sub-Total			
VAT @ 15%			
Total			

**BIDDER'S DISCLOSURE**

**a. 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.

**b. 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

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 they are bidding for this contract? **YES/NO**

- If so, furnish particulars:

---

<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.

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

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

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

.....  
Signature

.....  
Date

---

<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.

.....  
Position

.....  
Name of bidder

**SBD 6.1**

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

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

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

• **GENERAL CONDITIONS**

- The following preference point systems are applicable to all bids:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- - a) The value of this bid is estimated **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
  - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender
- Points for this bid shall be awarded for:
  - i. Price; and
  - ii. B-BBEE Status Level of Contributor.
- The maximum points for this bid are allocated as follows:

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

- Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser.



- **DEFINITIONS**

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

- **POINTS AWARDED FOR PRICE**

- **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

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

$P_t$  = Price of bid under consideration

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

- **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

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

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

- **BID DECLARATION**

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

- **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

- B-BBEE Status Level of Contributor:           .       =       .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

- **SUB-CONTRACTING**

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

*(Tick applicable box)*

YES		NO	
-----	--	----	--

- If yes, indicate:

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

**(Tick applicable box)**

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

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

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

• **DECLARATION WITH REGARD TO COMPANY/FIRM**

- Name of company/firm:.....
- VAT registration number:.....
- Company registration number:.....

○ **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

○ **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

○ COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

○ I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- 1.1. disqualify the person from the bidding process;
- 1.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- 1.3. 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;
- 1.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- 1.5. forward the matter for criminal prosecution.

WITNESSES
• .....
• .....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....

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

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

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

- I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) ..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
- The following documents shall be deemed to form and be read and construed as part of this agreement:
  - Bidding documents, viz
    1. Invitation to bid;
    2. Tax clearance certificate;
    3. Pricing schedule(s);
    4. Technical Specification(s);
    5. Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    6. Declaration of interest;
    7. Declaration of bidder's past SCM practices;
    8. Certificate of Independent Bid Determination
    9. Special Conditions of Contract;
      - General Conditions of Contract; and
      - Other (specify)
- I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

WITNESSES	
1	.....
a)	.....
DATE: .....	

DATE .....

**SBD 7.1**

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

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

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

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

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES
• .....
• .....

WITNESSES
• .....
• .....

## 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. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

4.2	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)? <b>e Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**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**



**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. disregards 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. cancels 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.
- 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.
  - To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

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

(Name of Bidder)

- I have read and I understand the contents of this Certificate;
- I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 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;
- 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
- 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.
- Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
  - prices;

- 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.
- 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.
  - 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**

- 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

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

**Where Applicable, Bidders are required to include, as Annexure H to their Bids, supporting documents to their responses to the Pre- Qualifying Criteria.**

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

**TAX COMPLIANT STATUS AND CSD REGISTRATION REQUIREMENTS**

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

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

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

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