



CLUSTER

OFFICE OF THE CITY MANAGER

UNIT

CITY INTEGRITY AND INVESTIGATIONS

DEPARTMENT

FORENSIC INVESTIGATIONS

PROCUREMENT DOCUMENT

GOODS / SERVICES

Documents are to be obtained, free of charge, in electronic format, from the [National Treasury's eTenders website](#) or the [eThekweni Municipality's website](#).

Tender No: 1K-31944

Procurement of Forensic Investigations Case Management

Title: Software, with configuration, Licensing, Maintenance and Support for 36 months

CLARIFICATION MEETING AND QUERIES

Clarification Meeting:

There will be a compulsory clarification meeting held @10h00 on the 22 May 2025 at the 10th floor boardroom of CIIU Rennies House 41 Margaret Mncadi Avenue, Victoria Embankment, Durban. Bidders who do not attend the meeting will be excluded from any further consideration and/or evaluation. Consolidated answers to questions will be uploaded 10 June 2025

Queries can be addressed to:

General / Contractual: Senzo Ngesi; Tel: 031-3228243; eMail: Senzo.Ngesi@durban.gov.za

Technical: Skhumbuzo Vilakazi; Tel: 031 3119627; email: Sikhumbuzo.Vilakazi@durban.gov.za & Firoz Esoof; Tel: 031 3228028; eMail: Firoz.Esoof@durban.gov.za SSS Queries: Aveer Banwarilal/Lindo Dlamini; Tel: 031 3227133 / 031 3227153; Email: Supplier.selfservice@durban.gov.za

DELIVERY OF TENDERS

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than:

Closing Date: Friday, 20 June 2025

Time: 11:00am

FACSIMILE, eMAIL or POSTED TENDERS WILL NOT BE ACCEPTED

Issued by:

NAME OF TENDERER:

Tender Price: R

VAT Registered: YES / NO
(circle applicable)

NAME OF TENDERER:	
Tender Price: R	VAT Registered: YES / NO (circle applicable)

PROCUREMENT DOCUMENT (Goods / Services)**INDEX**

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SECTION 1: GENERAL INFORMATION

YOU ARE HEREBY INVITED TO TENDER FOR REQUIREMENTS OF THE ETHEKWINI MUNICIPALITY
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TENDER No.: **1K-31944**DESCRIPTION: **Procurement of Forensic Investigations Case Management Software, with configuration, Licensing, Maintenance and Support for 36 months**CLOSING DATE / TIME: **Friday, 20 June 2025** at **11:00am**

All tenders must be submitted on official tender documentation issued (in electronic format) by the eThekwini Municipality from:

- the National Treasury's eTenders website (<https://www.etenders.gov.za/>), or
- the eThekwini Municipality's website (<https://www.durban.gov.za/pages/business/procurement>).

Electronically downloaded documentation should be printed by the tenderer.

Tenderers are required to be registered on the **National Treasury Central Supplier Database** (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture.

Registration on the **eThekwini Municipality's Database** can be done via website: <https://ethekwinivendor.durban.gov.za/>

Tenderers should ensure that tenders are delivered timeously to the correct address as stated in the Conditions of Tender. If a tender is late, it will not be accepted for consideration.

The Municipality will consider a tender submitted in response to this request for tender to be an offer from your company to perform the supply on the basis of that tender. Accordingly, please review the attached General and Special Terms and Conditions which will form the basis for any supply arrangement entered into between the Municipality and your company.

The Municipality is seeking tenders from potential suppliers only and makes no representation or promise in relation to procuring work from a supplier or suppliers. The Municipality will not be responsible for any costs associated with preparing and submitting a tender.

The Municipality does not bind itself to accept the lowest or any tender. It reserves the right to accept the whole or any part of a tender to place orders. Bidders shall not bind the Municipality to any minimum quantity per order. The successful Tenderer (s) shall be bound to provide any quantities stipulated in the specification.

The successful tenderer will be required to fill in and sign a written Contract Form (MBD 7).

NB: NO TENDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE
(as defined in Regulation 44 of the Local Government: Municipal Supply Chain Management Regulations).

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(Failure to do so may result in your tender being disqualified)**

Name of Tenderer:

Postal Address:

Street Address:

E-Mail Address:

Telephone Number:

-

-

Cell phone Number:

Facsimile Number:

Circle Applicable

Is your entity registered on the **eThekwini Municipality's supplier database?**

YES / NO

- **If YES insert** your PR Number:

PR

Is your entity registered on the **National Treasury Central Supplier Database (CSD)?**

YES / NO

- **If YES, insert** your MAAA Number:

MAAA

Insert a SARS Tax Compliance Status PIN

.....

Is your entity VAT registered?

YES / NO

- **If YES insert** Vat Registration Number:

.....

Has a **Declaration of Municipal Fees** been submitted?

YES / NO

Has a **Declaration of Interest** (MBD 4) been submitted?

YES / NO

Has a **Declaration for Procurement Above R10 Million** (MBD 5) been submitted?

YES / NO

Has a **Preference Points Claim** (MBD 6.1) been submitted?

YES / NO

Has a **Declaration of Bidder's Past SCM Practices** (MBD 8) been submitted?

YES / NO

Has a **Certificate of Independent Bid Determination** (MBD 9) been submitted?

YES / NO

Are you the accredited representative in South Africa for the goods / services / works offered? **If YES, enclose proof** at the back of the tender submission.

YES / NO

Signature of Tenderer:

Date:

Name / Surname: (in block capitals)

Capacity under which this tender is signed:

SECTION 2 : CONDITIONS OF TENDER – (Goods / Services : June 2019)

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SPECIAL / ADDITIONAL CONDITIONS OF TENDER

STANDARD CONDITIONS OF TENDER (Goods / Services)

1. DEFINITIONS

General:

- (1) Defined words / phrases are printed in *Italic font*.
- (2) Definitions apply to the singular as well as the plural.
- (3) Any reference to the masculine gender shall be taken to include the feminine and any reference to the feminine gender shall be taken to include the masculine.
- (4) The words "bid" and "tender", and "bidder" and "tenderer" can be used interchangeably.
- (5) All definitions as defined in the **General Conditions of Contract** are applicable to these **Standard Conditions of Tender**. These definitions include:
 - "Closing time"
 - "Contract"
 - "Contract Price"
 - "Corrupt practice"
 - "Countervailing duties"
 - "Country of origin"
 - "Day"
 - "Delivery"
 - "Delivery ex stock"
 - "Delivery into consignees store or to his site"
 - "Dumping"
 - "Force majeure"
 - "Fraudulent practice"
 - "GCC"
 - "Goods"
 - "Imported content"
 - "Local content"
 - "Manufacture"
 - "Order"
 - "Project site"
 - "Purchaser"
 - "Republic"
 - "SCC"
 - "Services"
 - "Supplier"
 - "Tort"
 - "Turnkey"
 - "Written" or "in writing"
- (6) **Bid or Tender:** The offer submitted in respect of an invitation to submit such an offer.
- (7) **Bidder or Tenderer:** An entity (company, close corporation, partnership, joint venture, sole proprietor) which submits a *bid/tender*.
- (8) **Municipality:** The eThekweni Municipality, as represented by the duly authorised delegate, official or committee.
- (9) **SCT:** Special Conditions of Tender (found in Section 3).
- (10) **Week:** A period of seven (7) consecutive *days*.
- (11) **Material Deviation:** A material deviation or qualification is one which, in the *Municipality's* opinion, would:
 - (a) Detrimentially affect the scope, quality, or performance of the services or supply identified in the Scope;
 - (b) Significantly change the *Municipality's* or the *Tenderer's* risks and responsibilities under the contract; or
 - (c) Affect the competitive position of other *Tenderers* presenting responsive *tenders*, if it were to be rectified.

2. CONDITIONS OF TENDER & CONTRACT

The specification will be governed by the **Standard Conditions of Tender** (Goods and Services), **Special Conditions of Tender (SCT)**, **General Conditions of Contract (GCC)** (Government Procurement General Conditions (July 2010), as amended by National Treasury Circular 52 dated 30 July 2010), the **Special Conditions of Contract (SCC)**, the **Occupational Health and Safety Act** (Act No. 85 of 1993), and the **eThekweni Code of Conduct**.

Complete Acceptance of Conditions

Unless otherwise expressly stipulated in a letter covering the *tender*, every *Tenderer* shall be deemed to have waived, renounced, and abandoned any conditions printed or written upon any stationery used for the purpose of, or in connection with, the submission of their *tender*, which are in conflict with the **General Conditions of Contract** and **Special Conditions of Contract**. *Tenderers* are advised that any *material divergences / qualifications* from the official Conditions or Specification will render their *tenders* liable to disqualification.

3. TENDER INFORMATION

(1) General

- (a) *Tenders* will be liable for rejection unless made out on the official tendering documentation.
- (b) Any alterations effected upon any of the tendering documents must be clearly shown by means of a hand written (black, non-erasable ink), or typed, entry and must be signed in full by the *Tenderer*. **The use of correction fluid is not permitted.**
- (c) *Tenderers* may submit alternative solutions that, in the *Tenderer's* opinion, are to the *Municipality's* advantage economically and technically. Full technical details of the alternative *tender(s)* shall be submitted with the tender documents. Alternative *tender(s)* shall be submitted separately.

(2) Obtaining Tender Documentation

All tenders must be submitted on official tender documentation issued, in electronic format, by the eThekweni Municipality. Electronically downloaded documentation (obtainable free of charge) should be printed and suitably bound by tenderer.

(3) Queries Relating to this Tender

Queries can be directed to the person / Department as stated in the **SCT**.

(4) Briefing Session (Clarification Meeting)

Details of the briefing session are stated in the **SCT**. Failure to attend a **compulsory** briefing session will invalidate the *tender*. *Tenderers* must sign the attendance list in the name of the tendering entity. *Tenders* will only be evaluated from those tendering entities appearing on the attendance list.

(5) Closing Date and Delivery of Tender Submissions

Sealed *tenders* made out on the enclosed Official Tender Form, which shall be signed by or on behalf of the *Tenderer*, and addressed to the City Manager, marked with the appropriate Tender number, must be placed in the **Tender Box** as stated in the **SCT** not later than the **date and time** as stated in the **SCT**, where after they will be opened publicly.

All tender documents **must** be placed directly into the Tender Box and should not be delivered to any other Municipal Department. *Bidders* are advised that *tenders* submitted by post, fax or email **will not** be considered. All couriered documents must be placed directly into the Tender Box and should not be delivered to any other Municipal Department.

Any *tender* received after the closing date and time stated for the receipt thereof **shall not** be accepted for consideration and shall be returned to the *Tenderer*.

(6) Tender Validity and Withdrawal of Tenders

Tenders must hold good until 16:00 of the 5th week following the date on which *tenders* are opened, or during such other period as may be specified in the **SCT**. The *Municipality* may, during the period for which *tenders* are to remain open for acceptance, authorize a *Tenderer* to withdraw their *tender* in whole or in part on condition that the *Tenderer* pays to the *Municipality* on demand, a sum of one thousand Rand (R1,000.00). The *Municipality* may, if it thinks fit, waive payment of such sum in whole or in part.

4. RETURNABLE SCHEDULES, FORMS, CERTIFICATES

Each *Tenderer* shall complete fully and accurately the following documents and submit these documents with the *tender*:

- (1) **Authority of Signatory:** In terms of Clause 4(5)(c) of the Conditions of Tender.
- (2) **Tax Compliance Status PIN / Tax Clearance Certificate:** SARS has introduced a new Tax Compliance Status System. Tenderers can submit a Tax Compliance Status PIN (TCS PIN) instead of an original Tax Clearance Certificate. This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.
- (3) **Declaration of Municipal Fees:** Only those *Bidders* whose municipal fees are fully paid, or those that have concluded acknowledgement of debt agreements with the *Municipality*, are eligible to *tender*.
All *Bidders* must sign the Declaration of Municipal Fees returnable form, declaring that their municipal fees are in order or that acknowledgement of debt agreements have been concluded, and include the relevant account numbers in the declaration. Failure to include account numbers or sign will invalidate the *tender*. The completion of the declaration is also applicable to *Bidders* outside of the eThekweni Municipal Area.
- (4) **Declaration with respect to the Occupational Health and Safety Act:** Acceptance of undertaking in terms of the Occupational Health and Safety Act (Act 85 of 1993) and the relevant Regulations.

(5) Municipal Bidding Documents (which includes):

- (a) **MBD 4: Declaration of Interest:** All *Bidders* are to sign the Declaration of Interest wherein they declare any relationship that may exist with an official of the Municipality involved in the evaluation process.
Regulation 44 of the Supply Chain Management Regulations states that a Municipality or Municipal Entity may not make any award to a person:
 - (i) Who is in the service of the state;
 - (ii) If that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or
 - (iii) Who is an advisor or consultant contracted with the Municipality or municipal entity.
 Should a contract be awarded, and it is subsequently established that Regulation 44 has been breached, the Municipality shall have the right to terminate the contract with immediate effect.
- (b) **MBD 5: Declaration for Procurement Above R10 Million (if applicable):** For all procurement expected to exceed R10 million (all applicable taxes included), tenderers must complete this questionnaire.
- (c) **MBD 6.1: Preference Points Claim Form:** For the awarding of Preference Points, *Bidders* are required to complete the attached MBD 6.1 form and return it with their tender submission. Failure on the part of a tenderer to complete and submit this form will be interpreted to mean that preference points for **Specific Goals** are not claimed.
The Municipality reserves the right to require of a tenderer, 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 Municipality.
- (d) **MBD 8: Declaration of Bidders Past Supply Chain Management Practices Form:** This form serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- (e) **MBD 9: Certificate of Independent Bid Determination:** Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms if it involves collusive tendering or tender rigging. In order to give effect to this, the Certificate of Bid Determination must be completed and submitted with the tender.

(5) **Official Tender Form** (see Section 9)**(a) Legal Status of Tenderer**

It is essential for the purpose of entering into a legal contract that *Bidders* state on the Official Tender Form, under "Name and Address of Tenderer ", their full legal status:

- (i) the full registered name of the company making a *tender*; or
- (ii) if the *Tenderer* is a person conducting business under a recognised trading name then:
 - State the name of the person(s);
 - State recognised trading name; and
 - State whether an owner, co-owner, proprietor, etc.

(b) Signing of Official Tender Form

Failure of a *Tenderer* to complete, in its entirety, and sign the Official Tender Form will invalidate the *tender*.

(c) Authority of Signatory

Bidders are to complete and sign the Authority of Signatory returnable document, and attach the required additional documents.

(d) Differences or Discrepancies

Should there be any difference or discrepancy between the prices or price contained in the Official Tender Form and those contained in any covering letter from the *Tenderer*, the prices or price contained in the Official Tender Form shall prevail.

(6) **Any additional Schedules, Forms, or Certificates as stated in the SCT.**5. **INFORMATION TO BE SUPPLIED REGARDING SUB-CONTRACTORS**

Bidders are to state in their *tenders*, or covering letters, whether, if the contract were to be awarded to them, the whole of the work would be executed by them in their own workshop / factory. If the answer is in the negative, they are required to state which part(s) would be handed to sub-contractors and the name and address of such sub-contractors.

6. **SAMPLES**

Bidders may be required to state where samples of the full range of products can be inspected or be required to submit samples for inspection prior to the closing date of the *tender*.

7. **MANUFACTURERS**

The names of the manufacturers of the goods or equipment offered must be stated in the *tender*.

Bidders who are not manufacturers, accredited distributors, or agents must provide a valid agreement / Joint Venture Agreement, entered into with the manufacturer, accredited distributors, or agents, with their submission. This agreement must meet all the requirements as laid down in the *tender* document, and must cover the contract period.

8. **CLARIFICATION**

The Head: Supply Chain Management Unit, or an authorized representative, may request clarification or further information on any aspect of the *tender*. The *Tenderer must* supply the requested information within the time specified. Failure to comply will render the *tender* non-responsive.

9. **PRICING**

Bidders would be precluded from this *tender* if their pricing structure deviates from the Official Tender Form.

(1) **Nett Prices**

All prices shall be quoted in South African currency (Rand) after deduction of any brokerage or discount allowed to the Municipality.

(2) **Unit Prices**

Bidders shall quote only one price in respect of each item. Such price is to hold good for the full duration of the contract period, being subject to variation only in accordance with specified criteria, as stated in the **Conditions of Contract**.

(3) **Firm Tenders**

Bidders may submit firm prices for each 12 month period. These prices shall be free from all fluctuations, including any statutory increases.

(4) **Value Added Tax (V.A.T)**

Prices exclusive and inclusive of VAT must be stated separately on the Official Tender Form.

10. **ESTIMATED QUANTITIES**

The estimated quantities are set out in Section 8 : Bill of Quantities / Schedule of Rates/Activities which forms part of the official tender documents. The quantities are stated purely for the information of the *Bidders* and are in order to ascertain an estimated total contract price. The *Supplier* will, however, be bound to supply whatever quantity or quantities the *Municipality* may actually require, and may exceed, or be less than, the estimated quantities stated.

11. **DELIVERY, RISK, PACKAGES, ETC**

- (1) Unless otherwise provided, all goods are to be supplied only against the form of order issued by the *Municipality*.
- (2) *Bidders* shall quote a unit price which shall include delivery to the specified delivery point, as stated in the **SCT**.
- (3) The risk in all goods purchased by the *Municipality* under the contract shall remain with the *Supplier* until such goods shall have been duly delivered.
- (4) *Bidders* shall clearly state the period within which delivery will be made after receipt of the official order, as this may be material in the adjudication of the *tender*.

12. RATES OF EXCHANGE

- (1) Where the goods are imported the *Supplier* shall, within seven days of date of official Purchase Order, arrange through their bankers for the foreign commitment to be covered forward down to the Rand in order to fix the rate of exchange. The *Supplier* shall notify the *Municipality* as soon as possible thereafter regarding the rate which has been fixed on such forward exchange.

Any increase or decrease between the basic rate of exchange as at a date seven days prior to the date of closing of *tenders* and that existing at the date of establishment of the forward exchange cover within the period stipulated above shall be paid or deducted by the Municipality. Upon the failure of the *Supplier* to arrange forward exchange cover, the *Supplier* shall be liable should there be any increase in the basic rate of exchange occurring after the last mentioned date.

The bank charges incurred in obtaining the forward exchange cover shall be for the *Municipality's* account.

- (2) The *Supplier* shall on request:
- Submit documentary proof of the rate of exchange; and
 - When an adjustment is claimed in terms of this sub-clause, whether by the *Supplier* or the *Municipality*, submit documentary proof to the satisfaction of the Deputy City Manager: Treasury in respect of such claim.

13. IMPORT PERMITS

- (1) In order to minimise special importation, *Bidders* should, where possible, have recourse to local suppliers and / or manufacturers.
- (2) *Bidders* must state whether their *tender* is dependent upon the issue of a special import permit or whether they are able to supply the goods by making use of the import facilities available to them.
- (3) In the event of a tender being dependent upon the issue of a special import permit, application for such special import permit shall be made by the Tenderer, unless otherwise provided for in the *SCT*.

14. EVALUATION PROCESS

The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekweni Municipality's current SCM Policy and the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (November 2022).

Details of additional evaluation criteria, if applicable, are stated in the *SCT*.

Evaluation points for price and preference will only be calculated for *Bidders* who comply with the contractual and technical specification, and if applicable, have attained the minimum Functionality Score as stated in the *SCT*.

The evaluation process of responsive *tenders* will be as follows:

- Score each *tender* in respect of the financial offer made and preferences claimed (if any);
- Calculate the total number of evaluation points (T_{EV}) in accordance with the following formula:
 $T_{EV} = N_{FO} + N_P$ where: N_{FO} : is the number of evaluation points awarded for the financial offer; and N_P : is the number of evaluation points awarded for preferences claimed.
- Rank *tenders* from the highest number of evaluation points to the lowest.
- Recommend the *Tenderer* with the highest number of evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- Rescore and re-rank all *Bidders* should there be compelling and justifiable reasons not to recommend the *Tenderer* with the highest number of evaluation points, and recommend the *Tenderer* with the highest number of evaluation points, unless there are compelling and justifiable reasons not to do so, and the process set out in this sub-clause is repeated.

(1) Evaluation points awarded for the financial offer:

Reference is to be made to the Special Conditions of Tender (*SCT*), and returnable form 5(c) in Section 4.

INCOME-GENERATING CONTRACTS

The financial offer will be scored using the formula:

$$N_{FO} = W \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

GOODS and SERVICES

The financial offer will be scored using the formula:

$$N_{FO} = W \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where the value of W is:

- (a) **90** where the financial value inclusive of VAT of all responsive *tenders* received have a value in excess of R 50,000,000; OR
80 where the financial value inclusive of VAT of one or more responsive *tenders* offers have a value that equals or is less than R 50,000,000.
It is unclear (at the time of advertising) which of the two preference point systems applies. Either the 80/20 or 90/10 preference point system will apply, determined by the price offered by the lowest acceptable tender.

(b) **P_{max}** is the comparative offer of the most favourable comparative offer (highest acceptable tender).

(c) **P_{min}** is the comparative offer of the most favourable comparative offer (lowest acceptable tender).

(d) **P_t** is the comparative offer of the *tender* offer under consideration.

(2) Evaluation points awarded for preference:

The **Specific Goals** for Preference Points are specified in the *SCT*.

15. **BRIBERY AND COMMUNICATION WITH COUNCILLORS / OFFICIALS**

(1) **Bribery**

No *Tenderer* shall offer, promise or give to any person or person connected with a *tender* or the awarding of a contract, any gratuity, bonus or discount etc, in connection with the obtaining of a contract.

(2) **Communication, Councillors and Officials**

A *Tenderer* shall not in any way communicate with a member of the *Municipality* or with any official of the *Municipality* on a question affecting any contract for the supply of goods or for any work, undertaking or services which is the subject of a *tender* during the period between the closing date for receipt of *tenders* and the dispatch of the written notification of the *Municipality's* decision on the award of the contract; provided that a *Tenderer* shall not hereby be precluded:

- (a) At the request of the Head: SCM Unit, or an authorized representative, from furnishing him with additional information or with a sample or specimen for testing purposes or otherwise from giving a demonstration so as to enable the recommendation to the Bid Committee on the award of the contract to be formulated;
- (b) From obtaining from the Head : SCM Unit, or an authorised representative, information as to the date upon which the award of the contract is likely to be made, or, after the decision upon the award has been made by the *Municipality* or any Committee to which the *Municipality* has delegated its powers, information as to the nature of the decision or such information as was publicly disclosed at the opening of *tenders* or from submitting to the Accounting Officer in writing any communication relating to their *tender* or the award of the contract or a request for leave to withdraw their *tender*; and
- (c) Provided further that nothing contained herein shall be construed so as to prevent information being sought and obtained from an Official in regard to any decision taken at an open Municipal meeting, or any Committee to which the *Municipality* has delegated its powers.

A contravention of subsection (1) and / or (2), or an attempt to contravene such subsection, shall be reported to the Accounting Officer, who may on receipt of such report disqualify the *tender* of the *Tenderer* concerned.

16. **NEGOTIATIONS WITH PREFERRED BIDDERS**

The *Municipality* reserves the right to invoke Regulation 24 of Municipal Finance Management Act if required.

- (1) The Accounting Officer may negotiate the final terms of a contract with *Bidders* identified through a competitive tendering process as preferred *Bidders*, provided that such negotiation:
 - Does not allow any preferred *Tenderer* a second or unfair opportunity;
 - Is not to the detriment of any other *Tenderer* ; and
 - Does not lead to a higher price than the *tender* as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.
- (3) Such negotiation may be delegated by the Accounting Officer.

17. **CANCELLATION OF TENDER PROCESS**

The municipality is entitled to cancel the tender at any time before the award of a tender and the decision to cancel the tender shall be published in the same manner in which the original tender invitation was advertised. The Municipality shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid.

18. **ACCEPTANCE OF BID**

- (1) The *Municipality* does not bind itself to accept the lowest or any *tender*, and reserves the right to accept the whole or any part of a *tender* to place orders.
- (2) The *Municipality* reserves the right to accept more than one technically and contractually compliant *tender* for part or the whole of the contract and to place orders on the price and availability.
- (3) *Bidders* shall not bind the *Municipality* to any minimum quantity per order.
- (4) The successful *Tenderer* (s) shall be bound to provide any quantities stipulated in the specification.
- (5) Tenders will only be accepted on condition that:
 - (a) The *tender* is signed by a person authorised to sign on behalf of the *Tenderer* .
 - (b) A valid (at time of close of tenders), original, Tax Clearance Certificate OR Tax Compliance Status PIN is included with the *tender* submission. Both should have sufficient validity to ensure the process is adequately covered;
 - (c) A *Tenderer* who submitted their *tender* as a Joint Venture has included an acceptable Joint Venture Agreement and a B-BBEE Certificate pertaining to the Joint Venture with their *tender*.
- (6) Financial Standing: The Head: Supply Chain Management reserves the right to require *Bidders* to submit evidence that their financial standing is adequate to meet their obligations under the contract should they be successful.
- (7) Change of Ownership or Major Policy: Where it is known to a *Tenderer* that a change in ownership or major policy (of the tendering entity) will occur, or is likely to occur, during a specified contract period, the scope and effect thereof must be fully defined in a covering letter to be submitted with the *tender*.
- (8) Purchase of Goods From Other Sources: Nothing contained in this contract shall be held to restrain the *Municipality* from purchasing from persons other than the *Supplier*, any of the goods described or referred to in this contract, if it shall in its discretion think fit to do so.
- (9) Capability and Breach of Contract: Tenderers that do not have the capability of undertaking this enquiry in terms of the requirements of the contract or have been in breach of contract previously will not be considered.

19. **PAYMENT and FACTORING**

Payment conditions will be as per the **Conditions of Contract**.

Payment will be made only to the *Supplier(s)*. Factoring arrangements will not be accepted.

20. **APPEALS**

In terms of Regulation 49 of the Municipal Supply Chain Management Regulations persons aggrieved by decisions or actions taken by the *Municipality*, may lodge an appeal within 14 days of the decision or action, in writing to the *Municipality*. The appeal (clearly setting out the reasons for the appeal) and queries with regard to decision of award are to be directed to the office of the City Manager, attention:

Ms. S. Pillay, P.O. Box 1394, Durban, 4000;
eMail: Simone.Pillay@durban.gov.za.

SECTION 3: SPECIAL / ADDITIONAL CONDITIONS OF TENDER

3.1 SPECIAL CONDITIONS OF TENDER (SCT)

The **Standard Conditions of Tender** (Goods / Services) make several references to the **Special Conditions of Tender** (SCT) for details that apply specifically to this tender. The **Special Conditions of Tender** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Standard Conditions of Tender**.

Each item below is cross-referenced to the clause in the **Standard Conditions of Tender** to which it mainly applies.

SCT 3(1) TENDER INFORMATION: General

The tender document comprises of a cover page and 80 pages.

SCT 3(2) TENDER INFORMATION: Obtaining Tender Documentation

Documents are issued by the eThekweni Municipality electronic format.

Electronically downloaded documentation is obtainable from:

- the National Treasury's eTenders website
 - (<https://www.etenders.gov.za/>), or
- the eThekweni Municipality's website
 - (<https://www.durban.gov.za/pages/business/procurement>).

The entire document should be printed on A4 paper (one sided), and suitably bound by the tenderer.

SCT 3(3) TENDER INFORMATION: Queries Relating to this Tender

General and Contractual Queries are to be directed to:

Senzo Ngesi; Tel: 031-3228243; eMail: Senzo.Ngesi@durban.gov.za@durban.gov.za

Technical Queries are to be directed to:

Skhumbuzo Vilakazi; Tel: 031 3119627; email: Sikhumbuzo.Vilakazi@durban.gov.za & Firoz Esoof; Tel: 031 3228028; eMail: Firoz.Esoof@durban.gov.za SSS Queries: Aveer Banwarilal/Lindo Dlamini; Tel: 031 3227133 / 031 3227153; Email:Supplier.selfservice@durban.gov.za

SCT 3(4) TENDER INFORMATION: Briefing Session

There will be a compulsory clarification meeting held @10h00 on the 22 May 2025 at the 10th floor boardroom of CIU Rennie's House 41 Margaret Mncadi Avenue, Victoria Embankment , Durban. Bidders who do not attend the meeting will be excluded from any further consideration and/or evaluation. Consolidated answers to questions will be uploaded 10 June 2025

SCT 3(5) TENDER INFORMATION: Closing Date and Delivery of Tender Submissions

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than: **Friday, 20 June 2025** at **11:00am**.

Bidders must submit a “hard copy” submission to the Tender Box located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban and an electronic submission via SSS. Bidders must ensure that the hard copy and electronic submission are the same, failing which the submission will be deemed invalid. Bidders are responsible for resolving all access rights and submission queries before the tender closing date.

SCT 3(6) TENDER INFORMATION: Tender Validity and Withdrawal of Tenders

Tenders must hold good for 120 days following the date on which tenders are opened.

SCT 4(6) RETURNABLE SCHEDULES, FORMS, CERTIFICATES

- 1) Annexure A – Bidder Substantiating Evidence for Technical Requirements
- 2) Annexure B – Bidder Substantiating Evidence for MSCOA Requirements
- 3) Annexure C – Solution Architecture and Diagram
- 4) Annexure D – Other chargeable items
- 5) Annexure E – Tenderer’s accreditation letter from the Original Equipment Manufacturer (OEM)
- 6) Annexure F - Curriculum Vitae of all proposed key resources
- 7) Annexure G - Bidder’s reference letter(s) on a contract of same or similar nature
- 8) Annexure H – Implementation Plan
- 9) Annexure I – Skills Transfer Plan
- 10) Annexure J – Technology Requirements
- 11) Annexure K – Training Plan

SCT 14 EVALUATION PROCESS

The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekwin Municipality’s current SCM Policy, the Preferential Procurement Policy Framework Act No 5 of 2000.

The evaluation process will follow five stages as outlined below:

- a) Mandatory Requirements
- b) Technical Evaluation
- c) Functionality
- d) Scenario-Based Demonstration
- e) Price, Preference Points with Specific Goals

(a) MANDATORY REQUIREMENTS

- 1) Tenderer must be an accredited service provider of the product/solution offered and must attach an accreditation letter from the Original Equipment Manufacturer (OEM) to this effect.
- 2) Bidders are to complete and submit Annexures A, B, C, D, E, F, G, H, I, J, and K.

Note: Bidders who fail to submit all the compulsory mandatory requirements will be deemed non-responsive to this tender and will not proceed to the next evaluation stage.

(b) TECHNICAL EVALUATION**1. Functional Requirements (145 POINTS) - Annexure A**

The requirements in this section will be used by the bid evaluation committee to evaluate the functional requirements of the proposed solution. The functional requirements questions are there to ascertain the level of the Bidder's service capability and maturity, as well as gauge the level of compliance to the municipality's functional requirements.

In order for the service to work acceptably and deliver the outcomes that eThekweni desires, Bidder's service must have the capability and maturity to fulfil at least 70% of the functional technical requirements. This means Tenderers must score a minimum of 102 (70%) points in order to qualify. If a Bidder scores less than 70% overall for functional technical requirements, then that shows its proposed service does not have the level of capability and maturity to fulfil this contract, and that their functional technical requirements is not at a level that is acceptable. Tender offers that fail to score the minimum number of technical evaluation points will be rejected as non-responsive

- The Bidder must complete in full, all of the FUNCTIONAL REQUIREMENTS.
- The bidder must provide a unique reference number (e.g., page, binder/folio, chapter, section) to locate substantiating evidence under Annexure A in the bid response.
- Each FUNCTIONAL TECHNICAL REQUIREMENT will be evaluated using the following scoring system:

The full functional requirements can be found in Annexure A

Each FUNCTIONAL REQUIREMENT will be evaluated using the following scoring system:

Evaluation criteria	Score
Non-Compliant (meets none or less than 30% of the requirement or there is no substantiation)	0
Partially Compliant (meets at least 70% of the requirement and there is substantiation)	3
Fully Compliant (meets or exceeds 100% of the requirement AND some additional requirements and there is substantiation)	5

- (a) The bidder could score anything between 0 and 5 points and for this reason we have a

rating to enable the evaluators to measure the Bidder's capability. The points are added up and calculated to provide a percentage score out of 145 points to determine whether the Bidder is below or above 70% overall.

- (b) **Calculating the threshold:** In this section, there are a total of 29 questions. All questions carry the same weight. If the Bidder were to get full points i.e., 5 points per answer, the calculation is: 5 points x 29 questions = 145 points which is the equivalent of 100%.

However, not everyone will get full points per answer, and they may get any number between 0 and 5 so. Therefore, to determine the final score for each bidder, the evaluators will simply add all the points and then calculate the percentage out of 145 points, i.e. %score = (total points achieved) ÷ 145 × 100

The table below demonstrates the scoring: demonstrate how could score, with the former qualifying and the latter not meeting the threshold.

Functional Requirements	Max Points	Max %	Min Points	Min %
TOTAL	145	100%	102	70%

- (c) **Minimum threshold:** To be eligible to proceed to the next stage of the evaluation, the bidder must achieve a minimum threshold score of 70% overall (102 points).

2. MSCOA Compliance Evaluation (130 POINTS) – Annexure B

The requirements in this section will be used by the bid evaluation committee to evaluate MSCOA compliance.

The minimum number of evaluation points for **MSCOA Compliance** is 78 (60%) points out of a maximum of 130 (100%). Tender offers that fail to score the minimum number of points will be rejected as non-responsive

- The bidder must provide an MSCOA Compliance Requirements submission as outlined in Annexure B with a score for each MSCOA requirement line item. Failure to do so will invalidate the bid. The software solution offered must comply with the MSCOA requirements in full or partially (with developments). Non-compliance to any of the requirements will result in offer being rejected at this stage.
- The bidder must provide a unique reference number (e.g: page, binder/folio, chapter, section) to locate substantiating evidence under Annexure B in the bid response.
- The evaluation (scoring) of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.

The full functional requirements can be found in Annexure B.

Each MSCOA REQUIREMENT will be evaluated using the following scoring system:

Evaluation criteria	Score
Not available	0
Available with customization	2

Available with configuration	3
Readily available	5

- (a) The bidder could score anything between 0 and 5 points and for this reason we have a rating to enable the evaluators to measure the Bidder's capability. The points are added up and calculated to provide a percentage score out of 130 points to determine whether the Bidder is below or above 60% overall.

- (b) **Calculating the threshold:** In this section, there are a total of 26 questions. All questions carry the same weight. If the Bidder were to get full points i.e., 5 points per answer, the calculation is: 5 points x 26 questions = 130 points which is the equivalent of 100%.

However, not everyone will get full points per answer, and they may get any number between 0 and 5 so. Therefore, to determine the final score for each bidder, the evaluators will simply add all the points and then calculate the percentage out of 130 points, i.e., %score = (total points achieved) ÷ 130 × 100

The table below demonstrates the scoring: demonstrate how could score, with the former qualifying and the latter not meeting the threshold.

MSCOA Requirements	Max Points	Max %	Min Points	Min %
TOTAL	130	100%	78	60%

- (c) **Minimum threshold:** To be eligible to proceed to the next stage of the evaluation, the bidder must achieve a minimum threshold score of 60% overall (78 points).

c) FUNCTIONALITY EVALUATION

EVALUATION OF FUNCTIONALITY (100 POINTS)

The minimum threshold for functionality evaluation is 70 points. Bidders who fail to meet the minimum number of functionality points will be deemed as non-responsive and will not be eligible for further evaluation.

The Functionality Criteria are outlined below:

Functionality Criteria	Maximum Points Score
Ability to Execute	40
Implementation plan	30
Technology	30

Total/Maximum Score	100
---------------------	-----

a) Ability to Execute (40 POINTS)

Curriculum Vitae of the proposed key resources clearly indicating resource type, skills, experience and qualifications must be provided. Proof of qualifications must be attached. A Bachelor's degree envisaged in this section equates to NQF Level 7.

Experience and Qualifications of Key Staff (40 POINTS)

Project Manager	Experience in: 1) At least 7 years' experience POST QUALIFICATION in managing projects of the same or similar nature 2) The use of the latest project management methodologies and their application: PMBOK, Prince2 or equivalent 3) Managing relationships, identifying needs and improvement opportunities, overseeing delivery, facilitating meetings, feedback reporting and managing the on-site activities. Qualifications: 1) Bachelor's degree 2) Project Management qualification
Technical Lead	Experience in: 1) At least 5 years' experience in providing technical leadership and overseeing technical teams on projects of the same or similar nature 2) Leading application support teams for Forensic Case Management Software, integrating Case Management Software modules and third party's systems. 3) As a subject matter expert in the underlying technologies and technical systems architecture, the Technical Lead must have experience in best practice solution design, architecture, deployment providing technical direction and guidance, and implementing strategies that will ensure the availability and ongoing effectiveness and efficiency of the solution 4) Service cloud implementations Qualifications: 1) Bachelor's degree
Forensic Investigation Case Software system Business Process Specialist	Experience in: 1) At least 3 years' experience in automating client business processes using the Case Management Software. Qualifications: 1) Bachelor's degree 2) Business Analysis qualification

The scoring of the Experience of key staff will be as follows:

FUNCTIONALITY	PROMPT FOR JUDGEMENT
Nil (0)	No submission
Poor (40%)	Key personnel allocated to the project have less than the specified relevant experience in their respective field
Satisfactory (70%)	Key personnel allocated to the project have the relevant minimum experience in their respective field

Good (90%)	Key personnel allocated to the project have more than the minimum required relevant experience in their respective field by 1 to 2 years.
Very Good (100%)	Key personnel allocated to the project have the relevant experience in their respective field which far exceed the minimum experience required by more than 2 years

- Each staff member's experience will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good with corresponding scores of 0, 40, 70, 90 or 100 percent respectively.
- The final points will be determined by the weighted score.
- The prompts for judgment and the associated scores used in the evaluation of Functionality shall be as per the following Scoring table:

Job Title	Number of Years' Experience				Weight
	Score 40%	Score 70%	Score 90%	Score 100%	
Project Manager	<7	= 7	> 7 ≤ 9	> 9	8
Case Management Software system Business Process Lead	<5	= 5	> 5 ≤ 7	> 7	6
Technical Lead	<3	= 3	> 3 ≤ 5	> 5	6

The prompts for judgement of the **Qualifications of Key Staff** will be as follows

FUNCTIONALITY	PROMPT FOR JUDGEMENT
Nil (0)	No submission
Poor (40%)	Key personnel allocated to the project have <u>less than</u> the minimum qualification required, i.e. less than NQF level 7.
Satisfactory (70%)	Key personnel allocated to the project have relevant <u>minimum</u> qualification required (NQF 7).
Good (90%)	Key personnel allocated to the project have <u>more than</u> relevant minimum qualification required (NQF 8).
Very Good (100%)	Key personnel allocated to the project have relevant experience which <u>far exceed</u> the minimum qualification required (at least NQF 9).

- Each staff member's qualification will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good with corresponding scores of 0, 40, 70, 90 or 100 percent respectively.
- The final points will be determined by the weighted score.

The scores used in the evaluation of Key Staff shall be as per the following Scoring table:

Job Title	Qualifications of key staff				Weight
	Score 40%	Score 70%	Score 90%	Score 100%	
Project Manager	<NQF 7	NQF 7	NQF 8	> NQF 8	8
Case Management Software system Business Process Lead	<NQF 7	NQF 7	NQF 8	> NQF 8	6
Technical Lead	<NQF 7	NQF 7	NQF 8	> NQF 8	6

b) Implementation Plan (30 POINTS) – Annexure H

Bidders must submit an implementation plan that details the following elements:

- (1) Project timetable, phases, activities, and tasks
- (2) Quality management,
- (3) Sound project management methodology
- (4) Key milestones and deliverables
- (5) Roles and responsibilities,
- (6) Key risks and mitigation strategies,
- (7) Change management strategy,
- (8) Stakeholder management plan
- (9) Resource allocation, etc. that confirms how the project will achieve the milestones and outcomes on schedule and in the specified timeframes.
- (10) Critical success factors

The prompts for judgment of the implementation plan will be as follows:

FUNCTIONALITY	PROMPT FOR JUDGEMENT
Nil (0)	No submission or submission does not cover any of the elements/requirements.
Poor (40%)	The implementation plan shows limited understanding of the requirements and covers 4 out the 10 elements.
Satisfactory (70%)	The implementation plan shows satisfactory understanding of the requirements and covers 7 out the 10 elements of the implementation plan requirements.
Good (90%)	The implementation plan shows a good understanding of the requirements and covers 9 out the 10 elements of the implementation plan requirements.
Very Good (100%)	The implementation plan shows a very good understanding of the requirements and covers all elements of the implementation plan requirements.

The scores used in the evaluation of the implementation plan shall be as per the following Scoring table

Item Description	Number of Items covered				Weight
	Score 40%	Score 70%	Score 90%	Score 100%	
Implementation Plan	≤ 4	> 4 ≤ 7	> 7 ≤ 9	> 9	30

c) Technology (30 POINTS) - Annexure J

The requirements in this section will be used by the bid evaluation committee to evaluate the technology requirements of the proposed solution. Bidders must submit details that cover the following elements as explained in Annexure J.

- Cloud Scalability
- Open Architecture and Standards
- Solution Integration Capabilities
- Technology Maturity
- Product Manageability

The prompts for judgment of the Technology evaluation will be as follows:

FUNCTIONALITY	PROMPT FOR JUDGEMENT
Nil (0)	No submission or submission does not cover any of the elements/requirements.
Poor (40%)	The submission covers only 2 or less out the 5 elements or the solution shows limited scalability, few standards, limited integration capabilities, technology immaturity, and poor manageability
Satisfactory (70%)	The submission covers 3 out the 5 elements or the solution covers a number of standards and shows enough scalability, adequate integration capabilities, technology maturity, and satisfactory manageability
Good (90%)	The submission covers 4 out the 5 elements or the solution covers more than enough standards and shows good scalability, integration capabilities, technology maturity, and manageability
Very Good (100%)	The submission covers all elements, and the solution conforms to an abundance of standards and shows high scalability, excellent integration capabilities, industry-proven technology maturity, and excellent manageability

Item Description	Number of Items covered – 5				Weight
	Score 40%	Score 70%	Score 90%	Score 100%	
Cloud Scalability	Limited	Acceptable	High	Excellent with vertical and horizontal scalability	5
Open Architecture and Standards	Proprietary and/or limited standards	Open standards-based application	Wide array of standards supporting most major vendors and technologies	Abundance of industry standards and is based on open architecture platform	5
Solution integration Capabilities	Limited	Adequate with readily available APIs	Good with integration platform, APIs, and tools	Excellent with a variety of integration platforms, tools and and APIs	10
Technology Maturity	Immature product	Mature product with a decent client base	Wide client base with a good technology roadmap	Industry-proven with an abundance of implementations and high ratings	5
Product Manageability	Difficult to manage. No toolkits and management tools	Manageable without toolkits and management tools	Easy to manage with limited toolkits and/or management tools	Easy to manage with excellent toolkits and management tools	5

d) SCENARIO-BASED DEMONSTRATION

Bidders who qualify and are shortlisted in stages 1, 2 and 3 will be invited to demonstrate their application/solution before the final decision is made to award the tender. This stage is critical to ascertain the level of the Bidder's service capability and maturity. **The bidder will be required to arrange an on-site inspection on one of the customers referenced in Annexure G.**

The same metrics defined in Annexures A and B will be used to verify the application/solution through system demonstration. The demonstrations will either affirm or deny/reverse the submission(s) made by the bidder.

The specific business scenario(s) for system demonstration will be made available to shortlisted bidders.

e) Price and Preference

- (a) The procedure for the evaluation of responsive tenders is PRICE AND PREFERENCE in accordance with the Employer's current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Regulations (2022).

The **80/20** preference points system will be applied. The Formula used to calculate the **Price Points (max. 80)** will be according to that specified Regulation 4.1.

(b) Specific Goals

The definitions as per the SCM Policy are applicable.

Preference Points (20) will be derived from points claimed on Returnable Document **MBD 6.1: "Preference Points Claim Form"** (in Section 4 of this procurement document) for the **Specific Goal(s)** as indicated on the table(s) below, and according to the specified **Goal Weightings**.

Ownership Goal

The tendering entity's **Percentage Ownership**, in terms of the **Ownership Category(s)** listed below, is to be used in the determination of the tenderer's claim for **Preference Points**.

Ownership Categories Goal Weighting 50%	Criteria	80/20
Race: Black (w1)	0%	0
	>0% and <51%	8
	≥51% and <100%	15
	100%	20
Proof of claim as declared on MBD 6.1 (1 or more of the following will be used in verifying the tenderer's status) • Companies and Intellectual Property Commission registration document (CIPC) • CSD report. • B-BBEE Certificate of the tendering entity. • Consolidated B-BBEE Certificate if the tendering entity is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust.		
The Category Weightings of the Ownership Categories will be: • w1 = 100%		

RDP Goal: The promotion of South African owned enterprises

The tendering entity's **Address** (as stated on the National Treasury Central Supplier Database (CSD) or on the eThekweni Municipality Vendor Portal) is to be used in the determination of the tenderer's claim for **Preference Points** for this Specific Goal.

Goal Weighting 50%	
Location	80/20
Not in South Africa	0
South Africa	5
KZN	10
ETM	20
Proof of claim as declared on MBD 6.1 (1 or more of the following will be used in verifying the tenderer's status)	
• CSD report	

3.2 ADDITIONAL CONDITIONS OF TENDER (ACT)

ACT 1 ELIGIBILITY – CSD REGISTRATION

Tenderers are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture. Tenderers not so registered, at time of closing of tenders, will not be eligible to submit tenders.

The Tenderer's CSD Supplier Number (starting with "MAAA") is to be provided on the information table in Section 1.

Tenderers who wish to register on the CSD may do so via web address <https://secure.csd.gov.za>.

ACT 2 PRICING INSTRUCTION

Tenderers who deviate from the prescribed pricing schedule (section 8) will be disqualified and not considered for further evaluation.

ACT 3 APPOINTMENTS OF SERVICE PROVIDERS

We intend to award this tender to **only one** service provider.

ACT 4 CLOUD HOSTING

Preference will be given to service providers who can host the solution within the borders of South Africa.

SECTION 4: RETURNABLE TENDER DOCUMENTS

The required returnable documents are as detailed in [Section 2 \(Clause 4\)](#): “Returnable Schedules, Forms, Certificates” of the Conditions of Tender / Special Conditions of Tender.

- 1) Authority of Signatory
- 2) Tax Compliance Status PIN / Tax Clearance Certificate
- 3) Declaration of Municipal Fees
- 4) Declaration with respect to The Occupational Health and Safety Act
- 5(a) MBD 4: Declaration of Interest
- 5(b) MBD 5: Declaration for Procurement Above R10 Million
- 5(c) MBD 6.1: Preference Points Claim
- 5(d) MBD 8: Declaration of Bidder's Past Supply Chain Management Practices
- 5(e) MBD 9: Certificate of Independent Bid Determination

The Tender Form can be found in [Section 9](#): “Official Tender Form”, and any additional schedules, forms, certificates can be found in [Section 10](#): “Annexures”.

1) AUTHORITY OF SIGNATORY

Reference is made to the Conditions of Tender: [Clause 4\(5\)\(c\)](#).

Indicate the status of the tenderer by ticking the appropriate box hereunder.

COMPANY		CLOSE CORPORATION		PARTNERSHIP		JOINT VENTURE		SOLE PROPRIETOR	
Refer to Notes at the bottom of the page									

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

to sign all documents in connection with the tender for Contract No. [1K-31944](#) and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Notes

Tenderers are to include, at the back of their tender submission document, a printout of the following documents:

If a Company : a "Resolution of the Board" in this regard.

If a Joint Venture : a "Power of Attorney" signed by the legally authorised signatories of all the partners to the Joint venture.

2) TAX COMPLIANCE STATUS PIN / TAX CLEARANCE CERTIFICATE

SARS has introduced a new Tax Compliance Status System. Tenderers can submit a Tax Compliance Status PIN (TCS PIN) instead of an original Tax Clearance Certificate. This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.

Separate Tax Clearance Certificates / TCS PINs are required for each entity in a Joint Venture.

The TCS PIN(s) are to be entered on the information table in **SECTION 1: GENERAL INFORMATION**.

Tenderers are to include, at the back of their tender submission document, a printout of their Tax Compliance Status PIN (TCS PIN) OR an original Tax Clearance Certificate.

Failure to include the required document will make the tender submission non-responsive.

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct, **and that the requested documentation has been included in the tender submission.***

NAME (Block Capitals):

Date

SIGNATURE:

3) DECLARATION OF MUNICIPAL FEES

I, the undersigned, do hereby declare that the Municipal fees of

.....
(full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

Account

Account Number: to be completed by tenderer.

Consolidated Account No.

--	--	--	--	--	--	--	--	--	--	--	--

Electricity

--	--	--	--	--	--	--	--	--	--	--	--

Water

--	--	--	--	--	--	--	--	--	--	--	--

Rates

--	--	--	--	--	--	--	--	--	--	--	--

Other

--	--	--	--	--	--	--	--	--	--	--	--

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

Tenderers are to be include, at the back of their tender submission document, a printout of the above account's and or agreements signed with the municipality.

Failure to include the required document will make the tender submission non-responsive.

NAME (Block Capitals):

Date

SIGNATURE:

.....

.....

4) DECLARATION WITH RESPECT TO THE OCCUPATIONAL HEALTH AND SAFETY ACT

Definitions

The Act: The Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and any associated / applicable Regulations.

Declaration by Tenderer

1. I, the undersigned, hereby declare and confirm that I am fully conversant with the Act.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the work / supply / services under this contract in compliance with the Act, and the Employer's / Purchaser's / Client's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide on request a suitable and sufficiently documented Health and Safety Plan which plan shall be subject to approval by the Employer / Purchaser / Client.
4. I hereby confirm that adequate provision has been made in my tendered rates to cover the cost of all resources, actions, training and all health and safety measures envisaged in the Act, and that I will be liable for any penalties that may be applied by the Employer / Purchaser / Client for failure to comply with the provisions of the Act.
5. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer / Purchaser / Client will mean that I am unable to comply with the requirements of the Act and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer / Purchaser / Client.

NAME (Block Capitals):**Date****SIGNATURE:**

5(a) MBD 4: DECLARATION OF INTEREST**NOTES**

MSCM Regulations: “in the service of the state” means to be:

- (a) a member of:
 - (i) any municipal council.
 - (ii) any provincial legislature.
 - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal enterprise.
- (c) an official of any municipality or municipal enterprise.
- (d) an employee of any national or provincial department, national or provincial public enterprise or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).
- (e) a member of the accounting authority of any national or provincial public enterprise.
- (f) an employee of Parliament or a provincial legislature.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

- 1 No bid will be accepted from persons **in the service of the state**.
- 2 Any person, having a kinship with persons **in the service of the state**, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to **persons in service of the state**, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Name of enterprise

Name of enterprise’s representative

3.2 ID Number of enterprise’s representative

3.3 Position enterprise’s representative occupies in the enterprise

3.4 Company Registration number

3.5 Tax Reference number

3.6 VAT registration number

3.7 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted.

3.8 Are you presently in the service of the state?

If yes, furnish particulars:

.....

.....

3.9 Have you been in the service of the state for the past twelve months?

If yes, furnish particulars:

.....

.....

Circle Applicable

YES

NO

YES

NO

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES

NO

If yes, furnish particulars:

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES

NO

If yes, furnish particulars:

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES

NO

If yes, furnish particulars:

.....

.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES

NO

If yes, furnish particulars:

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

YES

NO

If yes, furnish particulars:

.....

.....

- 4 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted

Full Name	Identity No.	State Employee No.	Personal income tax No.
Use additional pages if necessary			

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct.

NAME (Block Capitals):

.....

Date

.....

SIGNATURE:

.....

5(b) **MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION**
(ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire.

		Circle Applicable	
		YES	NO
1.0	Are you by law required to prepare annual financial statements for auditing?		
1.1	If YES, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.		
2.0	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	YES	NO
2.1	If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.		
2.2	If YES, provide particulars.		
3.0	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES	NO
3.1	If YES, provide particulars.		
4.0	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES	NO
4.1	If YES, provide particulars.		

If required by 1.1 above, tenderers are to include, at the back of their tender submission document, a printout of their audited annual financial statements.

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct, and, if required, that the requested documentation has been included in the tender submission.

NAME (Block Capitals):

Date

SIGNATURE:

5(c) MBD 6.1: PREFERENCE POINTS CLAIM
In terms of THE PREFERENTIAL PROCUREMENT REGULATIONS (2022)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1.0 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).
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the **80/20 preference point system**.

1.3 Preference Points for this tender shall be awarded for:

- **Price and Specific Goals:** Either 80 or 90 (price) and 20 or 10 (specific goals), in terms of 1.2 above.
- The total Preference Points, for Price and Specific Goals, is 100.

1.4 Failure on the part of the tenderer to submit the required proof or documentation, in terms of the requirements in the (Special) Conditions of Tender for claiming **Specific Goal** preference points, will be interpreted that preference points for **Specific Goals** are not claimed.

1.5 The Municipality 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 of preferences, in any manner required by the Municipality.

2.0 DEFINITIONS

2.1 **“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.

2.2 **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts.

2.3 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

2.4 **“tender for income-generating contracts”** means a written offer in the form determined by Municipality 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 Municipality and a third party that produces revenue for the Municipality, 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.

2.5 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3.0 FORMULA FOR CALCULATION OF PREFERENCE PRICE POINTS

3.1 PROCUREMENT OF GOODS AND SERVICES

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

<u>80 / 20 Points System</u>	OR	<u>90 / 10 Points System</u>
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4.0 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 **points claimed** for the goal(s) stated in **Table 1** below, as supported by proof/ documentation stated in the **Conditions of Tender**:
- 4.2 In cases where the municipality intends 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, the municipality 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 municipality 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 maximum points for each goal are indicated per the table below.

Tenderers are to indicate their points claim for each of the Specific Goals in the shaded blocks.

The Specific Goals to be allocated points in terms of this tender	Number of points ALLOCATED (80/20 system)	Number of points CLAIMED (80/20 system)
Ownership Goal: Race	10	
RDP Goal: The promotion of enterprises located in a specific municipal area.	10	
Should the municipality apply a combination of Specific Goals, the points for the individual goals will be weighted according to the Goal Weightings specified in the Tender Data to arrive at the final points for Preferential Points for Specific Goals .		

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, certify that the points claimed, based on the specific goals as specified in the tender, qualifies the tendering entity for the preference(s) shown.

I acknowledge that:

- 1) The information furnished is true and correct.
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) 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.
- 4) 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.

NAME (Block Capitals):

Date

SIGNATURE:

5(d) MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0 This Municipal Bidding Document must form part of all bids invited.
- 2.0 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- abused the municipal entity's supply chain management system or committed any improper conduct in relation to such system.
 - been convicted for fraud or corruption during the past five years.
 - wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years.
 - been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4.0 In order to give effect to the above, the following questions must be completed and submitted with the bid.

- 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.

- 4.1.1 If YES, provide 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.

- 4.2.1 If YES, provide particulars.

.....

.....

- 4.3 Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

- 4.3.1 If YES, provide particulars.

.....

.....

Circle Applicable	
YES	NO

YES	NO
-----	----

YES	NO
-----	----

- 4.4 Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?

YES

NO

4.4.1 If YES, provide particulars.

.....

- 4.5 Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

YES

NO

4.5.1 If YES, provide particulars.

.....

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

NAME (Block Capitals):

Date

SIGNATURE:

5(e) MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**NOTES**

- ¹ Includes price quotations, advertised competitive bids, limited bids and proposals.
- ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
- ³ 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.

- 1.0 This Municipal Bidding Document (MBD) must form part of all **bids**¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or **bid rigging**).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
- a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4.0 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of **bid rigging**.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:

(Name of Bidder)

that:

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience.
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

-
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation).
 - (c) methods, factors or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit, a bid.
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid.
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

NAME (Block Capitals): _____

Date

SIGNATURE: _____

SECTION 5: CONDITIONS OF CONTRACT

GOVERNMENT PROCUREMENT: CONDITIONS OF CONTRACT (July 2010)

The **Conditions of Contract** are the **General Conditions of Contract** as published by the National Treasury titled "Government Procurement: General Conditions of Contract (July 2010), as amended by National Treasury Circular 52 dated 30 July 2010, hereinafter referred to as **GCC**.

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

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1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignee store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information inspection

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the [amount specified in SCC](#).
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, [unless otherwise specified](#).

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, [including additional requirements](#), if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms [specified in the contract](#).

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery [in the manner specified](#).

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, [this shall be specified](#).

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, [including additional services](#), if any:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 [As specified](#), the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, [unless specified otherwise](#).

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, [within the period specified](#) and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) [within the period specified](#), the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract [shall be specified](#).

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand [unless otherwise stipulated](#).

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any [price adjustments authorized](#) or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the [time schedule prescribed](#) by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

- 21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties**
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default**
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - if the supplier fails to perform any other obligation(s) under the contract; or
 - if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- the name and address of the supplier and / or person restricted by the purchaser;
 - the date of commencement of the restriction
 - the period of restriction; and
 - the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24. Antidumping and countervailing duties and rights**
- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of Contracts

- 33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser.

34. Amendment of contracts

- 34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

SECTION 6: SPECIAL / ADDITIONAL CONDITIONS OF CONTRACT

The **Conditions of Contract** make reference to the **Special Conditions of Contract (SSC)** for details that apply specifically to this bid. The **Special Conditions of Contract** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Conditions of Contract**.

Each item below is cross-referenced to the clause in the **Conditions of Contract** to which it mainly applies.

SCC 1.2 CONTRACT

This is a 36 months contract

SCC 7.1 PERFORMANCE SECURITY

The liability of the Performance Security shall be Nil.

SCC 12.1 TRANSPORTATION

No separate costs will be paid by the Municipality for transportation of the goods, the tenderer must provide a price which is inclusive of delivery costs.

SCC 16.1 PAYMENT

The Contractor shall submit to the Department concerned a detailed account which shall reflect the identifying number of each item / service. Payment will be made on this account when checked and substantiated by the authorised official.

Payment for goods received and accepted by the Municipality shall be made no later than 30 days after submission of invoice or claim, provided however that all the terms of the contract are duly complied with.

Payment will be made only to the supplier. Factoring arrangements will not be accepted.

SCC 17 PRICES

Prices are fixed for the duration of the contract.

SCC 21.1 DELAYS IN THE SUPPLIER'S PERFORMANCE

The time schedule for performance of services by the Service Provider will be in terms of the project milestones to be set out by the Municipality. These milestones will be defined within the project plan (solutions).

“If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price (as a penalty):

- A penalty of 5% of the order value for each day delivery is delayed.

ADDITIONAL CONDITIONS OF CONTRACT

ACC1

PERFORMANCE MONITORING & ASSESSMENT OF SERVICE PROVIDERS

TENDER No:1K-31944

For contract awards that are greater than R10m, the Contractor shall be subjected to "Performance Monitoring" assessments in terms of the applicable Section of the Council's current Supply Chain Management Policy.

ACC2

QUALITY OF PRODUCTS

No inferior products will be accepted under this enquiry.

Should there be any cause for complaint against the standard of service or quality of products offered which is not resolved within a period of 10 working days, the Municipality reserves the right to cancel the contract after serving one month's notice, in writing, to the supplier involved. Should such notice be given, the supplier shall nevertheless be obliged to perform the duties covered by the contract up to the date of expiration of the period of notice.

ACC3

SATISFACTORY PERFORMANCE

The supplier shall employ for the purpose of this contract only such personnel as are careful and competent and the Municipality shall be at liberty to object to and require the supplier to remove from the job forthwith any person, including supervisory staff, employed by the supplier who, in the opinion of the Municipality, misconducts himself/herself or is incompetent or negligent in the proper performance of his/her duties and such person shall not again be employed upon this contract without the permission of the Municipality.

ACC4

OCCUPATIONAL INJURIES AND DISEASES ACT

This act replaces the Workmen's Compensation Act:

The supplier shall, before commencement of work, produce documentary proof to the Deputy Municipal Manager, Treasury: Finance that he has complied in all respects with the provisions of the Occupational Injuries and Diseases Act. The supplier undertakes that he/she will perform and comply with all provisions of the Occupational Injuries and Diseases Act and more particularly that he/she will render all returns and pay all assessments for which he/she is liable in terms of such Act.

ACC5

ESTIMATED QUANTITIES

The quantities stated in Section 8 are applicable for evaluation purposes only. The final quantity of goods and services required shall vary, depending on the total number of actual instances a service/goods will be required over the Contract Period. The rates tendered shall be applicable, irrespective of the total quantity of goods and services procured over the contract duration.

ACC6

SERVICE PROVIDER OFFICE REQUIREMENTS

The service provider must have, for the duration of the contract, a local presence (within the geographical eThekweni boundary).

ACC7

DAMAGE TO PERSONS AND PROPERTY

- (1) The supplier **shall** indemnify and keep indemnified the Council against any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.

- (2) The supplier enters into this contract as an independent contractor and shall be solely liable in respect of any claim of death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto

TENDER No: **1K-31944**

ACC8 **POPIA**

The successful bidder must comply with the Protection of Personal Information (POPI) Act. The service provider will implement all such security measures to safeguard all information/documentation during and after the contract period. All data remains the property of eThekweni throughout and post the contract and it must be handed over to eThekweni at the end of the contract. No eThekweni data is to leave the eThekweni premises for any purpose whatsoever or exchanged to external parties. This includes raw data or personally identifiable information (PII data), unless if it is required by the law.

ACC9 **SKILLS TRANSFER**

The Service Provider must provide and execute a skills transfer plan covering the duration of the contract whereby all relevant skills are transferred to nominated municipal employees. The Service provider will be required to submit monthly reports on the skills transfer plan and progress made thereof. The skills transfer must provide experience and necessary skillset for future change requests, within the system, to be undertaken internally by municipal employees.

ACC10 **SERVICE LEVEL AGREEMENT**

A service level agreement (SLA) will be entered into with the Service Provider(s) that will stipulate, for all services that are to be provided, minimum service levels that the service provider(s) must comply with.

It will further detail the roles and responsibilities of both parties in relation to the services to be provided, the core working hours for all resources assigned to the service, the location of the services and mechanisms that will be put in place to monitor and report on the performance of the parties in terms of the SLA.

The SLA will be signed by authorized representatives of both parties and shall be applicable for the duration of the contract as per the terms and conditions thereof.

ACC11 **SERVICE PROVIDER KEY STAFF REQUIREMENTS FOR THE DURATION OF THE CONTRACT**

The appointed service provider must for the duration of the contract have as part of its staff establishment at all material times Key Staff resources that have at least the level of experience and qualifications as indicated below.

If any of the Key Staff resources leaves the Service Provider's employment, it is incumbent upon the Service Provider to ensure that the Key Staff resources in its employ meets the details under the functionality requirements.

Introduction

The City Integrity and Investigation Unit (CIU) of eThekweni Municipality is responsible for investigating complaints of maladministration, fraud, and violations of employee rights. The department deals with confidential information representing the interests of the public and has the responsibility to resolve these complaints usually through recommendations or mediation. Currently, the unit relies on manual processes for case management, leading to inefficiencies, compliance risks, and data security vulnerabilities. To address these challenges, the CIU has proposed implementing an automated Case Management System (CMS). This initiative aims to modernize operations, ensure compliance with legislation (e.g., POPIA), and enhance transparency and accountability (e.g., PAIA).

Background

The CIU handles approximately 60 new cases monthly, managed through spreadsheets and physical files. This manual approach poses significant risks:

- Compliance Gaps: Manual storage of personal information violates POPIA and PAIA, exposing the municipality to litigation and reputational damage.
- Inefficiencies: Case allocation, tracking, and reporting are time-consuming, with no centralized system for audits or accountability.
- Data Leakage: Lack of encrypted access controls increases the risk of unauthorized disclosure.
- Limited Accessibility: Retrieving historical cases is cumbersome, delaying investigations and stakeholder updates.

Key Business Objectives

1. Compliance: Ensure adherence to POPIA, PAIA, and other legislative requirements through secure data handling and restricted access.
2. Operational Efficiency: Automate case logging, allocation, and tracking to reduce manual errors and processing times.
3. Data Integrity: Centralize case data in a secure repository with role-based access, audit trails, and encrypted passwords.
4. Accountability: Monitor investigator performance, deadlines, and case resolutions via dashboards and real-time reporting.
5. Integration: Interface with existing systems (e.g., GIS for location data, SharePoint for document management, JDE Supplier Database and Human Capital System) to streamline workflows.
6. Risk Mitigation: Prevent data leakage and unauthorized access through robust security protocols and disaster recovery mechanisms.

The intention is to select an ideal solution that offers a SaaS-based or Cloud-based platform with features like case categorization, automated workflows, audit trails, and integration with GIS and SharePoint. It aligns with the CIU's goals to digitize operations, comply with legal frameworks, and improve service delivery.

Scope of Supply / Services

The scope includes the following services

Forensic Investigations Case Management Software – Implementation (year 1) including MSCOA**Configuration**

- 1.) Implement a new case management software system that caters for the role based and categorisation of incidents.

- 2.) Ensure MSCOA compliance of Case Management Software system as per Circular 80 requirements
- 3.) Implement CIU business processes
- 4.) Integrate to all applicable third-party systems
- 5.) Develop Management Dashboards and system reports and Operational reports
- 6.) Provide Training and change management to users and technical staff
- 7.) Provide Training material per resource type
- 8.) Software patches to repair known problems with the application
- 9.) Use existing Council Call logging CA system to manage incidents and problems
- 10.) Upgrades to enhance the product over the period of the contract.

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The bidder providing these services will be required to enter into an Implementation and then brief Support, Maintenance period agreement for that product. The Service Provider will have available resources to conduct routine monitoring and assist business users with any problems or incidents for the specified application. Any calls will be logged and forwarded via the eThekwini service desk.

The services required include:

- a) Regular maintenance and monitoring to ensure the health and optimal functioning of the application.
- b) Ad-hoc maintenance based on service incidents forwarded via the service desk. These may include
- c) system changes as authorized by business users but not requiring additional software development, assistance with the use of the product.
- d) Development and Implementation of change requests as authorized. These will be authorized via the
- e) Change request procedure and will generally require changes to software such as additional development of reports, data extracts or additional development.

Support and Maintenance- Year 1 to 3

- a) Support CIU business processes
- b) Telephonic & ad-hoc second line support. This shall be on a 24x7x365 basis or on normal business hours.
- c) Attend to meetings and ad hoc discussions.
- d) Provide Support User Community, Business BA's, and Senior Management
- e) Provide 3rd level support for Incidents.
- f) Provide 2nd level support for batches and System Reports
- g) Ensuring simulation, Test, Development environments are in sync with Production functionality.
- h) Ensure change requests requirements collection, documentation elicitation, development, testing and deployment.

Licenses -Year 1 to 3

- a) The bidder must ensure all necessary licenses with their maintenances are included for the period of the contract.

Other Chargeable items

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- a) If any
- b) Bidders to complete Annexure D

MSCOA COMPLIANCE

Service provider to ensure that the MSCOA legislative requirements and the minimum system compliance as per the CIU processes that are maintained as per the MFMA Circular 80 are met.

The Bidder must comply with or configure all MSCOA requirements as specified on **Annexure B**. Additionally, the integration must be seamlessly maintained, **Annexure A, Integration requirements**.

BILL OF MATERIALS (BOM)

Provision of a Cloud based Forensic Investigation Case Management Solution with MSCOA processes configuration, Licensing, Maintenance and Support, for 36 months

Services	Quantity
Case Management Software System	150 users
Cloud Infrastructure (PaaS, IaaS or SaaS)	1
Data Migration Services	1
Integration Services	4
Dashboards & Reports	As per table under Annexure A and out of the box functionality
Training	Users, Administrators and technical support
Consulting Services	As per the Case management Solution

SECTION 8: SCHEDULE OF RATES

Pricing

Pricing must be fixed for a contract period of three years, payable monthly and consider all applicable payment modalities, to include, inter alia

- a. Implementation
 - (i) Include all professional and consulting services to be provided across all the phases to establish the service, including specification, implementation, configuration, and deployment.
 - (ii) Indicate consulting services that are recommended/optional in addition to the above.
 - (iii) MSCOA configuration. To ensure seamless Integration of third-party interfaces to new Solution for MSCOA compliance.
 - (iv) The bidder must provide the necessary operational reports
 - (v) The bidder must provide the necessary Dashboard for management reports
- b. Licenses
 - (i) The bidder must ensure all necessary licenses with their maintenances that the services require are included for the period of the contract.
 - (ii) The bidder must provide a licensing model explaining/describing how it licenses its software. For the pricing provided, the bidder must provide the municipality with licensing options, if any, to accommodate the municipality's budget lifecycle, e.g., once-off payment, site license, license per user, pay per use, number of concurrent users, etc.
- c. Support and Maintenance
 - (i) The bidder must ensure that the hardware is maintained as required for the full period of the contract.
 - (ii) The bidder must ensure that the software is maintained regularly which includes updates and patching.
 - (iii) The bidder must provide the required support and resources to maintain the service in good health for the contract period.
 - (iv) The bidder must provide a help desk facility for support and service delivery according to Service Level Agreement (SLA).
- d. Training
 - (i) Include pricing for the different training modules and programs that will be provided.
- e. Other chargeable items
 - (i) Include any other billable items that may have been inadvertently omitted but are required to make the solution work

All other pricing in addition to these categories must be included in the pricing schedule.

SECTION 8: SCHEDULE OF RATES**Fixed Cost**

Item	Description / Item Code	Estimated Qty	Year 1 (excl. VAT)		Year 2 (excl. VAT)		Year 3 (excl. VAT)	
			R	c	R	c	R	c
1	Case Management System Implementation including MSCOA configuration, professional and consulting services, UAT, and deployment	1						
2	Consulting services that are recommended/optional in addition to the above	1						
3	Support and Maintenance- Year 1 to 3	1						
4	Training	1						
5	Provisional Charges	1	600 000	00	600 000	00	600 000	00
	SUBTOTAL							

Estimated Costs

Item	Description / Item Code	Estimated Qty	Unit Cost Year 1 (excl. VAT)		Unit 2 Year 2 (excl. VAT)		Unit 3 Year 3 (excl. VAT)	
			R	c	R	c	R	c
1	Licenses -Year 1 to 3	150						
2	Integration Services	4						
	SUBTOTAL							

	Year 1	Year 2	Year 3
Fixed Cost Sub Total			
Estimated Cost Sub Total			
COST			
VAT			
TOTAL COST			

SECTION 9 : OFFICIAL TENDER FORM

Part A: OFFER BY TENDERER - In response to **Tender Number : 1K-31944** I / we hereby offer to supply the goods / services detailed hereunder in accordance with the Technical Specification, and subject to the Standard and Special Conditions of Tender (Goods/Services), and General and Special Conditions of Contract, which accompanied your Tender (with which I / we acknowledge myself / ourselves to be fully acquainted) at the price stated below, or in the case of individual rates are indicated in Section 8 : Bill Of Quantities / Schedule of Rates / Activities.

TENDERED PRICE EXCLUSIVE OF VAT	VAT AMOUNT	TENDERED PRICE INCLUSIVE OF VAT
R	R	* R
* AMOUNT IN WORDS (incl. VAT):		
.....		

I / We hereby agree that this tender will hold good and remain open for acceptance as specified in the Conditions of Tender or during such other period as may be specified in the Special Conditions of Tender.

eThekweni Vendor Portal Registration Number:

PR

C.S.D Registration Number:

MAAA

S.A.R.S Pin Number:

Completion of the following is compulsory. Failure to declare the following will invalidate your offer.

Declaration of Interest

Are any of the entity's directors, managers, principle shareholder or stakeholders currently in the service of the state or have been in the service of the state in the past twelve (12) months?				☐ Yes	☐ No
Is any spouse, child or parent of the entity's directors, managers, principle shareholder or stakeholder currently in the service of the state or have been in the service of the state in the past twelve (12) months?				☐ Yes	☐ No
Name of entity's member	Position in Entity	Name of Relative (if applicable)	Name of State Institution	Nature of Relationship	
Do you or any other directors, managers, principle shareholder or stakeholder of your entity have any relationship (spouse, family, friend, associate) with persons in the service of the state and/or who may be involved with the evaluation of this quotation? If yes please furnish particulars below				☐ Yes	☐ No
Name of entity's member	Position in Entity	Name of Relative (if applicable)	Name of State Institution	Nature of Relationship	

Refer to the Consolidated MBD Documents in Section 4(d) for the definition of "in service of the State"

* Signature :

* Name (capitals):

Date:

Capacity:

* Name of Business:

Tel:

Address:

Fax:

* Denotes Mandatory Information

Failure to complete the Mandatory Information and sign this Tender Form will invalidate the tender

Part B: ACCEPTANCE BY PURCHASER - The Purchaser, as represented by the following Official, hereby accepts the Tenderer's offer in terms of the Conditions of Tender, Specifications, and Conditions of Contract.

Signature:

Name (capitals):

Date:

Capacity:

SECTION 10: ANNEXURES (if applicable)**ANNEXURE A: BIDDER SUSTANTIATING EVIDENCE FOR FUNCTIONAL REQUIREMENTS**

This section is reserved for the bidder to provide information related to the substantiating evidence or comments in the format as required by the bid specification.

Note: The evidence provided in this section will be used by the bid evaluation committee to evaluate the bid.

No	FUNCTIONALITY REQUIREMENTS		COMPLY YES / NO / PARTIAL Bidder must complete			SUBSTANTIATING EVIDENCE Bidder must provide detailed information indicating how it meets and complies with the requirement/s
	Business Process Name	Function	Y	N	P	Bidder to provide page reference to locate substantiating evidence in the bid response in Annexure A.
1	Planning	Does the software solution allow for the creation of an automated sequential numbered case or incident? Briefly provide a description of its functionality				
2	Planning & Time Management	Is there a planning module that can cater for valuable insights such as the financial and reputational impact of cases, the number of open, closed or pending cases and the time spent on each investigation to enable better-informed decision-making Briefly provide a description of its functionality				
3	Case Investigation	Complete tracking of all user actions – enabling fully auditable case management at any stage of an investigation Briefly provide a description of its functionality				

4	Case Investigation	Does the software allow for team collaboration? <u>Example</u> prevents updating the same document simultaneously when investigators are collaborating, manages conflicts when updating files when users work offline, sends notifications (email) to supervisors when work is available for review.				
5	Case Investigation	Are case files flagged or otherwise indicated if revised after supervisor signoff (tracking logs of user access and flagging of document post signoff edits)?				
6	Case Investigation	Does the software allow for seamless upload of information/ evidence? Microsoft Word, excel, pdf, email communications, jpeg files etc and does it notify/alerts you to limitations (size maximum & if exceeded) etc				
7	Case Investigation	Can do simultaneous searching of procedures, findings, and documents across multiple case files and different years?				
8	Case management / Monitoring	Does the software provide CIU management with the ability to track cases based on actual progress on the investigations and monitor strategic information such as; stakeholder interventions, investigator and supervisor review, interview notes and responses, communications sent to or shared with individuals linked to a case?				
9	Automated routing and workflows	Does the software allow notifications to be communicated based on roles and tasks assigned?				

10	Improving Case Management Process	Can milestones and/or workflow rules be established to ensure certain procedures or actions are completed before others may be started? <u>Example</u> Senior Manager approval of case before any investigative fieldwork may commence.				
11	Improving Case Management Process & Reporting	Does the software provide data visualization tools for key engagement deliverables and risk/assurance coverage? For instance; the ability to create customized dashboards, provide relational view of file information aligned to Forensic Investigations and Case management.				
12	Improving Case Management Process	Can finalised case files be archived to a central storage and retrieval database				
13	Improving Case Management Process	Can the software interface with mobile devices such as: smartphones and tablets?				
14	Security	Can various access levels be assigned to limit scope of team member access (i.e. assign team member roles and edit/access rights)?				
15	Security	Does the software encrypt, secure, protect, and add extra firewall encryption to audit information contained within the application?				
16	Accessibility	Does the software allow for users to work in an offline mode as per their allocated tasks?				

17	Security and Quality Compliance	Does your solution comply with ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection — Information security management systems — Requirements ISO/IEC 27037 Information technology — Security techniques — Guidelines for identification, collection, acquisition and preservation of digital evidence				

			COMPLY YES / NO / PARTIAL Bidder must complete			SUBSTANTIATING EVIDENCE Bidder must provide detailed information indicating how it meets and complies with the requirement/s
No	Report Name	Report Purpose	Y	N	P	Bidder to provide page reference to locate substantiating evidence in the bid response in Annexure A.
18	Number of Cases per Region					
19	Number of Cases per Cluster					
20	Number of Cases per Unit					
21	Number of Cases per Department					
22	Number of Cases per Status					
23	Number of Cases per Category					
24	Age Analysis of open cases					
25	Trend of Cases per Category and/or Sub category per calendar (year or quarter or month)					
26	Average Turn Around Time of Closed Cases (Days) per Category and/or Sub category per calendar (year or quarter or month)					

	Integration Touch Points	COMPLY YES / NO / PARTIAL Bidder must complete			SUBSTANTIATING EVIDENCE Bidder must provide detailed information indicating how it meets and complies with the requirement/s
No	Description	Y	N	P	Bidder to provide page reference to locate substantiating evidence in the bid response in Annexure B.
27	Integration to GIS				
28	Integration to Sharepoint				
29	Integration to JDE Supplier Database				

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE B: BIDDER SUSTANTIATING EVIDENCE FOR MSCOA REQUIREMENTS

This section is reserved for the bidder to provide information related to the substantiating evidence or comments in the format as required by the bid specification.

Note: The evidence provided in this section will be used by the bid evaluation committee to evaluate the bid.

		MSCOA REQUIREMENTS			Is the functionality available? Bidder must complete			SUBSTANTIATING EVIDENCE Bidder must provide detailed information indicating how it meets and complies with the requirement/s	
No	Circular 80 Processes	Business Process Name	Function Area	Details	YES readily	Partial		NO	Bidder to provide page reference to locate substantiating evidence in the bid response in Annexure B.
						with configuration	with customization		
	Corporate Governance								
	Governance is associated with ensuring greater economic and social responsibility within organisations to shareholders and stakeholders. Accountability, transparency and openness in reporting and disclosing information are imperative to the practice of good governance and are non-negotiable. Generally, corporate governance refers to the processes by which municipalities and municipal entities are directed, controlled, and held to account as guided by the Constitution, the Municipal Financial Management Act, 2003 (MFMA) and Municipal Systems Act, 2000 (MSA). The MFMA and MSA collectively establish a governance framework that empowers the City Integrity and Investigations Unit to combat corruption, enforce financial discipline, and uphold public trust. By leveraging the accountability mechanisms in these Acts, the unit ensures municipalities operate transparently and ethically. Municipalities' policies and procedures need to address these areas to accomplish good corporate governance.								

1		System Configuration s	Access control of all systems and modules should as a minimum adhere to the following: Minimum Information Security Standards.	Authentication, authorisation and cryptographic security technologies and digital certificates must be given high emphasis throughout the entire system including but not limited to the application, data processing, data storage, data communications and user access.					
2				Must integrate secondary authentication systems such as biometric devices for users that provides access to critical modules, processes and digital signatures or similar technologies to prevent document tampering.					
3				Must support complex user profiles, with segregation of duties, to limit user rights beyond the transaction, but to also include content sensitive measures such as organisational structure, payroll, cost centre, project, source of funding, other segmented transactions or other system objects needed to ensure confidentiality of information and transactional integrity.					
4				Online approval and authorisation with electronic signature capabilities of transactions via integrated security systems and segregated functionality. This should be provided through application of appropriate security policies and internal service level agreements					

				between various units.					
5				Comprehensive on-line audit trail of all transactions at a transaction level must be available. This is to identify date, time and the user who initiated, approved, or amended any transaction, including workflow. The administrator must be able to customise this for enhanced analysis and reporting.					
6				Additionally the audit trail on all activities on the system, date, time and responsible user stamped. This must be done to the extent that an activity log can be drawn from the system, outlining a particular user's activities on the system for the entire workday.					
7			Integration	Document management must occur at the capturing point of all transactions.					
8				Create workflow and exception reporting mechanisms.					

9			Help function user manual	The System must include an online procedural manual facility that allows for the recording and updating of all relevant processes to aid the users of the system.					
10				The manual must be context specific and accessible from any input screen in the system.					
11				Functionality is required to permit a duly authorised user to maintain the user manual.					
12			Document and transaction control	The solution must include the online recording of all transactions with a unique transactional identifier and a date/ time stamp format which records transactions in all systems.					
13				It is important to note that no records are physically deleted. Deleting a record in the context of the Solution means to 'flagging as deleted', the record so that it is no longer visible or active and does not					

				present 'clutter' to normal users.					
14				However, duly authorised users may view or report on logically deleted records.					
15				Logically deleted records MAY NOT be reactivated. (If a record was 'flagged for deletion' in error, it will require recapturing).					
16			Training and Skills transfer	End User Training which includes both theoretical as well as practical training.					
17				Complete Solution Hand Over to Municipal Project Team including full documentation.					
18				Deployment of an IT strategy for maintenance and future developments.					

19			Back up and data recovery	Data backup procedures must be continuous and roll back. Recovery should be at the maximum extent possible and not cause system down time "RAID configuration".					
20				Disaster recovery sites are either off site at the municipality or cloud-based solutions that are to be tested regularly.					
21				Daily, weekly, monthly and yearly backups must be documented and signed-off.					
22		Document Management	Document Management to ensure that all municipal documents are secured and if possible, electronically received to achieve the lowest possible foot print. National Archives of South Africa Act, 1996.	Support secure and reliable document management including, but not limited to: Document sharing; Dedicated registry for document filling; Document tracking; Secure access to documents.					
23				Document management should originate at the lowest level of transaction. (i.e., invoices should originate from creditors module)					
24		Reporting mechanisms	Business intelligence reporting solutions	The report writer should have a user configurable application utility like Sequel server reporting server (SSRS). This must include sample reports					

				configured as well as standard reports. This will allow for consistency in reporting and best of client base reports that can be shared in the whole-of-municipal environments;					
25				Alternatively, an effective, flexible report-writing facility with access to the database dictionary is required;					
26				Allow for the export of data via reports in commonly used file formats which is normally associated with spread sheet and other data base applications.					

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE C: SOLUTION ARCHITECTURE AND DIAGRAM

Bidders must submit a diagram showing the technical architecture of the solution and describe how it will work

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE D: OTHER BILLABLE/CHARGEABLE ITEMS

The bidders are required to include any other components (that have not been explicitly listed in the specification or Bill of Material) that will make the proposed solution complete and usable.

No.	Item Description (Provisional Charges)

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE E: TENDERER'S ACCREDITATION LETTER FROM THE OEM

The Tenderer's accreditation letter from the Original Equipment Manufacturer (OEM) must be provided in this section

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE F: CURRICULUM VITAE OF ALL PROPOSED KEY RESOURCES

The following is a statement of experience and qualifications of all key staff that will be assigned to the project for the duration of the contract. Curriculum vitae of all proposed key staff have been provided.

Personal particulars	Summary of Overall Experience	Qualifications	Relevant employment history and position held	Outline of recent assignments that have a bearing on the scope of work

Attach additional pages if more space is required

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE G: TENDERER'S REFERENCE LETTER(S) ON A CONTRACT OF SAME OR SIMILAR NATURE

The following is a statement of work of the same or similar nature (in relation to the scope of work) recently executed by our company. An official letter from each reference site confirming the successful commissioning of that project, during the past 10 years, to the scope of goods and services of the same or similar nature as outlined in section 7 has been provided. Each reference letter has been provided on the customer's letterhead (where the project was implemented) and has been appropriately signed by an authorized official.

NAME AND ADDRESS OF CUSTOMER	CONTACT PERSON AND TELEPHONE NUMBER OF CUSTOMER	PROJECT TITLE	NATURE OF DETAIL OF WORK UNDERTAKEN	VALUE OF WORK (inclusive of VAT)	DATE UNDERTAKEN AND COMPLETED

Attach additional pages if more space is required

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE H: IMPLEMENTATION PLAN

A full implementation plan describing how the project will be executed must be provided here

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE I: SKILLS TRANSFER PLAN

A Skills Transfer Plan to empower and transfer skills to eThekweni users for the duration of the contract must be provided here.

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE J: TECHNOLOGY REQUIREMENTS

The requirements in this section will be used by the bid evaluation committee to evaluate the technology requirements of the proposed solution. The categories listed below must be addressed by the bidder. The bidder must attach the relevant technical documentation and/or brochures, or other evidence to substantiate their responses to the questions below

Technology Requirement	Category	Subcategory
Cloud Scalability	Can the product accommodate the demands of large enterprise implementations, i.e. number of users, volume of transactions, etc.? Can it handle fluctuations in user load without compromising performance or user experience?	What is the proposed technology stack for this eThekwini implementation? Include the hardware specs and all software components
		How scalable is the proposed product, both vertically and horizontally i.e. can it run in the smallest environment and be scaled up to the largest environment without any amendment to the proposed package itself?
		What is the maximum transaction volume that the proposed product can handle without affecting performance (discounting any hardware or networking considerations)?
		Is the cloud computing infrastructure able to dynamically adjust resources to meet changing demand?
Solution Integration Capabilities	The solution must be able to seamlessly integrate into the existing municipal infrastructure and other third-party systems in order to avoid costly upgrades,	What platforms, databases, servers, networks, protocols, operating systems, etc. are supported?
		How does the service provider handle the

	complex customization, or the purchase of additional solutions to fill gaps	integration of the software with other existing systems? What expertise does the service provider have with similar integrations? Can the software seamlessly integrate with both cloud-based and on-premise solutions?
		How does the software handle version updates, and how does it ensure that there are no integration issues during such?
		Describe your solution's integration capabilities, i.e. APIs, tools, and platforms that enable seamless integration. Provide an integration architecture diagram depicting how this is achieved.
Open Architecture and Standards	Does the solution adhere to industry open standards and APIs supporting most major vendors and technologies? The more standards supported the better because then the solution can readily integrate or interface to other engines, applications, and business and object modelling tools.	List all the international standards and APIs that your platform supports
Product Manageability	Flexibility. Usability (ease of use). Maintainability	Are there any toolkits, management tools, etc. provided that provide the ability to manage and tune the solution for more efficient operation, ease of reconfiguration by developers or users, etc.
		Does the product come with comprehensive BI and Reporting capabilities?

Technology Maturity	How mature is the technology? Robustness. Flexibility and consistency.	Are skills readily available in the marketplace? Can skills be easily acquired, developed, and retained?
		Provide the product's client base world-wide

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)

ANNEXURE K: TRAINING PLAN

A full and comprehensive system-specific technical and user training must be offered to the relevant people to enable such personnel to understand how the system works and to have ability to troubleshoot and provide first-line support. The bidder must attach the training outline and program with the tender response. The training approach and methodology must also be included.

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)