REQUEST FOR PROPOSALS

YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED	
BID NUMBER:	**RFP213/2026**
COMPULSORY BRIEFING SESSION DETAILS:	**26 November 2026 at 10:00am Compulsory Briefing Session Meeting Registration Link**
CLOSING DATE:	**09 December 2026**
CLOSING TIME:	23:55
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	120days *The tender offer validity period is 120 calendar days from the closing time for submission of Tenders. A tenderer's non-acceptance of subsequent validity extensions will result in the tenderer's exclusion from the process, whilst the process will continue to conclusion.*
DESCRIPTION OF BID:	**Procurement of an Online Declaration System**
BID DOCUMENTS ELECTRONIC SUBMISSION:	**ELECTRONIC SUBMISSIONS** **INSTRUCTIONS:** ➢ Bidders are required to submit written requests for clarification via e-mail to **davidscm@dbsa.org** **ONLY,** quoting the RFP Number on the subject of the e-mail. This must be done three (3) working days befo closing day of the bid including request for submission link. ➢ Bidders will thereafter receive a OneDrive Link to upload their submission documents electronically. ➢ Written requests for clarification will be considered up to and including **04 December 2026 16:30** Johannesburg time. Requests received after this date may not be attended to. ➢ Any requests after the stipulated date and time may be disregarded. **NB: Electronic submission is encouraged for all bidders interested in this tender.** **Closing date of this RFP213/2026 is 09 December 2026 before 23:55.** **No physical bids will be received or accepted at the DBSA offices**
NAME OF BIDDER:	
CONTACT PERSON:	
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	



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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: **RFP213/2026**

DESCRIPTION: Procurement of an Online Declaration System

COMPULSORY BRIEFING: **26 November 2026 at 10:00am**

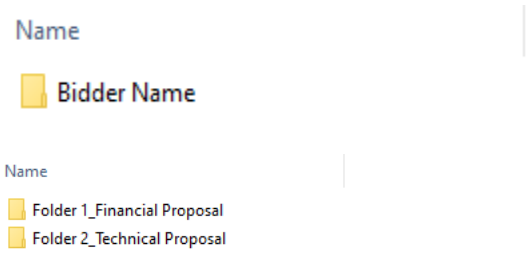
COMPULSORY BRIEFING LINK **Compulsory Briefing Session Meeting Registration Link**

Time: 10:00 Johannesburg time **(Microsoft Teams)**

Closing time for the OneDrive Link submissions – 09 December 2026

CLOSING DATE: **09 December 2026**

CLOSING TIME: 23:55



a) It remains the bidder's responsibility to ensure that the bid submission is uploaded using the correct bidder document and tender link.

b) Should a bidder encounter an issue with the system, the bidder must provide sufficient evidence as proof of attempting to upload their submission before the cut-off time and the error received.

c) Faxed or emailed bids will not be accepted; only an electronic submission received via the link will be accepted.

d) It is therefore the responsibility of the bidder to request a link to participate.

e) The DBSA assumes no responsibility if a Bidder's designated email address is not correct, or if there are technical challenges, including those with the Bidder's computer, network, or internet service provider (ISP).

BID SUBMISSION LINK REQUESTS:

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

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

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED). BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.				
NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:				
POSTAL ADDRESS:				
STREET ADDRESS:				
CONTACT PERSON (FULL NAME):				
EMAIL ADDRESS:				
TELEPHONE NUMBER:				
FAX NUMBER:				
BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED? **[TICK APPLICABLE BOX]**	**YES**		**NO**	

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

IF YES, WHO ISSUED THE CERTIFICATE?				
REGISTERED WITH THE NATIONAL TREASURY CSD **[TICK APPLICABLE BOX]**	**YES**		**NO**	
CSD REGISTRATION NUMBER				
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS				

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME TO THE LINK PROVIDED. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

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

1.3. SOUTH AFRICAN BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED BY BIDDING INSTITUTION.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS) MUST BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

2. TAX COMPLIANCE REQUIREMENTS

2.1 ALL BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS IN THEIR COUNTRY OF RESIDENCE.

2.2 SOUTH AFRICAN BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 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.

2.4 SA BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER (TAX COMPLIANCE) IN ACCORDANCE WITH APPLICABLE LEGISLATION IN THEIR COUNTRY OF RESIDENCE.

2.6 WHERE SA BIDDERS HAVE NO TCS AVAILABLE BUT ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

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

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

PART C

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions:

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

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

YES	NO	
☐	☐	One original Bid document in separate folders; Folder 1 - for Pre-Qualifying Criteria and Functional Evaluation and Folder 2 - Price / Financial Proposal – Electronic submission
☐	☐	**Part A:** Invitation to Bid
☐	☐	**Part B:** Terms and Conditions of Bidding
☐	☐	**Part C:** Checklist of Compulsory Returnable Schedules and Documents
☐	☐	**Part D:** Conditions of Tendering and Undertakings by Bidders
☐	☐	**Part E:** Specifications/Terms of Reference and Project Brief
☐	☐	**Annexure A:** Price Proposal Requirement
☐	☐	**Annexure B:** SBD4 Declaration of Interest
☐	☐	**Annexure C:** SBD6.1 and B-BBEE status level certificate
☐	☐	**Annexure F:** Certified copies of your CIPC company registration documents listing all members with percentages, in case of a close 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 Conditions of Contract

☐ ☐ **Annexure K:** CSD Tax Compliance Status and Registration Requirements Report

PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

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

1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;

1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;

1.2.1 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2022.

1.3 **Business Day** means a day which is not a Saturday, Sunday or public holiday in South Africa.

1.4 **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.

1.5 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.

1.6 **Companies Act** means the Companies Act, 2008.

1.6.1 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part C.

1.6.2 **Closing Time** for the OneDrive Link submissions - 23:55 on 02 December 2026 (South African time)

1.7 **DBSA** means the Development Bank of Southern Africa Limited.

1.8 **DFI** means Development Finance Institution.

1.9 **Evaluation Criteria** means the criteria set out under the clause 26 (Evaluation Process) of this Part D, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment (where applicable).

1.9.1 **Functional Criteria** means the criteria set out in clause 26.1.2 of this Part D.

1.10 **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.

1.11 **PFMA** means the Public Finance Management Act, 1999.

1.12 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.

1.13 **PPPFA Regulations** means the Preferential Procurement Regulations, 2022 published in terms of the PPPFA.

1.14 **Pre-Qualifying Criteria** means the criteria set out in clause 26.1.1 of this Part D.

1.15 **Price and Preferential Points Assessment** means the process described in clause 26.1.3 of this Part D, as prescribed by the PPPFA.

1.16 **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.

1.16.1 **Request for Proposal** or **RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C, Part D and Part E) including all annexures and any other documents so designated by the DBSA.

1.17 **SARS** means the South African Revenue Service.

1.17.1 **Services** means the services required by the DBSA, as specified in this RFP Part E.

1.18 **SLA** means Service Level Agreement.

1.18.1 **SOE** means State Owned Enterprise, as defined by the Companies Act.

1.18.2 **Specification** means the conditions of tender and any specification or description of the DBSA's requirements contained in this RFP.

1.19 **State** means the Republic of South Africa.

1.19.1 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidder's compliance with the Specification.

1.20 **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.

1.21 **Website** means a website administered by DBSA under its name with web address **www.dbsa.org**

2. INTERPRETATIONS

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

2.1 "includes" or "including" means includes or including without limitation; and

2.2 "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

3. TENDER TECHNICAL AND GENERAL QUERIES

Queries pertaining to this tender must be directed to:-

DBSA Supply Chain Management Unit

Email: **davidscm@dbsa.org**

No questions will be answered telephonically.

4. SUBMISSION OF TENDERS

COMPULSORY BRIEFING: Refer to the cover page for the link to register and attend the briefing session meeting.

Time: 10:00 Johannesburg time **(Microsoft Teams)**

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

CLOSING DATE: **09 December 2026**

CLOSING TIME: 23:55

5. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

5.1.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part D.

5.2 All persons (whether a participant in this tender process or not) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.

5.2.1 All Bidders are deemed to accept the rules contained in this RFP Part D.

5.2.2 The rules contained in this RFP Part D apply to:

5.2.3 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure.

5.2.4 the Tendering Process; and

5.2.5 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

6. STATUS OF REQUEST FOR PROPOSAL

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

7. ACCURACY OF REQUEST FOR PROPOSAL

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

7.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).

7.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

8. ADDITIONS AND AMENDMENTS TO THE RFP

8.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

8.2 If the DBSA exercises its right to change information in terms of clause 8.1, it may seek amended Tenders from all Bidders.

9. REPRESENTATIONS

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

10. CONFIDENTIALITY

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

11. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

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

11.2 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to davidscm@dbsa.org

11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).

11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.

11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.

11.5.1 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 Officer).

11.5.2 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 11, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

12. UNAUTHORISED COMMUNICATIONS

12.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 12 is intended to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.

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

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

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

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

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

14. ANTI-COMPETITIVE CONDUCT

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

14.1.1.1.1 the preparation or lodgement of their Bid;

14.1.2 the evaluation and clarification of their Bid; and

14.1.3 the conduct of negotiations with the DBSA.

14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.

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

15. COMPLAINTS ABOUT THE TENDERING PROCESS

15.1 Any complaint about the RFP or the Tendering Process must be submitted to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, (**tenders@dbsa.org**)

15.2 The written complaint must set out:

15.2.1 the basis for the complaint, specifying the issues involved;

15.2.2 how the subject of the complaint affects the organisation or person making the complaint;

15.2.3 any relevant background information; and

15.2.4 the outcome desired by the person or organisation making the complaint.

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

16. CONFLICT OF INTEREST

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

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

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

17. LATE BIDS

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

17.1.1 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 electronic submission link; or

that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.

17.2 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.1.1, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

18. BIDDER'S RESPONSIBILITIES

18.1 Bidders are responsible for:

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

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

18.1.3 ensuring that their Bids are accurate and complete;

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

18.1.5 ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and

18.1.6 submitting all Compulsory Documents.

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

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

applicable notices published by the Department of Trade and Industry in the Government Gazette.

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

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

19. PREPARATION OF BIDS

19.1 Bidders must ensure that:

19.1.1 their Bid is submitted in the required format as stipulated in this RFP; and

19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.

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

19.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.

19.3.1 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 Bidder's usual operating conditions.

19.4 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

20.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.

20.2 The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.

20.2.1 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 affect the fairness of the Tendering Process.

21. OBLIGATION TO NOTIFY ERRORS

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

22. RESPONSIBILITY FOR BIDDING COSTS

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

22.1.2 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 Bidder's participation in the Tendering Process, including without limitation, instances where:

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

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

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

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

23.1.1 as required by law;

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

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

24. USE OF BIDS

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

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

25. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 120 (one hundred and twenty) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

26. EVALUATION PROCESS

26.1 The Bids will be evaluated and adjudicated as follows:

26.1.1 First Stage – Test for administrative Responsiveness

The test for administrative responsiveness will include the following:

Stage 1: Responsiveness

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

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

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence to submitting Tender as a two-folder tender. Folder 1: Prequalification and functional proposal submission separate from Folder 2: Pricing proposal submission only	**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 indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
1	Standard conditions of tender as required.	48 hours	Y
2	Returnable documents completed and signed.	48 hours	Y
3	Submission of 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.	7 Working days	Y

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

26.1.2 **Second Stage – Functional criteria**

Bidders will be assessed on the functional criteria (Second Stage) as set out in this RFP. Only those Bidders which comply with the responsiveness criteria will proceed to the Second Stage.

Section	Requirement	Minimum Score	Guidelines	Points
1	**Company Experience** Provide three (3) references, that include the Scope of Work completed, Impact and Value of work completed and Contact details where a similar assignment(s) was / were completed successfully within the last 5 years. Reference must be in a company letterhead where a similar solution was deployed. Reference information must include services provided, company contact name, email and contact number. Only reference letters from clients will be considered. (No panel appointment letters will be accepted).	**7**	**1) Poor (0 points maximum)** Irrelevant or no submission. **2) Average (5 points maximum)** One (1) relevant reference. **3) Good (7 points maximum)** Two (2) relevant references for an Online Declaration system or similar solution. **4) Excellent (10 points maximum)** More than three (3) relevant references for an Online Declaration system or similar solution	**10**

Section	Requirement	Minimum Score	Guidelines	Points
2	**Functionality** Please refer to the requirements as specified in sections 5,6,7,8,9,10, and 11.	**28**	**1) Poor (0 points maximum)** Insufficient submission or irrelevant submission or no submission. **2) Good (28 points maximum)** Sufficient and relevant submission covering at least 70% of the business and functional requirements as specified in the document. Evidence needs to be included in the response showing how the Bidders solution meets the specified requirements. **3) Excellent (40 points maximum)** Sufficient and relevant submission covering 100% of the business and functional requirements. Evidence needs to be included in the response showing how the Bidder solution meets the specified requirements.	**40**
3	**Implementation Approach** The bidder must provide a customised and detailed project implementation approach and plan including: • How Implementation will be done • Data Import Strategy	**7**	**1) Poor (0 points maximum)** Insufficient submission or irrelevant submission or no submission. **2) Average (5 points maximum)**	**10**

Section	Requirement	Minimum Score	Guidelines	Points
	• Change Management and Training Strategy • Hosting Options and Legislative Considerations The service provider will be expected to propose a training and knowledge transfer strategy and change management plan (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists as well as train the DBSA Governance and Ethics team.		Detailed implementation plan provided (including project management methodology, initiation phase, planning phase, execution phase, close-out phase, project schedule, project documents for each phase, project resources). **3) Good (7 points maximum)** Detailed implementation plan and Data Import Strategy. **4) Excellent (10 points maximum)** Detailed implementation plan, Data Import Strategy, Change Management Strategy and Training Strategy.	
4	**Support Strategy, Methodology and Approach** The service provider must provide a detailed Support Strategy to support the DBSA, including the proposed methodology whether remote, on premise, after hours, holiday support, access to systems, and escalation procedures.	**7**	**1) Poor (0 points maximum)** Insufficient submission or irrelevant submission or no submission. **2) Average (5 points maximum)** Support Strategy information provided. Support only provided remotely. **3) Good (7 points maximum)** Support Strategy information provided. Support provided	**10**

Section	Requirement	Minimum Score	Guidelines	Points
			remotely and on premise but no holiday and after hour support. **4) Excellent (10 points maximum)** Support Strategy information provided. Support provided remotely, On-premise, after hour and during holidays.	
5	**Resource List, CVs** The service provider must please provide brief CVs of their **own** resources. Resources may include, Project Manager, Technical Specialists, Data Specialists, Asset Management specialists. The CVs must focus on the summaries of the following key attributes: • Names, • Gender, • Nationality, • Years of Experience, • Skills, • Relevant Work experience, • Relevant Qualifications and certificates	**3.5**	**1) Poor (0 point maximum)** No submission. **2) Average (3 point maximum)** Covering 50% of the requirements. (All relevant information supplied as requested.) **3) Good (4 points maximum)** Covering majority70% of the requirements. (All relevant information supplied as requested.) **4) Excellent (5 points maximum)** Covering all (100%) of the requirements. (All relevant information supplied as requested.)	**5**
6	**Testing Strategy -** describe the overall approach to testing and how users will confirm if the solution is ready for operational use.	**3.5**	**1) Poor (0 point maximum)** No information provided = 0 points **2) Average (3 point maximum)**	**5**

Section	Requirement	Minimum Score	Guidelines	Points
			High-level testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing) = 3.5 points **More than Good to Excellent (5 points maximum)** Detailed testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing) = 5 points	
7	**Training and Knowledge Transfer Strategy** The service provider will be expected to propose a training and knowledge transfer strategy (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists as well the DBSA Governance and Ethics team.	**3.5**	**Poor to Average (1 points maximum)** No mechanism in place for managing knowledge transfer or training or irrelevant submission. **Above Average to Good (3 points maximum)** Only able to provide training. **More than Good to Excellent (5 points maximum)** Able to provide both knowledge transfer and training plus additional value add.	**5**

Minimum Qualifying Threshold: 70 out of 100 points.

26.1.3 **Third Stage – price**

26.1.3.1.1.1.1 Those Bidders which have passed the Second Stage (Functional Evaluation) and achieved the minimum qualifying threshold of 70% will be eligible to be evaluated on the Third Stage, based on price, in accordance with the PPPFA regulations.

26.1.3.1.1.1.2 The recommended preferred Bidder will be the Bidder that scores the highest total points for price and specific goals in the Third Stage of the Bid evaluation, unless the DBSA exercises its right to cancel the RFP, in line with the PPPFA Regulations.

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

27. Risk Analysis and Objective Criteria

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

i. Any bidder that has a cumulative order book totalling 5 Awards with outstanding value, may be excluded from further evaluation.
ii. Where a bidder has 5 active Awards with an outstanding value and the outstanding value is 10% or less, indicating the project is nearing completion, the bidder may be included for further evaluation and/or recommendation for award.
iii. Where a bidder has 5 active Awards with an outstanding value and at least one of the projects has stalled for a period of 6 months or more, or the client has placed the project on hold indefinitely, the bidder may be included for further evaluation and/or recommendation for award.
iv. The DBSA has the discretion to apply an objective criterion.

28. Due Diligence

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

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

b. Pending litigation/liquidation/business rescue (distinct from Working Capital)
DBSA may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.

c. Performance
DBSA will not consider the preferred bidder having a history of poor

performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

d. Reputational harm

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

e. Restricted/Blacklisted

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

f. **Vetting**

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

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

a. Financial stability of the bidder based on key ratio analysis ;
b. Efficiency ;
c. Profitability ;
d. Financial Risk;
e. Liquidity ;
f. Acid Test ;
g. Solvency; and
h. Commercial relationship with a politically exposed and brand risk

i. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.

ii. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

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

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

30. STATUS OF BID

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

30.2 A Bid must not be conditional on:

30.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained.

30.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation.

30.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent.

30.2.4 the Bidder obtaining the consent or approval of any third party; or

30.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.

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

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

31. CLARIFICATION OF BIDS

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

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

32. DISCUSSION WITH BIDDERS

32.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder's offer.

32.2 Where applicable, the DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.

32.3 The DBSA is under no obligation to undertake discussions with, and Bidders.

32.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:

32.4.1 conduct a site visit, if applicable.

32.4.2 provide references or additional information; and/or

32.4.3 make themselves available for panel interviews.

33. SUCCESSFUL BIDS

33.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.

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

33.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder's Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

34. NO OBLIGATION TO ENTER INTO CONTRACT

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

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

35. BIDDER WARRANTIES

35.1 By submitting a Bid, a Bidder warrants that:

35.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;

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

35.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;

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

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

36. DBSA'S RIGHTS

36.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:

36.1.1 cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract.

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

36.1.3 vary or extend any time or date specified in this RFP

36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process.

36.1.5 require additional information or clarification from any Bidder or any other person;

36.1.6 provide additional information or clarification.

36.1.7 negotiate with any one or more Bidder;

36.1.8 call for new Bid.

36.1.9 reject any Bid received after the Closing Time; or

36.1.10 reject any Bid that does not comply with the requirements of this RFP.

37. GOVERNING LAWS

37.1 This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.

37.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.

37.3 All Bids must be completed using the English language and all costing must be in South African Rand (ZAR).

Terms of Reference

Procurement of an Online Declaration System

Appointment of a Service Provider to Provide an online system for users (recruitment candidates, employees, committee members and board members) to declare all relevant business and financial interests

DBSA TENDER FOR THE PROCUREMENT OF AN ONLINE DECLARATION SYSTEM THROUGH A SERVICE PROVIDER

NOVEMBER 2026

BACKGROUND

The Development Bank of Southern Africa (the “DBSA” or the “Bank”) primarily plays a key role in the planning, preparation, funding, building and maintenance phases of the infrastructure development value chain. All the value chain components incorporate fundamental administrative activities such as documentation, procurement, and reporting. The diagram below illustrates our infrastructure value chain, numerous services, and key target markets per value chain segments.

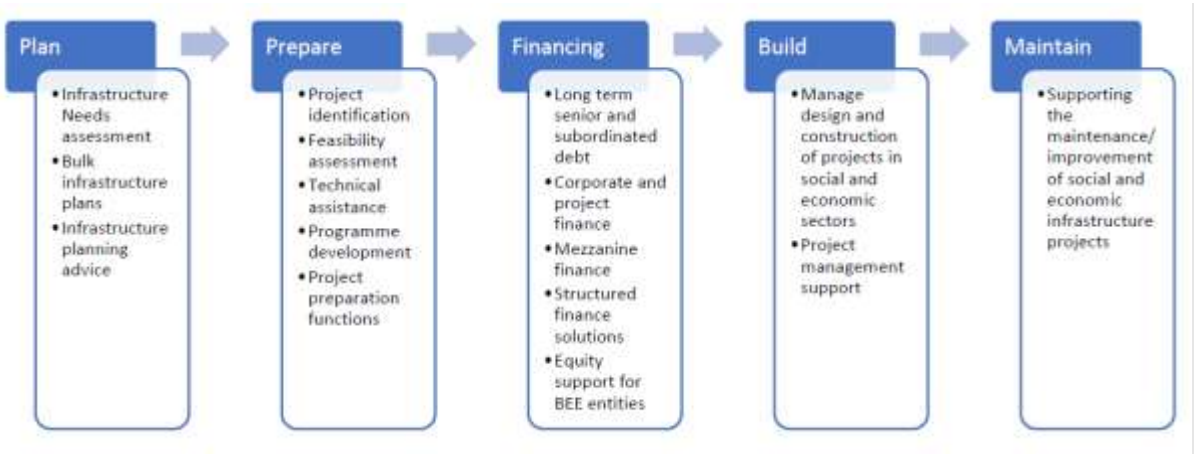


Figure 1: DBSA Value Chain

South Africa has concluded various binational and trade agreements with countries across the continent to support broader regional integration in line with the SADC (Southern African Development Community) Integrated Infrastructure Development Plan, the Programme for Infrastructure Development in Africa (PIDA) and AU (African Union) Africa Agenda 2063. The regional development and integration strategy of the DBSA is aimed at both SADC and the rest of Africa.

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PURPOSE

The purpose of this document is to detail the Terms of Reference (ToR) for the appointment of an experienced service provider to provide and implement an Online Declaration System (ODS) for the disclosure of recruitment candidates, employees' (within both DBSA and their agencies) and directors' financial and outside work interests, including gifts, entertainment and hospitality given and received by them while executing their roles on behalf of the DBSA.

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OBJECTIVES

The objectives of this exercise include the sourcing and implementation of an ODS platform that will:

- Promote an ethical culture of transparency and disclosure in the DBSA.
- Design and develop an integrated and robust conflict of interest management system, including comprehensive reporting functionality.
- Design and develop a digitised gifts, entertainment and hospitality declaration system.
- Develop a digitised platform for users to declare their external business and financial interests on an automated declaration register.
- Proactively identify and manage both actual and potential conflict of interests.
- Proactively manage actual, perceived and potential conflicts from the gifts, entertainment, and hospitality register.

SCOPE OF WORK

The scope of this exercise encompasses the following:

- The implementation and configuration of an online system for recruitment candidates, employees, committee members and board members (internal and external to DBSA systems) to declare all relevant business and financial interests. The system must enable accurate delegation of authority management review and action (approve, reject, return), for the different interest categories. Additionally, the online declaration system must integrate with the applicable internal and external systems (i.e. CIPC data, Dow Jones) or database (i.e. clients, suppliers, ultimate beneficiaries).
- The requirements identified (sections 5, 8, 9, 10, 11, 12, and 13), with relation to the sourcing and implementation, support, and maintenance of an online declaration system for recruitment

candidates, employees, committee members and board members to declare all relevant business and financial interests.
    - The system implementation includes installation, configuration of the required functions, integration points, and testing of the proposed system**.**
- Test specification documentation in line with DBSA requirements drawn up by the successful bidder, to be used for conducting related testing.
- The successful bidder must compile the solution architecture and deployment documents that show the physical components of the solution intended to be deployed which include the following:
    - Physical Designs that show business or system use cases or application functions, data models and the technology/infrastructure to host the system.
    - Detailed Deployment Model.
    - Configuration Documents.
    - Standard reports and analytics.
    - Standard metadata (field descriptions, formats, and rules) for the system fields.
- As part of the response, the service provider must also describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists and the DBSA Governance and Ethics team.
- System / Application Support - The support and maintenance of the system is required for a period of three years. Industry best practices, processes and methodologies for managing, maintaining and enhancing the system must be adhered to.
- The bidder is required to provide the product roadmap for the Online Declaration System.

BUSINESS REQUIREMENTS

The high-level requirements outlined below:

- Access provided to internal and external stakeholders (e.g., DBSA's and agency's employees, directors, recruitment candidates and committee members).
- Link employee profiles to SAP HC systems (SuccessFactors (SSF)), currently on Greylink which will be migrated to SSF later in the year.

- Automatic user profile updates must be applied to ensure employee movements and changes (line manager terminations/suspensions, long-term sick/PHI or maternity leave, etc.) are applied.
- Integration with Bank stakeholder (supplier and clients) databases or database reports to ensure accurate records and reporting.
- Integration with external database information (CIPC and/or Dow Jones)
- Align system to policy provisions, i.e. gifts delegation of authority approvals and limits within a 3-month period
- Enable notifications for actual, perceived and potential policy breaches, to both the employee and their respective Line Manager.
- Enable multiple Employee user profiles (i.e. Employee and Line Manager, Employee and Board Coordinator, and others) and access.
- Enabling Executive Coordinators and Board Coordinators to declare interests on behalf of EXCO members and/or Board Members, respectively.
- Customised interest fields and drop-down menus with validation checks, which will trigger notification and enable accurate reporting.
- Enabled ODS reports by interest category.
- Enable live Power BI automatic report updates for management reporting and insights (or overnight updates).

The following business requirements are listed below to ensure a common understanding by all stakeholders of the scope regarding implementation of the Online Declaration System:

Business Requirements	
Req. No	Description
BR01	• To develop an online system for recruitment candidates, employees, committee members and board members to declare relevant interests. The system must enable accurate delegation of authority management review and action (approve, reject, return), for the different categories.
BR02	• Auto integration with the Human Capital systems to allow auto enrolment and accurate categorisation. This integration must equally ensure change management, ensuring that changes in line management are automatically updated, including reassigning line manager where managers have moved within the Bank and/or have been terminated,

<table>
<tr><th colspan="3">Business Requirements</th></tr>
<tr><th>Req. No</th><th colspan="2">Description</th></tr>
<tr><td></td><td colspan="2">and auto close user profiles accounts and pending interest by employees who have been terminated.</td></tr>
<tr><td rowspan="2">BR03</td><td colspan="2">• Include additional auto fields and mandatory fields with drop-down menus per interest category. The Categories must include:</td></tr>
<tr><td>Employees Interest Declarations
○ Directorships and Partnerships
○ Directorships Terminated (those within 1yr and 5 years)
○ DBSA Nominated Directorships
○ Outside Remunerated and Volunteer Work
○ Publicly Traded Shares
○ Property Related Business Interests
○ Other Business / Financial Interest
○ Close relations (to assess internal (NEW) and external stakeholder nepotism and cronyism)
• Employees
• Business Interest with Supplier
• Business Interest with Client
• PEPs / PIPs
• Other Stakeholder
○ Gifts Given and Received while carrying out DBSA Business</td><td>Non-Executive Directors Interest Declaration
○ Executive and Non-Executive Directorships
○ Private, Professional, Consulting, Political and Financial Interests (Which may conflict with the Bank)
○ Beneficial Interest in Trusts
○ Trustee of DBSA’s Pension scheme while a DBSA NED.
○ Material Shares in Entities doing Business with DBSA
○ Community Involvement and personal associations (entities that receive aid or funding from DBSA)
○ Contracts, transactions and/or Matters Approved by DBSA (Where you have a Direct or Indirect Interest, incl. Related Parties)
○ Business Enterprise or professional practices (interests in DBSA sectors or those anticipated)
○ Memberships on Management Committees, Trade Business or Economic Activities
○ List of known Financial Interests
○ Gifts Given and Received while carrying out DBSA Business</td></tr>
<tr><td>BR04</td><td colspan="2">• Allow Ethics Admin, Ethics Champions (Executive Coordinators) and ICT (service desk) to redirect submissions already sent to incorrect managers who have left the Bank, or those under suspension.</td></tr>
<tr><td>BR05</td><td colspan="2">• Enable Non-Executive Directors to declare their interests on the ODS system, similar to Employees, however, with different interest categories and mandatory fields.</td></tr>
<tr><td>BR06</td><td colspan="2">• Enable Executive Coordinators and/or their Personal Assistants to upload interests and gifts declarations on behalf of Executive Committee members.</td></tr>
</table>

Business Requirements	
Req. No	Description
BR07	• Enable Board coordinator(s) and/or their assistants to upload interests and gift declarations on behalf of Non-Executive Directors.
BR08	• The system to enable attachment of documents per interest, ensuring an effective repository.
BR09	• Require the ability for users to customize dashboard views and create ad-hoc reports based on specific criteria.
BR10	• Require the ability to present data through diverse visualizations, highlighting key performance indicators and trends.
BR11	• Require the ability to support advanced analytics and export reports in multiple formats for further analysis.
BR12	• Provide full administrative access to Ethic Admin account.
BR13	• Provide access Forensic Audit and Internal Audit view access to all employees' interests, including download of reports and individual reports.
BR14	• Allow access to Human Capital Recruitment candidates to declare interest on the ODS system, the link to be accessible to external recruitment candidates. • This feature must additionally enable the successful candidate to port their profile to their employee profile, allowing an update to the new employees' ODS profiles, i.e., update email addresses, contact details, etc. to eliminate duplicate account details.
BR15	• Provide access to Human Capital to view all Recruitment Candidate interests, including the downloading of individual detailed reports, summary reports, and consolidated reports.
	• Send automated notification of candidate declaration to recruitment candidate and HCBP.
BR16	• Require support services on the solution and training for Users and Administrators (Ethics Office, Internal & Forensic Audit, Human Capital, Executive Coordinators, and Board Coordinators) and ICT Team for ongoing business support.
BR17	Notifications • Send annual notifications to all users during the reporting cycle. • Send targeted notifications to users on a quarterly basis and/or ad-hoc basis. • Send regular automatic reminders to non-compliant users. • Send DOA notification, once employee has submitted a DOI and/or DOG. • Send multi-level DOA notifications once a DOI/DOG has been actioned. • Send notification to users once DOA has actioned (approve/reject/return).

Business Requirements	
Req. No	Description
	Recruitment Notifications • Alert candidate/Agency that there is a declaration to be completed • Reminders for candidates to complete the declaration • Reminder to be sent to Human Capital that a request is awaiting review, with cc to Internal Audit and Compliance • Notification for when recruitment candidate has completed their declaration (candidate and HRBP)
BR18	• Require ability to optionally attach documents for all interest categories
BR19	Gift, Entertainment, and Hospitality approval thresholds • Require ability to auto-approve any gifts valued below R1500 except where gifts are prohibited. • Request Line Manager approval for all gifts from R1500 • Request Line Manager, Head (where applicable) and GE approval for all gifts from R5 000, with embedded auto-escalations • Request Line Manager, Head (where applicable), GE, and CEO approval for all gifts from R20 000, with embedded auto-escalations
BR20	• Require ability to amend or configure Gift, Entertainment, and Hospitality approval thresholds by ICT Admin and Ethics Admin
BR21	FAQ / Helpdesk • Require ability for users to access a Frequently Asked Questions (FAQs) and Helpdesk function to enable self-service support, reduce support requests, and facilitate the resolution of declaration-related queries and issues
BR22	• Mobile App • Require a secure mobile application that enables users to access ODS services, declare interests and gifts, receive notifications, and track application statuses using mobile devices

TABLE 1: BUSINESS REQUIREMENTS

Integration Requirements

The following functional requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the Online Declaration System:

Integration Requirements	
Req. No	**Description**
IN01	Require the solution to integrate with the SAP Success Factors and employee databases.
IN02	Require the solution to integrate with the Suppliers' database for the following purpose: • Users can select the supplier from the supplier lists where a supplier relationship exists. • Where a supplier is selected, the system must flag the interest as a potential conflict of interest to the reporting manager. • This flag must also form part of management reporting to ensure potential conflict of interest exposures are highlighted, assessed, and reported on.
IN03	Require the solution to integrate with Client / Customer database, for the following purpose: • Users can select the client / customer from the customer lists where a clients/customers relationship exist. • Where a client / customer is selected, the system must flag the interest as a potential conflict of interest to the reporting manager. • This flag must also form part of management reporting to ensure potential conflict of interest exposures are highlighted, assessed and reported on.
IN04	• Require the capability to connect data visualisation tools to the database where the DOI data is stored.
IN05	• Require integration to Companies and Intellectual Property Commission (CIPC) Database (via Procure Check or directly to CIPC data linked only to DBSA affected employees and directors), and Dow Jones.
IN06	• Require integration to DBSA Stakeholder databases (clients, borrowers, suppliers, investors, and others), or database reports.
IN07	• Require integration to be done through the approved DBSA Integration Platform.

TABLE 2: FUNCTIONAL REQUIREMENTS

Non-Functional Requirements

The following non-functional requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the Online Declaration System:

Non-Functional Requirements		
Req. No	**Requirement**	**Description**
NF01	**Availability**	• The implemented solution is available 99.5% of the time during normal working hours, 24/7/365. • Planned downtime should be conducted outside of working hours (07:00 – 17:00).
NF02	**Interoperability**	• The implement solution can operate with other products or systems in the present and future without any restricted access or implementation complexities.
NF03	**Performance**	• The implemented solution provides fast response times with high throughput, low utilisation of computer resources, high system availability, high bandwidth, and fast data transmission speeds.
NF04	**Platform compatibility**	• The implemented solution is compatible with the existing hardware, operating systems, browser capabilities and smart devices with the ability to extend to a cloud-based platform.
NF05	**Response time**	• The implemented solution's response time to a request for a service is quick (not more than 5 seconds) during normal system operations.
NF06	**Product Usability**	• Provides easily understood, friendly interfaces with intuitive designs to facilitate user engagement. Possible Non-Functional.
NF07	**Scalability**	• Scales in record size and number of records as the organization grows.
NF08	**Workflow Functionality**	• Built-in governance workflows to manage the lifecycle of architectural artifacts.
NF09	**Vendor Support & Partnership**	• Reliability, responsiveness, and partnership approach of the vendor (e.g., high net emotional footprint).
NF10	**Vendor lock-in risk**	• The service provider must demonstrate how the proposed solution mitigates vendor lock-in. This includes the ability to export all data in open, machine-readable formats, support for industry standard APIs, and clear migration processes that do not require reliance on proprietary software or specialised vendor intervention.
NF11	**OpenAPI Standard**	• The proposed solution must support and comply with the OpenAPI specification (OAS) for API definition and integration.
NF12	**Deployment Architecture**	• Flexibility for cloud-based (SaaS) or/and on-premises installation.

Non-Functional Requirements		
Req. No	**Requirement**	**Description**
NF13	**Mobile App**	• The mobile application must be available on all platforms and maintain a responsive, reliable, and user-friendly experience with a minimum uptime of 99.5%.
NF14	**Configurability /Flexibility**	• Provides a high degree of flexibility by allowing configuration of key business processes, user preferences, and system settings through a user-friendly administration interface.
NF15	**User Experience**	• Provides easily understood, friendly interfaces with intuitive designs to facilitate user engagement.
NF16	**Global Delivery**	• Supports off-the-shelf/SaaS localisation such as insights, language, and currency support for required geographies.
NF17	**Retention Period**	• The system must retain declaration information, in accordance with DBSA's Retention policy. The service provider can refer to this policy for more details.
NF18	**Disaster Recovery**	• The solution must support the DBSA's Business Continuity Management and Disaster Recovery strategy and policy.

TABLE 3: NON-FUNCTIONAL REQUIREMENTS

Transition Requirements

The following transition requirements are explicitly listed below to ensure there is a common understanding by all stakeholders of the capabilities and conditions the enhancements to the ODS application must meet to facilitate the transition from the current state to the future state:

Transition Requirements		
Req. No	Requirement	Description
TR01	Business Continuity	• Ensure that the Disaster Recovery (DR) site is fully installed, tested, upgraded and functional after implementation of the enhancements to the application (if required).
TR02	Infrastructure	• Server and network capabilities and requirements must be clearly aligned to support the enhancements to the ODS application. • Storage and bandwidth requirements must be finalised to support the enhancements to the ODS application.

Transition Requirements		
		• The enhancements to the ODS application must be capable of working on all devices, including mobile devices and on all known internet browsers.
TR03	Policies, Procedures and Forms	• Policy management and administration processes and procedures must be well defined, documented and published for the enhancements to the ODS application.
TR04	Production Cutover	• Appropriate user and Helpdesk support is going to be required • Operational and application support is going to be required once the solution has been developed, deployed and implemented.
TR05	Training and Support	• Introductory training on new or additional functionality to be provided to each user based on role access. • Pre- and post-implementation support to be provided to all users in order to ensure a smooth transition from implementation to operations. • User manual provided to facilitate user training
TR06	User Access and Security	• Ability to set user access and security privileges per user type • Ability to manage user profiles per user, per group
TR07	User Preparation	• Ensure the appropriate skills are enhanced through training of users and a Super User and System Administrator training program.
TR08	Data Migration	• Migration, validation, and archival of all relevant content from the existing system to the new system. • Data Cleaning proposals.
TR09	Change Management	• A change management plan documented and shared with all affected stakeholders.
TR10	Support Handover	• A support handover plan, including escalation procedure and contact points.

TABLE 4: TRANSITION REQUIREMENTS

Security Requirements

The following security requirements are listed below to ensure there is a common understanding by all stakeholders of the scope:

Security Requirements		
Req. No	**Requirement**	**Description**
SC01	**Authentication**	• The substantiation of the identity of a person or entity related to the enterprise or system.
SC02	**Authorisation**	• Enforcement of permitted capabilities for a person or entity whose identity has been established. E.g., role-based access/privileges, password. • Require access to be limited to specific individuals (Ethics Office, Internal and Forensic Audit, Human Capital, ICT Support) within the Bank to enhance overall security measures.
SR03	**Audit**	• Ability to provide logs attesting that the system has been used/accessed in accordance with security policies and assigned privileged rights to maintain confidentiality and its integrity.
SR04	**Information Asset Protection**	• The protection of information assets from loss or unintended disclosure, and resources from unauthorised and unintended use.
SR05	**Session Management**	• Ensures that Sessions are unique to each individual and cannot be guessed or shared. Sessions are invalidated when no longer required and timed out during periods of inactivity.
SR06	**Secured Communications**	• Ensures that Transport Layer Security (TLS) and Secure Sockets Layer (SSL) is used where sensitive data is transmitted.

TABLE 5: SECURITY REQUIREMENTS

Reporting Requirements

The following reporting requirements are explicitly listed below to ensure there is a common understanding by all stakeholders of the scope:

•Reporting Requirements	
•Req. No	•Description
•RP01	•Require the ODS solution to provide the following reports: • Individual User Interest Declaration Reports

	• Consolidated list of Employees with “Nothing to declare”. • Consolidated list of all interests per category declared • Consolidated list of all Non-Compliant Employees (by division), with all relevant information. • Individual User Gift Given and Received Declaration Reports • Team/Business Unit Interest Declaration Reports (also accessible to Line Managers and HoD) • Team/Business Unit Gifts Given and Received Declaration Reports (also accessible to Line Managers and HoD) • Divisional Interest Declaration Reports (also accessible to GEs) • Divisional Gifts Given and Received Declaration Reports (also accessible to GEs) • Bank-wide Interest Declaration Report • Bank-wide Gifts Given and Received Declaration Reports • PEP and PIP exposed Employees • Individual User Logins Reports • Actual, Perceived and Potential Conflict of Interest Management Reports
•RP02	•Require the data visualisation tool to have the ability to access User Declaration data, including but not limited to the following: • Human Capital Employee Database (User’s name and surname, User’s ID Number, User’s Email, User’s Division, Sub Area and Team/Business Unit, Line Managers’ details, Hire date, Termination date) • Recruitment Candidate (include Name, Surname, ID Number, position interviewed for, date of initial and subsequent declarations, Unit, Division, etc.) • Supplier Database or database reports • Client Database or database reports • CIPC Database (via Procure Check or directly to CIPC data linked only to DBSA affected employees and directors) • ODS live data of Bank-wide Interest Declaration Report • ODS live data Bank-wide Gifts Given and Received Declaration Reports • Any other relevant database or database reports.
•RP03	•Require the solution to provide management insights on: • Completion rates for Team, sub-area, division, and bank-wide (accessible to Ethics Office, Risk/Ethics Champions, Internal Audit, Forensic Audit, and GEs) – to unpack further in the functional specifications discussion. • Interest Categories management insights (including trends, patterns, risk areas for further investigation).

	• Allow for monthly and ad hoc analysis updates on PowerBI from the Ethics Office, and enable the response function of the Division (Risk/Ethics Champions or GEs), Sub-Area/Team (Heads of Area).
•RP04	• Require the ability to implement comprehensive access control measures that restrict access based on user roles and permissions. This includes the capability to create tailored views for various user groups, allowing each group to engage solely with the data and functionalities relevant to their specific tasks and responsibilities (e.g., dashboard by various groups).

TABLE 6: INFORMATIONAL REQUIREMENTS

Functional Specifications

User Profile Functional Specifications Table

The following table illustrates identified platform users and their access rights:

User Profiles	Access Rights
Recruitment Candidates	• Declare Directorships, Outside Work Interest, Close relationships, and PEP exposure on the system. • Once appointed, enable employee to import their candidate into their employee profile. • User must receive notifications/reminders to declare and notifications for changes in declaration status. • Multiple job applications should result in one declaration.
Agencies	• Declare all relevant person interests on the system, (including gifts). • Declare all received and declined gifts, including gifts they are planning to give. • Users must receive non-compliant alerts when they have not declared during the DOI reporting cycle, or within 2 months of joining the Bank. • User must receive notifications of all their DOI and DOG status.
All Employees (including Agencies)	• Declare all relevant person interests on the system, (including gifts). • Declare all received and declined gifts, including gifts they are planning to give. • Users must receive non-compliant alerts when they have not declared during the DOI reporting cycle, or within 2 months of joining the Bank. • Users must receive notifications of all their submitted DOI and DOG status.
Line Managers	• DOI – view, review, consider, and action (approve, return, or reject) DOIs of all direct reports.

User Profiles	Access Rights
	• DOG – view, review, consider, and action (approve, return, or reject) gifts declared by their direct reports from the value of R1500. • Line Managers must be able to view all DOI and DOG from their direct reports. • Line Managers must receive notifications of all DOI and DOG from their direct reports. • Ability to add mandatory comments per DOI and DOG.
Heads	• DOI – view, review, consider, and action (approve, return, or reject) DOIs of direct reports • DOG – view, review, consider, and action (approve, return, or reject) gifts declared by their direct reports from the value of R1500 up to R4999,99. Additionally, all gifts in their area above R5000 must be auto-routed for review, consideration, and action. • Heads must be able to view all DOI and DOG from those under their area (on a separate tab to pending DOIs and Gifts). • Heads must receive notifications of all DOI and DOG from their direct reports, and DOGs from R5000. • Ability to add mandatory comments per DOI and DOG
Executives	• DOI – review, consider, and action (approve, return, or reject) of direct reports • DOG – review, consider, and action (approve, return, or reject) gifts declared by their direct reports from the value of R1500 up to R4999,99. Additionally, all gifts in their area above R5000 must be auto-routed for review, consideration, and action. • Executives must be able to view all DOI and DOG from their direct reports. • Executives must receive notifications of all DOI and DOG from their direct reports, and DOGs from R5000. • Ability to add mandatory comments per DOI and DOG.
Executive Coordinators /Personal Assistants	• Declare and review business and/or financial interests (including gifts) on the system on behalf of Executive members and seconded employees. Indicate the Management on whose behalf the review was conducted. • Ability to complete reviews and action (approve, reject or return) of relevant Executive's direct reports and add mandatory comments per DOI and DOG.

User Profiles	Access Rights
Chief Executive Officer	• DOI – review, consider, and action (approve, return, or reject) of direct reports • DOG – review, consider, and action (approve, return, or reject) gifts declared by their direct reports from the value of R1500. Additionally, all gifts from R20000 must be auto routed for review, consideration, and action. • CEO must receive notifications of all DOI and DOG from their direct reports, and DOGs from R20000. • Ability to add mandatory comments per DOI and DOG.
Board of Directors	• Declare relevant personal interests on the system, (including gifts). • Declare all conflicts of interest, in relation to agenda items of the meetings they sit in. • Declare all received and declined gifts, including gifts they are planning to give.
Chairperson of the Board	• DOI – review, consider, and action (approve, return, or reject) of CEO and Board of Directors. • Chairperson must receive notifications of all DOI and DOG from the CEO and the Board of Directors. • Ability to add mandatory comments per DOI and DOG.
Committee Officers /Ethics Admin /ICT Admin	• Ability for an administrator to add/remove/hide fields, roles, and users for Board/Committee members to be able to declare prior to a meeting.
Board/Committee Member	• Declare business and/or financial interests (including gifts) relevant for the meeting. • Users must receive notifications of declarations made and their status.
Chairperson of Board Committee	Ability for an administrator to add/remove/hide fields, roles, and users to enable Chairperson to: • Declare business and/or financial interests (including gifts) relevant for the meeting • Users must receive notifications of declarations made by Committee members prior to or during Committee meeting. • DOI – review, consider, and action (approve, return, or reject) of committee members. • Ability to add mandatory comments per DOI and DOG

User Profiles	Access Rights
Ethics Admin	• Re-route business and/or financial interests, including gifts, on the system for all users • On behalf of Management review, consider, and action (approve, return, or reject) DOIs and DOGs. Indicate the Management on whose behalf the review was conducted. • Ability to add mandatory comments per DOI and DOG reviewed. • Overall administration, analysis, verification and monitoring of declared DOIs and DOGs for the Bank, including generating reports. • Generate and download all relevant reports.
Board Coordinator	• Declare business and/or financial interests (including gifts) on the system on behalf of Board of Directors members. Indicate the Board member on whose behalf the review was conducted.
Company Secretary	• Declare business and/or financial interests (including gifts) on the system. • DOI – review, consider, and action (approve, return, or reject) DOIs and Gifts of their direct reports and Board and Directors members (including Chairperson).
Assistant Company Secretary	• Declare business and/or financial interests (including gifts) on the system. • DOI – review, consider, and action (approve, return, or reject) of the Chairperson of the Board, Directors and Board Committee members on behalf of the Company Secretary and Board Committee Chairpersons. • Overall administration, analysis, verification and monitoring of declared DOIs and DOGs for the Bank, including generating reports.
Ethics Champions	• Declare business and/or financial interests (including gifts) on the system • Overall administration, analysis, verification and monitoring of declared. DOIs and DOGs for their respective areas, including generating reports.
Internal Audit	• Check effectiveness and efficiency of the system's application and general controls. • Access to view and download DOI and DOG reports for all user profiles by team, business unit, division and the Bank.
Forensic Audit	• Extract individual and group profiles' DOIs and DOGs in order to conduct verifications against information on public domains. • Access to view and download DOI and DOG reports for all user profiles for purposes of conducting investigations, by team, business unit, division and the Bank.

User Profiles	Access Rights
Compliance (for PEP checks)	• Notified where there is interest that require adverse media and sanction reports. • To load adverse media and sanction reports. • Extract of logs of reports uploaded.
Human Capital	• Access only to recruitment candidate profiles, their declarations and to extract reports related to them.
Stakeholders may have multiple profiles applicable to them.	

TABLE 7: USER PROFILE FUNCTIONAL SPECIFICATIONS

COMPANY TRACK RECORD AND EXPERIENCE

Experience and Track record

Demonstrate the experience and knowledge to implement an Online Declaration System. The bidder must have a minimum of 5 years' experience in the industry.

Reference Letters

Provide a minimum of three (3) references, that include the Scope of Work completed, Impact and Value of work completed and Contact details where a similar assignment(s) was completed successfully within the last 5 years.

Project Approach, Implementation Plan, Resource List and CVs

Provide brief CVs of the human resources to be deployed in the project. The CVs must focus on the summaries of the following key attributes:

- Skills
- Competencies
- Relevant Work Experience in implementation of Declaration of Interest systems, with a minimum of 3 to 5 years of experience for the Team lead or similar role
- Relevant Qualifications and Certifications based on the proposed roles as specified by the service provider (e.g., a project manager should provide a project management qualification and certification)

Proposed Implementation Approach

The bidder must provide a detailed Project Implementation Approach and Project Plan including, but not limited to the following:

- How implementation will be done (including documented project plan and process)
- How data will be migrated (Data Migration Strategy)
- Change Management Approach and Training Plan
- Hosting Options (including details on whether the solution will be hosted by the service provider or on DBSA cloud), POPIA, Compliance and other Legislative Considerations.

Support Strategy

Bidder to describe how the **support** will be done.

- The service provider must provide a detailed Support Strategy to support the DBSA, including the proposed methodology and approach whether remote, on premise, after hours, holiday support, access to systems, and escalation procedures.

Training and Knowledge Transfer Strategy

The service provider will be expected to propose a training and knowledge transfer strategy (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists, the DBSA Governance and Ethics teams, Executive and Board Coordinators, Agencies, and training of the users.

Value Add

Share any other information on additional value-add that your company will be able to provide to the DBSA should you be the successful bidder.

Additional Requirements

Corporate Identity

- Capability to customise the system to include the Corporate Identity.

Digital Signatures

- In line with DBSA's digital signing capability of documents, verifiable and legally authenticated.

Offline Access

- Synchronised capabilities to work offline.

Data Migration

- Ability to migrate from existing systems/sources to current.

Data Cleansing proposals

- Allow for the capability to facilitate cleansing of data, if applicable.

Training and Handholding

- A minimum of a year's handholding and training post implementation, depending on system complexity.

NEXT STEPS

Milestone	Date
Submission of Motivation to Source to SCM	TBA
Preparation of Advert	TBA
Placement of Advert	TBA
Request for Proposal (uploaded to DBSA website)	TBA
Compulsory Briefing session (if applicable) Yes	TBA
Closing date for the submission of the quotation / proposal	TBA
Evaluation of the quotation / proposal and report	TBA
Signatures of relevant approvals	TBA
SCM C approval (if applicable)	TBA
Contracting	TBA

TABLE 8: NEXT STEPS

INFORMATION SUPPLIED BY THE DBSA

•Access to DBSA staff required for assistance:

- Technology Owner – Management and Technical Direction
- Helpdesk – To assist with all DBSA technical issues raised on the project.
- Enterprise Architect – Provide guidance on DBSA's Enterprise Architecture requirements, standards, deliverables, artefacts, methodology, framework and governance.
- Project Manager – To manage the implementation.
- Subject Matter Experts – As required.

PROJECT MANAGEMENT AND REPORTING ARRANGEMENTS

- The DBSA requires regular updates on progress and key issues identified should be reported immediately to ensure timeous completion of the project, in accordance with the high-level project plan as provided by the service provider. The DBSA project methodologies include PMBOK and Agile.
- Weekly progress updates must be submitted to the key stakeholders.
- Monthly progress meetings must be held, and reports must be submitted to all the key stakeholders.

SPECIAL CONDITIONS

- Any other matters that could be beneficial to the DBSA relating to the issues raised will be welcomed, such as innovation.

PREPARATION OF PROPOSAL

•Each respondent is required to submit a proposal containing the following information:

- Overview of the company profile and experience
- Proposal to address the scope and requirements detailed in the Terms of Reference (TOR).
- Confirmation of the output that will be delivered by the service provider, based on the scope of the work and requirements above.
- Estimated time required for completion and delivery of the deliverables.

This section gives guidance on how the bidders should submit their pricing. The main components should cover the overall cost of the project implementation. The pricing is inclusive of all the scope items as specified in this document. Please use the below as the guideline on the pricing expected:

EVALUATION CRITERIA

The minimum threshold is 70% and bidder that scores below the threshold will not be evaluated further.

Section	Requirement	Minimum Score	Guidelines	Points
1	**Company Experience** Provide three (3) references, that include the Scope of Work completed, Impact and Value of work completed and Contact details where a similar assignment(s) was / were completed successfully within the last 5 years. Reference must be in a company letterhead where a similar solution was deployed. Reference information must include services provided, company contact name, email and contact number. Only reference letters from clients will be considered. (No panel appointment letters will be accepted).	**7**	**1) Poor (0 points maximum)** Irrelevant or no submission. **2) Average (5 points maximum)** One (1) relevant reference. **3) Good (7 points maximum)** Two (2) relevant references for an Online Declaration system or similar solution. **4) Excellent (10 points maximum)** More than three (3) relevant references for an Online Declaration system or similar solution	**10**

Section	Requirement	Minimum Score	Guidelines	Points
2	**Functionality** Please refer to the requirements as specified in sections 5,6,7,8,9,10, and 11.	**28**	**1) Poor (0 points maximum)** Insufficient submission or irrelevant submission or no submission. **2) Good (28 points maximum)** Sufficient and relevant submission covering at least 70% of the business and functional requirements as specified in the document. Evidence needs to be included in the response showing how the Bidders solution meets the specified requirements. **3) Excellent (40 points maximum)** Sufficient and relevant submission covering 100% of the business and functional requirements. Evidence needs to be included in the response showing how the Bidder solution meets the specified requirements.	**40**
3	**Implementation Approach** The bidder must provide a customised and detailed project implementation approach and plan including: • How Implementation will be done	**7**	**1) Poor (0 points maximum)** Insufficient submission or irrelevant submission or no submission. **2) Average (5 points maximum)**	**10**

Section	Requirement	Minimum Score	Guidelines	Points
	• Data Import Strategy • Change Management and Training Strategy • Hosting Options and Legislative Considerations The service provider will be expected to propose a training and knowledge transfer strategy and change management plan (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists as well as train the DBSA Governance and Ethics team.		Detailed implementation plan provided (including project management methodology, initiation phase, planning phase, execution phase, close-out phase, project schedule, project documents for each phase, project resources). **3) Good (7 points maximum)** Detailed implementation plan and Data Import Strategy. **4) Excellent (10 points maximum)** Detailed implementation plan, Data Import Strategy, Change Management Strategy and Training Strategy.	
4	**Support Strategy, Methodology and Approach** The service provider must provide a detailed Support Strategy to support the DBSA, including the proposed methodology whether remote, on premise, after hours, holiday support, access to systems, and escalation procedures.	**7**	**1) Poor (0 points maximum)** Insufficient submission or irrelevant submission or no submission. **2) Average (5 points maximum)** Support Strategy information provided. Support only provided remotely. **3) Good (7 points maximum)** Support Strategy information provided. Support provided	**10**

Section	Requirement	Minimum Score	Guidelines	Points
			remotely and on premise but no holiday and after hour support. **4) Excellent (10 points maximum)** Support Strategy information provided. Support provided remotely, On-premise, after hour and during holidays.	
5	**Resource List, CVs** The service provider must please provide brief CVs of their **own** resources. Resources may include, Project Manager, Technical Specialists, Data Specialists, Asset Management specialists. The CVs must focus on the summaries of the following key attributes: • Names, • Gender, • Nationality, • Years of Experience, • Skills, • Relevant Work experience, • Relevant Qualifications and certificates	**3.5**	**1) Poor (0 point maximum)** No submission. **2) Average (3 point maximum)** Covering 50% of the requirements. (All relevant information supplied as requested.) **3) Good (4 points maximum)** Covering majority70% of the requirements. (All relevant information supplied as requested.) **4) Excellent (5 points maximum)** Covering all (100%) of the requirements. (All relevant information supplied as requested.)	**5**
6	**Testing Strategy -** describe the overall approach to testing and how users will confirm if the solution is ready for operational use.	**3.5**	**1) Poor (0 point maximum)** No information provided = 0 points **2) Average (3 point maximum)**	**5**

Section	Requirement	Minimum Score	Guidelines	Points
			High-level testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing) = 3.5 points **More than Good to Excellent (5 points maximum)** Detailed testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing) = 5 points	
7	**Training and Knowledge Transfer Strategy** The service provider will be expected to propose a training and knowledge transfer strategy (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists as well the DBSA Governance and Ethics team.	**3.5**	**Poor to Average (1 points maximum)** No mechanism in place for managing knowledge transfer or training or irrelevant submission. **Above Average to Good (3 points maximum)** Only able to provide training. **More than Good to Excellent (5 points maximum)** Able to provide both knowledge transfer and training plus additional value add.	**5**

Bidders scoring on or above the minimum threshold of 70% for the functional evaluation above (section 1,2,3,4,5,6,7), will be required to conduct demos (which are scored in section 8).

Section	Description	Minimum Score		Points
8	Bidders must provide demonstrations for their Online Declaration applications/ systems. The demonstrations must cover requirements, as stipulated in sections 5, 6, 7, 8, 9, and 10.	**10.5**	**Poor to Average** **(0 points maximum)** No demo provided or irrelevant demo = 0 points **Above Average** **(5 points maximum)** Demo provided addressing all 90%, of business and functional requirements = 5 points **Good (10 points maximum)** Demo provided addressing 95%, business and functional requirements. Decent user experience = 13 points. **Excellent** **(15 points maximum)** Demo provided addressing 100% and above, business and functional requirements. Excellent user experience and value-add = 15 points	**15**
Total				**100**

TABLE 9: FUNCTIONAL AND TECHNICAL EVALUATION CRITERIA

Minimum threshold is 70%.

RESERVATIONS

The DBSA expressly reserves the following rights:

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

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Information contained in this Request for Proposal is confidential and is the property of the DBSA. Similarly, the Bank shall hold all property rights such as copyright, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

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)

This template must be completed in full and included to Pricing Proposal submitted.

The expectations for pricing and contract options of this proposal are outlined below:

Pricing

NB: Pricing, to be provided separately, should cover these features as well. It should also outline what the annual support will cost and for how many users.

•In the event there is a need to deviate from this, please advise in your submission the reason to do so.

Total Summarised Costs (Rand Incl VAT)			
Item (provide details If Any)	**Quantity**	**Total (Rand Inc VAT)**	**Comment**
Implementation		ZAR 0.00	Break down the costing per project phase and proposed system design methodology with clear visibility of deliverables (including integration) costings.
Data cleansing	1	ZAR 0.00	
License and/or Subscription	10	ZAR 0.00	Bidder must advise if additional licenses are required for integration points and also include quotes for them. The number is provided in case it is required for the licensing model of the ODS. Bidder to provide the licensing model for the ODS.
Hosting		ZAR 0.00	
Support		ZAR 0.00	
Training		ZAR 0.00	
Mobile App (if applicable)		ZAR 0.00	
Other		ZAR 0.00	
Grand Total		**ZAR 0.00**	

Service Providers MUST populate this template based on their proposed methodology and deliverables
*** Service Provider must populate the pricing table above and align it to the Resource Pricing table below.**
***Service Provider must indicate any additional licenses that may be required based on the proposed solution e.g. Off the shelf solution and associated costs.**
***Service Provider must indicate materials that will be required to host the system.**

TABLE 10:PRICING SUMMARY

Detailed Costing Example:

Implementation				
Project Stage (Initiation, Planning, Execution, Closing)	**Deliverable**	**Description**	**Cost (Rand incl. VAT)**	**Comment**
	Deliverable 1			
	Deliverable 2			
	Deliverable 3			
	Deliverable 4			
	Deliverable 5			
Grand Total Implementation Costs	**ZAR 0.00**			

Licenses/Subscription Costs (If any)					
License /Subscription	Description	**Year 1** (Rand incl. VAT)	**Year 2** (Rand incl. VAT)	**Year 3** (Rand incl. VAT)	Comment
License/ Subscription 1					
License/ Subscription 2					
License/ Subscription 3					
License/ Subscription 4					
License/ Subscription 5					
Total License / Subscription Costs		ZAR 0.00	ZAR 0.00	ZAR 0.00	
Grand Total	**ZAR 0.00**				

Support Costs (if any)					
Item	**Description**	**Year 1** (Rand incl. VAT)	**Year 2** (Rand incl. VAT)	**Year 3** (Rand incl. VAT)	**Comment**
Item 1					
Item 2					
Item 3					
Item 4					
Item 5					
Total Support Costs		ZAR 0.00	ZAR 0.00	ZAR 0.00	
Grand Total	**ZAR 0.00**				

Other Costs (if any) eg. Hosting					
Item	**Description**	**Year 1** (Rand incl. VAT)	**Year 2** (Rand incl. VAT)	**Year 3** (Rand incl. VAT)	**Comment**
Other Item 1					
Other Item 2					
Other Item 3					
Other Item 4					
Other Item 5					
Total Other Costs		ZAR 0.00	ZAR 0.00	ZAR 0.00	

-

Total Summarised Costs (Rand Incl VAT)		
Item (provide details if any)	**Total (Rand Inc VAT)**	**Comment**
Implementation	ZAR 0.00	
License and/or Subscription	ZAR 0.00	
Hosting	ZAR 0.00	
Support	ZAR 0.00	
Other	ZAR 0.00	
Grand Total	**ZAR 0.00**	

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

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

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

RFP213/2026: Procurement of an Online Declaration System

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** _____

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 interest1 in the enterprise,
employed by the state?**YES/NO**
2.1.1If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

……

……

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

2.3.1 If so, furnish particulars:

……..

……..

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

3.4The 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 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

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1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

(a) Price; and

(b) Specific Goals (namely, BBBEE status level of contributor).

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80/90
PREFERENCE POINTS	20/10
Total points for Price and Preference Points	**100**

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20 **or** **90/10**

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number:
……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME: .....
DATE:.....

ADDRESS:.....

.....

.....
.....

RESTRICTED SUPPLIERS

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

Item	Question	Yes	No
4.1	**Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?** (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

Annexure D

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

Annexure E

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

Annexure F

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

Annexure G

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

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

Annexure H

[General Conditions of Contract]

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

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

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

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

Annexure I

Tax Compliant Status and CSD Registration Requirements

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

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

CSD Registration Number:



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

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