



TENDER NUMBERS:

RFP005/2017; RFP006/2017; RFP007/2017; RFP008/2017; RFP009/2017

**DEVELOPMENT BANK OF SOUTHERN
AFRICA ON BEHALF OF THE
INDEPENDENT POWER PRODUCERS
OFFICE OF THE DEPARTMENT OF
ENERGY**

BRIEFING NOTE 01

31 JANUARY 2017

1 Introduction

- 1.1. This Briefing Note 1 is issued in terms of clause 8 of RFP 005/2017; RFP 006/2017; RFP 007/2017; RFP 008/2017 and RFP 009/2017 issued by the Development Bank of Southern Africa (DBSA) on behalf of the Independent Power Producers Office (IPPO) of the Department of Energy for suitably qualified service providers to the IPP Office and programmes.
- 1.2. Unless otherwise expressly stated, or the context otherwise requires, words and expressions defined in the RFP shall bear the same meanings in this Briefing Note as those ascribed to them in the RFP.

2 Purpose of the Briefing Note

The purpose of this Briefing Note is:

1. To respond to queries received from bidders in the period of 16 January 2017 to 31 January 2017 by providing a table of frequently asked questions and responses.
2. To inform bidders that the clarification period regarding queries has been extended to Friday, 3 February 2017.
3. To provide an updated version of the SLA (Annexure N) following the correction of the clause references.
4. To provide replacement tables for RF005/2017 and RFP 007/2017.

3 TABLE OF FREQUENTLY ASKED QUESTIONS AND RESPONSES

QUESTION	RESPONSE
BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM – As my company is not registered in South Africa, please confirm whether it is acceptable to mark this “not applicable”?	Evidence should be provided in terms of the rules/requirements for registration in the country of origin.
BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM – As my company is not	Not applicable to international companies.

QUESTION	RESPONSE
registered for VAT in South Africa, please confirm whether it is acceptable to mark this “not applicable”?	
BBBEE CERTIFICATE SUBMITTED? – As my company is not registered in South Africa, I have no BBBEE Certificate. Please confirm whether this may be submitted with the comment “not applicable”?	Not applicable to international companies.
Price Proposal. – Please clarify whether the proposal should also include the standard hourly rate expressed in a foreign currency or whether only the hourly rate expressed in ZAR converted from the currency rate should be provided?	Both the applicable standard rate in foreign currency as well as the converted ZAR amount (using the exchange rates included in the RFP) must be provided. Reference paragraph XIII of Annexure A Price Proposal.
Annexure C (SBD2 Tax Clearance Certificate Requirements), As my company is not registered in South Africa, I have no tax clearance certificate. Please confirm whether this may be submitted with the comment “not applicable”?	Evidence of tax registration and good standing in the country of origin must be provided.
Annexure E (SBD6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011), Please confirm that as my company is not registered in South Africa this may be submitted with the comment “not applicable”?	Not applicable to international companies.
Annexure F (SBD8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES), Please confirm that as my company is not registered in South Africa thus may be submitted with the comment “not applicable”?	Not applicable to international companies.
Annexure H (Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation), as my company is not registered in South Africa, please confirm what documents should be submitted?	Evidence and details must be provided as per the country of origin.
Annexure I, (Certified copies of latest share certificates, in case of a company), as my company is not registered in South Africa and does not have traded shares, please confirm whether no submission should be made or whether a copy of an original shareholding certificate should be	Evidence as per country of origin must be provided.

QUESTION	RESPONSE
provided?	
Please advise whether the contracting terms and conditions in the Service Level Agreement (Annexure N) (SLA) are negotiable and if so, are we required to submit our proposal with a mark-up of the SLA?	The SLA is non-negotiable however changes may be considered to the extent that those changes are deemed necessary. Bidders are not required to execute the contract at this stage but must indicate their acceptance of the terms thereof of by statement or by initialing the document on each page.
In the event of a contradiction in the General Conditions of Contract and the SLA, please confirm which document would take precedence.	The SLA will take precedence.
Please clarify the number of hard copies required?	One (1) original plus three (3) copies (hard copies) must be submitted. One soft copy should also be included.
As an international firm can we assign a South African power of attorney to sign the register on our behalf in South Africa?	Yes
Where a bidder chooses to enter into a consortium with an international firm for purposes of bidding for a professional service, is each member of the consortium required to submit individual Technical and Financial Proposals, with an indication in each of their respective Proposals that they are bidding in consortium with each other? Or is the consortium required to submit one Technical Proposal and one Financial Proposal that encompasses the offerings of each of the member within the consortium?	Bids must be submitted either as an entity or as an individual. All bids that pass the functional evaluation in response to a specific RFP and professional service will be further evaluated based on price (on the basis of a blended rate to be determined as per Annexure A pricing proposal) and BEE.
The RFP direct us to the IPP website for the IPP Office policy on disbursements. Please direct me on how I can access it from the IPP site.	Policy is available on the website under the press centre tab.
I am interested in the IPP advisory role, what should I do and who should I contact?	Please note that all companies and individuals seeking to provide advisory services to the IPP Programme have to respond to the relevant RFP's by date closure 13 February 2017.
Would you please also send me a word version of the Service Level Agreement?	Kindly note that the SLA will be executed at award and no word copy will be made available as mark-ups is not required. No word copies of RFP Templates will be made available.

QUESTION	RESPONSE
In the instance when a firm decides to apply for more than one category of specialist services, does the firm need to submit separate proposals responding to the scope indicated in each category, or can it be done within one proposal but under separate sections thereof?	Separate bids must be submitted for each professional service and each RFP, but is not needed for each category. Categories should however be clearly indicated in each submission.
With respect to the synopsis of each project that each individual has worked on and the particular role, would you prefer a summarised table of all team members with a bulleted list of relevant projects and respective responsibilities, or do you require a more detailed information on the project itself, i.e. description and scope.	Sufficient information should be provided in a clear and concise manner in support of an assessment of the depth and variety of a firm and/or individual's relevant experience.
For the Renewable RFP is international experience sought for legal advisors?	International Experience under the Renewable Energy Programme will be an added advantage with reference to a Transaction Advisory role but is a requirement for a Reviewer role.
The RFP requires that a pdf formatted copy of the bid is submitted on a memory disc/flash disk. Please clarify whether one disc including both the Qualifying Criteria and Commercial Proposals should be submitted and included in the envelope with the hard copies of Qualifying Criteria, or whether separate discs for the two sections should be prepared and submitted in the appropriate bid envelope.	The Functional and Financial proposals must be in separate envelopes.
The RFP requires CV's for both the functionality and the price proposals. Must the CV's be included in full in both envelopes or can the price proposal simply refer to the CV's provided in the functionality proposal?	CVs must only be submitted with the functional proposal.
If a separate price proposal is included for international resources, how should this pricing proposal be completed? The tables provided only make reference to ZAR.	International prices must be submitted and converted to ZAR as per the table provided.
How should the travelling time required be disclosed in the pricing proposal?	It must be reflected as part of disbursements.
How should the inflation be applied to the price proposal?	Escalation for inflation will be applied annually from 1 April. Reference paragraph XI of Price Proposal: Annexure A.

QUESTION	RESPONSE
What rate will be used for evaluation purposes?	The blended rate calculated as per table VIII in the pricing proposal Annexure A.

4 4.1 UPDATED SERVICE LEVEL AGREEMENT

See Annexure N

4.2 REPLACEMENT TABLES

For RFP 005/2017 see Annexure 1

For RFP 007/2017 see Annexure 2