



**CD 26/2022**

**PRINTING, ENVELOPING, SORTING AND  
POSTING OF MONTHLY ELECTRICITY BILLS  
AND ASSOCIATED NOTICES**

## Table of Contents

|  |                                     |
|--|-------------------------------------|
| 1. STATEMENT OF INVITATION .....   | 2                                   |
| 2. MINIMUM REQUIREMENTS .....  | 2                                   |
| 3. SCOPE OF WORK .....   | 5                                   |
| 4. TECHNICAL SPECIFICATION .....   | 5                                   |
| 5. SPECIAL CONDITIONS OF THE CONTRACT .  | <b>Error! Bookmark not defined.</b> |
| 7. EVALUATION CRITERIA.....  | 6                                   |
| 8. PRICING (NUMBERING SHOULD CORRELATE WITH TECHNICAL SPEC<br>ITEM NUMBER) ..... | 9                                   |
| 9. CONTACT DETAILS .....   | 9                                   |
| 10. ANNEXURES .....  | 10                                  |

## **1. STATEMENT OF INVITATION**

CENTLEC (SOC) Ltd (hereafter refer to as CENTLEC) a Municipal Entity distributing electricity in Mangaung Metro and other Municipalities invites suitable bidders for Printing, Enveloping, Sorting and Posting of Monthly Electricity Bill, monthly disconnection warning notices and supply all relevant stationery material needed to execute the required actions in support of the revenue management section as the need arises for period of thirty-six (36) months.

## **2. MINIMUM REQUIREMENTS**

2.1 Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.

2.2 Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.

2.2.1 In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.

2.3 The bidder must be registered on the National Treasury Centralized Suppliers Database

2.4 Please note that the Special Conditions table as per point 3 below, needs to be met. All supporting documents needs to be submitted where applicable.

### 3. Special Conditions

| Description   | Yes | No | Supporting documentation required |
|---|-----|----|-----------------------------------|
| The printing should be on the service provider's own equipment and the service provider to take full responsibility of the maintenance of the equipment to ensure that there is no disruption of service.   |     |    | List of equipment                 |
| The service provider to supply paper for the printing and the cost of the paper should be included in the pricing.  |     |    | N/A                               |
| The service provider should have facilities to frank and mail the bills, the responsibility to enter into a contract with the South African post office for the mailing of these bills resides with the service provider and proof of this should be provided once a service provider is appointed as a successful bidder |     |    | Submit upon appointment           |
| The prices should be fixed and firm for the duration of the contract;   |     |    | N/A                               |
| All prices quoted should exclude VAT;   |     |    | N/A                               |
| The data for the bills will be provided each month 5 working days before end of the month and the bills should be printed, sorted and mailed before the 28th day of the month to ensure that customers receive and pay the bill by the 7th of each month.   |     |    | Commitment letter                 |
| A detailed printing and postage report should be provided after each billing cycle and this report should also include the report from the South African Post Office detailing how bills have been posted.  |     |    | N/A                               |
| The system should be able to provide monthly reports on the number of email statements send, delivered and read as well   |     |    | N/A                               |

|  |  |  |  |
|--|--|--|--|
| as reports on the statistics of customers who have downloaded their statements online. |  |  |  |
|--|--|--|--|

### 3 SCOPE OF WORK

- 3.1 The scope of work for the service provider will be to print, envelope, sort and post the monthly electricity bills, monthly disconnection warning notices and supply all relevant stationery material needed to execute the required actions in support of the Revenue Management Section, as per the detailed specifications below.
- 3.2 In order to increase efficiency introduce other platforms like email and online accounts download to ensure that customers can access their statements easily. This will assist the Entity's Revenue Enhancement initiatives.
- 3.3 The prices should be based on the current number of bills (+/-7500) and notices, taking into consideration that the number of bills and notices will decrease each period as customers apply to be converted to prepaid meters.

### 4. TECHNICAL SPECIFICATION

- 4.1 CENTLEC will provide an overlay of the current bill and CENTLEC will have the right to review the design and change it as and when needed.
- 4.2 The bills should make provision for advertisements as per the current bill as a form of revenue stream for CENTLEC; these adverts will be approved by CENTLEC and provided to the service provider to include in the bill.
- 4.3 The bills should be according to or similar to the current bills (sample provided as Annexure 1 in the bid documentation); the successful bidder will receive the electronic template or file format for the production of the electricity bills.
- 4.4 The pricing should be per bill and should be inclusive of all costs (paper, printing and postage).
- 4.5 The prices should be on the current number of +/-7500 bills including notices, taking into consideration that the number of bills and notices will decrease each period as customers apply to be converted to prepaid meters.
- 4.6 In terms of 3.2 above the following should be performed by the Service Provider:
  - Convert all billing data to PDF
  - Process all billing files and upload them to the online viewing platform
  - Emailing of all PDF statements to customers
  - Emailing of warning notices to customers
  - Warning disconnection SMS messages to customers when necessary
- 4.7 The system of the service provider for the email services and statement download should be accessible to the entity staff as well as allowing customers to register and download their statements on the online platform.

## 5 EVALUATION CRITERIA

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity.

The most suitable candidate will then be selected. Please take note that CENTLEC (SOC) Ltd is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria, CENTLEC (SOC) Ltd will evaluate the technical criteria first, and will only look at the price and BBBEE level of contribution if it is satisfied with the technical evaluation. As a result of this, CENTLEC (SOC) Ltd does not bind itself in **any way** to select the bidder offering the lowest price.

### 7.1 TECHNICAL EVALUATION CRITERIA

| No. | Criteria  | Description   | Points     |
|-----|---|---|------------|
| 1.  | Track record and experience                                     | Letters of references from previous major companies where work with similar scope was successfully completed and signed by the duly authorized company representative.<br><br>Two (2) letters = <b>10 points</b><br>Three (3) letters = <b>20 points</b><br>Four (4) letters = <b>30 points</b>   | 30         |
| 2.  | Local (Mangaung) operational capability and economic investment | Does the bidder have an existing and established local office (CENTLEC distribution area) = <b>10 points</b><br><br>If not (Within South Africa) = <b>5 points</b><br><br>b) Will they use local resources? ( <b><u>Bills must be posted through Bloemfontein Post Office). The bidder should submit letter of commitment to this effect</u></b> ) = <b>30 points</b> | 40         |
| 3.  | Operational resources   | Availability of printing machines and the backup machine;<br>a) Two (2) X printing machines = <b>15 points</b><br>b) Three (3) or more printing machines = <b>30 points</b>   | 30         |
|     | <b>TOTAL</b>  |   | <b>100</b> |

Table 1 – Evaluation criteria

A bidder who gets above 60 points on will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

Item 1 – 10 points

Item 2 – 35 points

Item 3 – 15 points; in the Evaluation Criteria.

The point system applicable to this project will be: 80/20

80 points for Price

20 points for BBEEE certificate from accredited verification agencies.

## **7.2 PRICE AND PREFERENTIAL POINTS SCORING – STAGE 2 (Price and B-BBEE status)**

All Bidders that have passed the technical evaluation threshold of 60 points would also be scored based on the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

### **7.3 Points awarded for price**

A maximum of 80 Points is allocated for price on the following basis:

Where

$$P_s = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

|            |   |  |
|------------|---|--|
| $P_s$      | = | Points Scored for comparative price of bid   |
| $P_t$      | = | Comparative Price of bid under consideration |
| $P_{\min}$ | = | Comparative Price of lowest acceptable bid   |

#### **7.4 Points awarded for B-BBEE Status Level of Contribution**

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below;

| B-BBEE Status Level of Contributor | Number of Points (80/20 System) |
|------------------------------------|---------------------------------|
| 1                                  | 20                              |
| 2                                  | 18                              |
| 3                                  | 14                              |
| 4                                  | 12                              |
| 5                                  | 8                               |
| 6                                  | 6                               |
| 7                                  | 4                               |
| 8                                  | 2                               |
| Non-Compliant Contributor          | 0                               |

## 8 PRICING SCHEDULE

| ITEM NO | DESCRIPTION   | PRICE PER BILL/NOTICE (EXCLUDING VAT) |
|---------|---|---------------------------------------|
| 1.      | Printing<br>Per total number of bills/notices +-7500                | R_____ per bill/notice                |
| 2.      | Sorting<br>Per total number of bills/notices +-7500                 | R_____ per bill/notice                |
| 3.      | Enveloping<br>Per total number of bills/notices +-7500              | R_____ per bill/notice                |
| 4.      | Posting per bill/notice<br>Per total number of bills/notices +-7500 | R_____ per bill/notice                |
| 5       | Statements converted to PDF per 1000                                | R_____ per 1000 bills/notices         |
| 6.      | Statements uploaded on online viewing platform per 1000 statements  | R_____ per 1000 bills/notices         |
| 7.      | Statements / warning notices emailed to customers per 1000          | R_____ per 1000 bills/notices         |

## 9 CONTACT DETAILS

9.1 For any further technical information regarding the document contents please contact Mr. Lehlohonolo Kubu e-mail: [Lehlohonolo.Kubu@CENTLEC.co.za](mailto:Lehlohonolo.Kubu@CENTLEC.co.za). Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.

9.2 For Supply Chain Related questions, Please contact Mrs. Palesa Makhele at [Palesa.Makhele@CENTLEC.co.za](mailto:Palesa.Makhele@CENTLEC.co.za).

10 ANNEXURE 1



**CENTLEC (SOC) Ltd**

ELECTRICITY INTO THE FUTURE

GROENEWALD D C & H L  
POSBUS 30204  
PELLISSIER  
9322

PRIVATE BAG X14 (051) 409-2211  
BRANDHOF  
9324 (051) 409-2366  
ELECTRICITY: (051) 409-2345  
METER READINGS: (051) 409-2251/2

|  |                       |  |                        |   |  |
|--|-----------------------|--|------------------------|---|--|
| <b>ACCOUNT NO:</b> 5000113772  |                       | SOETDORTINGLAAN                                    |                        | BLOEMDAL  |  |
| <b>DEPOSIT DATE</b>  | <b>DEPOSIT AMOUNT</b> | <b>PROPERTY VALUE</b>                              | <b>TAX INVOICE NO.</b> |   | <b>CONSUMER VAT NUMBER</b>   |
|  | 1000.86               |  | 5000113772/2018/04/20  |   |  |
| <b>TYPE</b>  | <b>METER NUMBER</b>   | <b>PREVIOUS READING</b>                            | <b>NEW READING</b>     | <b>SEE NOTE ON REVERSE SIDE</b>                   | <b>TAX INVOICE (VAT REG. NO.:4260211721)</b>   |
| EL   | 8079                  | 323535.00  | 327207.00              | UNITS CONSUMED 3672.000<br>TARIFF CODE J64 EL5M01 | <p><b>EXPIRY DATE</b> 2018/04/09</p> <p><small>Interest will be charged in terms of the Finance policy if property value are not paid on or before expiry date. The amount must be paid before the expiry date, failing which the services can be discontinued without further notice.</small></p> |
| <b>ACTION</b>  |                       |  | <b>DATE</b>            | <b>REFERENCE</b>                                  | <b>NOTE C</b>  |
| PREVIOUS ACCOUNT   |                       |  | 2018/02/21             |   | 4762.44  |
| LEVY ELEC.   |                       |  | 2018/03/20             | 8079  | 5053.97  |
| VAT ELEC.  |                       |  | 2018/03/20             | 8079  | 707.56   |
| LEVY SUNDRY  |                       |  | 2018/02/22             | 732832  | 491.29   |
| VAT SUNDRY   |                       |  | 2018/02/22             | 732832  | 65.36  |
| <b>120 + DAYS</b>  | <b>90 DAYS</b>        | <b>60 DAYS</b>                                     | <b>30 DAYS</b>         | <b>CURRENT</b>                                    | <b>DUE</b>   |
| 0.00   | 0.00                  | 0.00   | 15.23                  | 1803.86   | 11080.62   |
|  |                       |  |                        |   | <b>E &amp; O E</b>   |
|  |                       |  |                        |   | <b>PAYMENT INCLUDED TO</b>   |
|  |                       |  |                        |   | 2018/04/20   |
| <b>ACCOUNT NO.</b>   | <b>AMOUNT DUE</b>     | <b>THIS PORTION MUST ACCOMPANY YOUR REMITTANCE</b> |                        |   |  |
| 5000113772   | 11080.62              |  |                        |   |  |
| GROENEWALD D C & H L<br>SOETDORTINGLAAN BLOEMDAL<br>5003300000000200000000000000 |                       |  |                        |   |  |
| <b>Post Office</b>   |                       | <b>SEQUENCE</b>                                    |                        |   |  |
| 176 05000113772  |                       | ELEC. 5761.00 9951.19                              |                        |   |  |
| >>>>> 9 1933 5000 1137 724   |                       | SUNDR 556.00 1129.43                               |                        |   |  |
| <b>pay@</b>  |                       | ALLOC  |                        |   |  |
| 11356 5000113772   |                       |  |                        |   |  |
| <b>TOTAL</b>   |                       |  |                        | 6317.00   | 11080.62   |

Your payment will be allocated according to the sequence above