



ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT TECHNICAL & INFRASTRUCTURAL SERVICES
(ELECTRICAL)**

CONTRACT NO. IATS 2025/2026/11

**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF A
STANDARD TRANSFER SPECIFICATION SYSTEM (STS)
COMPLIANT PRE-PAYMENT ELECTRICITY ONLINE VENDING AND
MANAGEMENT SYSTEM, INSTALLATION AND MANAGEMENT OF
PRE-PAID SMART METERS, INSTALLATION AND MANAGEMENT
OF LPU (LARGE POWER USERS) METERS WITH AMR
(AUTOMATIC METER READING) FOR A PERIOD OF THREE (3)
YEARS**

BID DOCUMENT

EMPLOYER:

Alfred Duma Local Municipality P O Box
29
Ladysmith 3370
Tel No: +27 (036) 637-2231
Fax No: +27 (036) 631 1400
Email: rmazibuko@alfredduma.gov.za

NAME OF BIDDER:

ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT TECHNICAL & INFRASTRUCTURAL SERVICES (ELECTRICAL)

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF A STANDARD TRANSFER SPECIFICATION SYSTEM (STS) COMPLIANT PRE-PAYMENT ELECTRICITY ONLINE VENDING AND MANAGEMENT SYSTEM, INSTALLATION AND MANAGEMENT OF PRE-PAID SMART METERS, INSTALLATION AND MANAGEMENT OF LPU (LARGE POWER USERS) METERS WITH AMR (AUTOMATIC METER READING) FOR A PERIOD OF THREE (3) YEARS

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(3) YEARS**

INVITATION TO BID



**ALFRED DUMA LOCAL MUNICIPALITY
INVITATION TO BID**

Bids are hereby invited from suitably qualified and experienced organisations/consortia in terms of Section 83 of the Local Government: Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Local Government: Municipal Finance Management Act, Act 56 of 2003 for the following: IATS 2025/2026/11: Appointment of a Service Provider for the Supply of a Standard Transfer Specification System (STS) Compliant Pre-Payment Electricity Online Vending and Management System, Installation and Management of Pre-Paid Smart Meters, Installation and Management of LPU (Large Power Users) Meters with AMR (Automatic Meter Reading) for a Period of Three (3) Years.

BID DOCUMENTS ARE NOW AVAILABLE ON THE NATIONAL TREASURY E-TENDER PORTAL AT www.etenders.gov.za.

DEPARTMENT OF TECHNICAL AND INFRASTRUCTURAL SERVICES

BID NO. IATS 2025/2026/11: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF A STANDARD TRANSFER SPECIFICATION SYSTEM (STS) COMPLIANT PRE-PAYMENT ELECTRICITY ONLINE VENDING AND MANAGEMENT SYSTEM, INSTALLATION AND MANAGEMENT OF PRE-PAID SMART METERS, INSTALLATION AND MANAGEMENT OF LPU (LARGE POWER USERS) METERS WITH AMR (AUTOMATIC METER READING) FOR A PERIOD OF THREE (3) YEARS

EVALUATION CRITERIA

1. Acceptable bids will be evaluated by using a system that awards points on the basis of the 80/20 preferential points system of which 80 points is for price and 20 points is for Ownership as a Specific Goal.
2. Race (HDI) 5/20- Ownership verification will be conducted in line with the Central Supplier Database and also by the BBBEE scorecard attributes AND
3. RDP Goals 15/20- the bidding company to prove that it is located in the Alfred Duma Local municipal area.

Bid documents are obtainable from **Thursday, 4 June 2026**.

FUNCTIONALITY CRITERIA

No	Description Items	Maximum Potential Score	Bid Evaluation committee Score	Page Ref. No.
1	The Company has undertaken prepaid electricity vending and management solutions for municipalities in the last three (3) years to a value of not less than R10 000 000.00. 20 POINTS PER PROJECT Appointment Letters and Completion Certificates/ Reference Letter	20		

2	<p>The company has the below number of meters utilizing the Advanced Metering Infrastructure system.</p> <p>10 000 meters (7) 30 000 meters (10) 50 000 meters or more (15)</p> <p>Attach appointment letter and an extract or evidence from the management system.</p>	15		
3	<p>The bidder must submit a comprehensive solution proposal detailing how the solution will enhance municipal revenue collection, ensure efficient rollout of smart metering infrastructure, and provide sustainable connectivity options to support current and future municipal initiatives.</p> <p>The proposal must consist of the following information: (5 Points)</p> <ol style="list-style-type: none"> 1) Vending System 2) Installation of meters audits, investigations, reconnection/disconnection, of meters. 3) AMI/AMR and Head End System <p>2. Methodology – (5 Points)</p> <p>The bidder must provide a detailed rollout, Project timelines and phases, Resource allocation and capacity. Quality Assurance</p> <p>Risk management and mitigation strategies</p> <p>Local participation and skills transfer (where applicable)</p> <p>3. Connectivity and Future Readiness – (5 Points)</p> <p>The bidder must outline suitable connectivity options that will support the smart metering solution and benefit both the municipality and the community. This must include:</p> <p>Proposed communication technologies (e.g., cellular, RF, fibre, LPWAN, PLC)</p> <p>Network reliability and coverage considerations</p> <p>Scalability for future municipal projects (e.g., smart city initiatives)</p> <p>Socio-economic benefits, including potential community upliftment and digital inclusion</p> <p>Compliance Requirement</p> <p>Bidders must address all three components in full. Failure to provide sufficient detail for any component may result in a lower score or disqualification where minimum thresholds are not met.</p>	15		
4.	<p>Technical Specification Requirements</p> <p>CATEGORY 1:</p>			

	<p>1) Prepaid Vending System</p> <p>CATEGORY 2:</p> <p>1) Installation of meters audits, investigations, reconnection/disconnection.</p> <p>2) AMR/Head End System and Smart meter prepaid system.</p> <p>On all two components, bidders are to achieve a minimum of 80% in EACH category</p> <p>Category 1: 164/205</p> <p>Category 2: 96/120</p>	50		
	TOTAL SCORED	100	100	

- 1. COMPULSORY BRIEFING SESSION: Wednesday 17 June 2026 at 10:00 am at the Legal Services Boardroom, Lister Clarence Building, 221 Murchison Street, Ladysmith.**
- 2. CLOSING AND OPENING DATE, TIME AND VENUE: Wednesday 8 July 2026 at 11:00 am in Room 206 – Lister Clarence Building, 221 Murchison Street, Ladysmith.**

BID ENQUIRIES

Bid enquiries are to be addressed to Mr M Mthimkhulu at telephone number: (036) 637 2231 Extension number 0787.

BID SUBMISSION

Sealed bids with the contract number and description of the bid endorsed on the envelope, with the bidders' details clearly indicated, must be deposited into the bid box located in the Public Entrance Door, Ground Floor of the Lister Clarence Building at 221 Murchison Street, Ladysmith on or before the closing date and time. Bids received after the said closing date and time and not clearly marked as prescribed, will not be considered. Facsimile and emailed bids will not be accepted.

Bid documents may only be submitted on the original bid documentation form as issued by the Municipality.

The following documents are mandatory:

1. Up to date Municipal Rates and Service Charges and Water Statements where the company is located.
2. Joint Venture Agreement if the company has entered into a joint venture and specifying the name of the signatory in the JV.
3. CSD Report and BBBEE Certificate/Sworn Affidavit.

NB: Please note that the Municipality will only consider a service provider who is registered on the Central Supplier Database (CSD).

FAILURE TO ATTEND THE COMPULSORY BRIEFING SESSIONS WILL INVALIDATE YOUR BID.

THE FOLLOWING IS APPLICABLE:

- **BIDDERS NEED TO SCORE A MINIMUM OF 90% TO BE ELIGIBLE FOR THE SECOND ROUND OF EVALUATION.**

PLEASE NOTE:

BIDDERS ARE REQUIRED TO PROVIDE PROOF FOR EACH OF THE FOLLOWING, NAMELY QUALIFICATION DOCUMENTS AND REFERENCE LETTERS FOR PREVIOUSLY COMPLETED PROJECTS. FAILURE TO DO SO WILL RENDER THE BID INVALID.

The Alfred Duma Local Municipality is not bound to accept the lowest bid and reserves the right to accept the whole or part of any bid or not to consider any bid not suitably endorsed or to reject any or the entire bid without stating the reasons thereof.

NOTICE NO. 27/2026

DATED: 19/05/2026

**S S NGIBA
MUNICIPAL MANAGER**

ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT TECHNICAL & INFRASTRUCTURAL SERVICES (ELECTRICAL)

CONDITIONS OF THE BID

A. GENERAL

1. Bid documents must be completed in black ink and prices must include VAT.
2. **All pages and annexures must be initialed / sign in full signature where required.**
3. The lowest or any bid will not necessarily be accepted and ALFRED DUMA LOCAL Municipality reserves the right to accept the whole or any part of a bid or to reject any or all the bid without stating the reasons thereof.
4. No bid will be accepted by fax or e-mail.
5. Bids are to remain open for acceptance for a period of One Hundred and Twenty (120) days from the date they are lodged and may be accepted at any time during the said period of One Hundred and Twenty (120) days.
6. All prices and details must be legible / readable to ensure the bid will be considered for adjudication.
7. Full details of services offered must be supplied together with the return documents. All additional documents returned with the bid documents must be firmly bound and marked as “**Additional**” to the specific bid reference number.
8. Only bids on ALFRED DUMA LOCAL Municipality official bid document will be accepted and the original document must be returned, fully completed and signed, in the form presented. **Failure to do so will invalidate such bid.**
9. **Corrections may not be made by means of a correcting fluid. In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each and every alteration. The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.**
10. Should it be considered necessary by the bidder that officials of ALFRED DUMA LOCAL Municipality should proceed to other centers for inspection purposes, such costs shall be for the account of the bidder.
11. This contract will be governed by ALFRED DUMA LOCAL Municipality “Conditions of the Bid” only and not any conditions supplied by the bidder.
12. The bidder must submit a comprehensive company profile, for example the founding company statements, as well as detailed exposition of previous work done.
13. If items are not bid for a line must be drawn through the space in pen.

14. Only bids received by **11:00** on the given closing date in the bid box will be considered.

B. DEMONSTRATIONS AND INSPECTIONS

1. All bidders must be prepared to demonstrate where required, free of charge and obligation, at the ALFRED DUMA LOCAL Municipality or any other area within the boundary of the ALFRED DUMA LOCAL Municipality, any services offered in this bid.
2. Where officials are required to attend demonstrations or inspections outside the boundary of the ALFRED DUMA LOCAL Area, all costs to attend such demonstration must be borne by the bidder

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GENERAL CONDITIONS OF CONTRACT

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GENERAL CONDITIONS OF CONTRACT

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General Conditions of Contract

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 consignees 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 labor, 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 that 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 Consultant 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 nonrefundable 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:
 - 7.3.1 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
 - 7.3.2 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 analysis

- 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 analyzed 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 and 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:
- 13.1.1 performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - 13.1.2 furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - 13.1.3 furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 13.1.4 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
 - 13.1.5 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:
 - 14.1.1 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
 - 14.1.2 in the event of termination of production of the spare parts:
- 14.2 advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- 14.3 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 where necessary. All Pre-paid sales must be paid over to the Municipality daily through an agreed process.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment 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. However, the Municipality reserves the right, at its discretion and as may be required, to approach the awarded bidder to furnish quotations for the supply and delivery of meters and any related equipment, with a view to procurement.

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 contract 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 canceling 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:

23.1.1 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;

23.1.2 if the supplier fails to perform any other obligation(s) under the contract; or

23.1.3 if the supplier, in the judgment 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:

23.6.1 The name and address of the supplier and / or person restricted by the purchaser;

23.6.2 The date and commencement of the restriction

23.6.3 The period of restriction; and

23.6.4 The reasons for the restriction.

23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.8 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 person's name be endorsed on the Register of Bid 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 the period not less than five years or not more than ten 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. Anti-dumping 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 favorable 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,
- 27.4.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.4.2 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 willful misconduct, and in the case of infringement pursuant to Clause 6;
- 28.1.1 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
- 28.1.2 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. Amendments 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 mended, 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.

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT TECHNICAL & INFRASTRUCTURAL
SERVICES (ELECTRICAL)**

CONTRACT NO. IATS 2025/2026/11

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
SUPPLY OF A STANDARD TRANSFER SPECIFICATION
SYSTEM (STS) COMPLIANT PRE-PAYMENT ELECTRICITY
ONLINE VENDING AND MANAGEMENT SYSTEM,
INSTALLATION AND MANAGEMENT OF PRE-PAID SMART
METERS, INSTALLATION AND MANAGEMENT OF LPU
(LARGE POWER USERS) METERS WITH AMR
(AUTOMATIC METER READING) FOR A PERIOD OF THREE
(3) YEARS**

SPECIAL CONDITIONS OF CONTRACT

ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT TECHNICAL & INFRASTRUCTURAL SERVICES (ELECTRICAL)

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF A STANDARD TRANSFER SPECIFICATION SYSTEM (STS) COMPLIANT PRE-PAYMENT ELECTRICITY ONLINE VENDING AND MANAGEMENT SYSTEM, INSTALLATION AND MANAGEMENT OF PRE-PAID SMART METERS, INSTALLATION AND MANAGEMENT OF LPU (LARGE POWER USERS) METERS WITH AMR (AUTOMATIC METER READING) FOR A PERIOD OF THREE (3) YEARS

1. DURATION OF CONTRACT

The duration of this contract will be **THREE (3) YEARS** upon receipt of an appointment letter and signing of the accepting letter and returning thereof.

2. PAYMENTS

All payments will be made to the Service Provider through submission of a monthly invoice stipulating the Commission charged on the sales. All sales must be paid over to the Municipality daily through an agreed process.

3. SERVICE LEVEL AGREEMENT

- 3.1 A service level agreement will be entered into with the successful bidder.
- 3.2 Negotiations in respect of the service level agreement must be finalised within fourteen (14) calendar days of receipt of the letter of acceptance by the successful bidder.
- 3.3 Service level agreement entered into with the successful bidder will capture the time frames for performance applying to this contract.
- 3.4 Should no consensus be reached within fourteen (14) calendar days of finalizing the Service Level Agreement (SLA), the Municipality will be entitled to:
 - 3.4.1 Cancel its acceptance of the bid, or
 - 3.4.2 Extend the negotiation period without prejudice to any of its other rights in terms of this contract or common law.

4. PENALTIES

In the event of non-compliance with the agreed time frames, Penalty fees in the amount of R500.00 (Five hundred Rand) per day will be deducted in lieu of each day the successful bidder fails to render it's service in respect of the project. Penalties will be applied for failure to comply with the conditions attached to this bid and Service level agreement. These penalties are more fully described in the Service Level agreement.

5. PRICE

The prices quoted shall be a fixed cost and should include design, compilation of Bid documents, supervision, disbursements, etc. Survey will be covered under the provisional sum. Management Fee for provisional sum must be reflected.

6. BID VALIDITY

This bid shall not be withdrawn during a period of one hundred and twenty (120) days from the date on which it is to be lodged and it may be accepted at any time during that period.

7. BID COMPLIANCE

The Bid must comply with the following:

- VAT must be indicated separately.
- This bid or part thereof may not be ceded.

8. MEETINGS

Progress meetings will be held by all parties on fortnightly basis during implementation phase and thereafter on a monthly basis not exceeding six months after which quarterly meeting to be held with Service Provider.

9. PROGRAMME/PERFORMANCE

It is compulsory to submit a program of confirmed activities to be undertaken within three (3) days after the award of the bid, and bimonthly progress report.

The Service provider will be required to submit a program of confirmed activities to be undertaken in the project which will form an Annexure to the Service Level Agreement.

The Service Provider will also be required to submit a monthly progress report.

10. MANDATORY OBJECTION PERIOD

All administrative actions and decisions taken by the ALFRED DUMA LOCAL MUNICIPALITY Municipality through its officials may become subject to an objections and appeals process. As such, in terms of Section 4 Municipal Finance Management Act 32 of 2003, a period of fourteen (14) days will be set aside to allow for the submission of objections.

In the event that an appellant initiates court proceedings, the Municipality shall retain the right to proceed with the implementation of the required services, as these are deemed critical to revenue generation and the uninterrupted delivery of essential service.

11. RETURNABLE DOCUMENTS

The issued documents must be returned in the form and order in which they were issued to assist the Municipality to expedite adjudication of the bids. The ALFRED DUMA LOCAL MUNICIPALITY reserves the right to disqualify a bid in the event that the bidder does not fully comply with this provision.

12. OTHER CONSIDERATIONS

- 12.1 Bidders must also submit three year audited financial statements of the company.
- 12.2 Bidders must certify that he/she have no outstanding debts due to the Municipality where the bidder originates and any other Municipality or any service provider.
- 12.3 Only solutions comprising of the vending systems, and AMI/AMI platforms from a single OEM will be considered.

- 12.4 The company must have an established track record within South Africa, with all three components deployed and functioning as a unified solution within a municipal environment.
- 12.5 Bidders are required to submit verifiable reference letter(s) from the respective municipality or municipalities confirming:
 - 12.5.1 Operation of the OEM's vending system, and
 - 12.5.2 Functionality of the OEM's AMI/AMI platform as an integrated solution.

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT TECHNICAL & INFRASTRUCTURAL
SERVICES (ELECTRICAL)**

CONTRACT NO. IATS 2025/2026/11

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
SUPPLY OF A STANDARD TRANSFER SPECIFICATION
SYSTEM (STS) COMPLIANT PRE-PAYMENT ELECTRICITY
ONLINE VENDING AND MANAGEMENT SYSTEM,
INSTALLATION AND MANAGEMENT OF PRE-PAID SMART
METERS, INSTALLATION AND MANAGEMENT OF LPU
(LARGE POWER USERS) METERS WITH AMR
(AUTOMATIC METER READING) FOR A PERIOD OF THREE
(3) YEARS**

TECHNICAL SPECIFICATIONS

ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT TECHNICAL & INFRASTRUCTURAL SERVICES (ELECTRICAL)

CATEGORY 1 – SUPPLY OF AN STS COMPLIANT PRE-PAYMENT ELECTRICITY ONLINE VENDING AND MANAGEMENT SYSTEM

1. PURPOSE

This specification is intended to provide a summary of the Alfred Duma Local Municipality's critical requirements for the supply of an STS compliant Pre-payment Electricity Online Vending and Management System.

2. BACKGROUND

The Alfred Duma Local Municipality is currently utilising an existing service provider for the management of a Prepayment Electricity Vending system in its licensed area.

The municipality is looking for a suitable Service Provider that will supply, install, support and maintain an Electricity Prepayment Vending System as an integral part of the municipality's service delivery requirement.

The Alfred Duma Local Municipality intends to have vending points throughout its geographic areas, as reflected (but not limited to) in Annexure B.

3. COMPLIANCE WITH SPECIFICATION

The supplier shall submit with their tender a schedule listing clause-by-clause, specific details indicating compliance or non-compliance with the requirements of the specification.

4. MANDATORY DOCUMENTS

The documents listed in must be submitted as evidence.

In addition, the following documents and information must also be submitted. Failure to comply with these requirements will lead the bid being non-response and the bid will be disqualified. All documents must be in the name of the Bidding company:

- 4.1 Size and Ability to Support Online Vending System;
- 4.2 Bidder to describe the company's existing vending infrastructure (e.g. cellular phone/internet vending, etc.), including the volume of transactions, size and number of vending points;
- 4.3 The bidder should furnish the information on major past supplies under the relevant product/services and satisfactory performance for the last five financial years;
- 4.4 The bidder should be a manufacture or the OEM authorized partner of the respective system;
- 4.5 The bidder shall supply and maintain the offered items for a minimum period of three years in South Africa;
- 4.6 The bidder should have the technical and human resources within the province;

- 4.7 The bidder to provide the name, respective titles, and years of experience of the person/s who will be responsible for management/co-ordination of all work on the project. In addition, provide the names of all personnel that are proposed to be involved in the project, their resumes, and their proposed roles/responsibilities (including the name of subcontractors and their personnel who will be working on the project, if any);
- 4.8 The Bidder to provide a summary describing the bidder's area of expertise and resource capabilities as they relate to this proposal;
- 4.9 The bidder shall meet all mandatory requirements by providing the required supporting documentation as evidence of compliance title. The Alfred Duma Local Municipality reserves the right to contact any of the references supplied by the bidder to obtain information regarding work that the bidder has performed.

Note: Relevant documents in support of above should be furnished.

5. SCOPE OF WORK

The service provider will be required to Supply, install, maintain and support the Pre-payment Electricity Online Vending and Management System on twenty-four hours a day, seven days a week and three hundred and sixty-five days (24x7x365) basis for the duration of the contract period.

6. VENDING SYSTEM COSTS

- 6.1 The Bidder must detail the pricing plan based on a server hosting proposal. Insufficient detail may lead to the tender being disqualified since a fair comparison of tenderers will not be possible.
- 6.2 The Bidder shall specify their support costs per hour after final commissioning and handover. A proposed Draft Service Level Agreement (SLA) must be included.
- 6.3 The Bidder shall separately identify the individual components included in the total cost, such as:
 - 6.3.1 Vending Terminals;
 - 6.3.2 Management Stations;
 - 6.3.3 Database, operating systems, workstations, Points of Sale and licenses (if applicable);
 - 6.3.4 Additional hardware requirements (if applicable);
 - 6.3.5 Integration with the Municipality's financial system Munsoft, Proof to be provided
 - 6.3.6 Complete system and interface testing;
 - 6.3.7 Training costs;
 - 6.3.8 As well as additional options, to enable a fair comparison of tenders offered to be made.

7. DEMONSTRATION OF SYSTEM OFFERED

Only Bidders who can offer a fully functional Vending System that can be demonstrated will be considered. Bidders shall specify the number of technical staff engaged in development and testing of the vending software as well as the support staff available after hand-over and Call Centre availability 24/7.

8. GUARANTEED SYSTEM PERFORMANCE

- 8.1 The successful Bidder shall have the new system commissioned within one (1) month of the contract being awarded.
- 8.2 The Bidder shall guarantee the systems’ functional performance and any upgrades required to correct any system mal-operation, shall be for the Bidder’s account.
- 8.3 In the event of any latent defect (programming “bug”) becoming evident, the Bidder shall be responsible for the immediate rectification of such defects at their own cost.

9. REQUIREMENTS

REQUIREMENTS	PROOF PROVIDED	
	YES	NO
STS (Standard Transfer Specification) License		
XML Vend certified or compliant		
Service Level Agreement (SLA) proposal		
Disaster Recovery Management Plan, which includes all facilities, site capacity and service levels		
Contingency plan(s) proposal / documentation		

10. EVALUATION CRITERIA AND FUNCTIONAL AREA

Description	Sub Points	Total Points	Minimum Points	Bid Evaluation Committee Scores
Annexure I: Baseline Reports		5	4	
Annexure E: Solution proposition for the supply of the Prepayment Electricity Vending System	10	10	5	
Annexure F: PROJECT IMPLEMENTATION APPROACH	5	5	4	
Vending Channels:		30	30	
Municipal Terminals	5			
Third Party				
Bank ATM Machines	5			

Cell Phone	5			
Municipal AVM	5			
Internet	5			
Retailers	5			
Services:		25	20	
Electricity Tokens	5			
Free Electricity Tokens	5			
Payment of Municipal Debt	5			
Bill Payments	5			
Engineering Tokens	5			
Attended Vending Equipment:		15	10	
PC-based	5			
Cell Phone Vending Terminal	5			
Handheld Terminal	5			
Electricity Vending System:		10	4	
4-6 Years	4			
7-9 Years	5			
10 Years +	10			
Experience of the Bidding Entity:		10	4	
5 Years	3			
10 Years	5			
Experience of Support Team:		25	15	
Technical Knowledge	5			
Experience {1 point per year of experience, to a maximum of 20 points}	20			
Experience of Development Team:		25	15	
Technical Knowledge	5			
Experience {1 point per year of experience, to a maximum of 20 points}	20			
Ability to provide software support and upgrades:		20	20	
Interface to Municipal Billing System	10			

In-house developers can make functional changes to software and systems provided	10			
Ability to provide 24x7 Support		20	20	
24x7 Call Centre	10			
Technical Support on call	10			
Capacity of local support		10	5	
Technician or Agent available to support on-site equipment				
Agent	5			
In-house Technician	10			
TOTAL		205	164	

11. SITE VISIT / INTERVIEWING CLIENTELE: EVALUATION

Information must be provided of current client(s) and Alfred Duma Local Municipality reserves the right to:

- 11.1 Interview these customers to verify their level of satisfaction with the service provided;
- 11.2 Perform a site visit and inspect the prospective service provider(s)' office and equipment (including Disaster Recovery site).

12. TECHNOLOGY AND PLATFORM

The service provider is required to comply with the following:

- 12.1 DATABASE. The system shall operate on Microsoft SQL Server database technology and shall allow concurrent users to access data on a central database from various online vending terminals and management stations.
- 12.2 OPERATING SYSTEM. The system shall operate exclusively on a Windows platform. All system functions shall be accessed via a user-friendly Graphical User Interface.
- 12.3 HARDWARE. All components of the system shall operate on standard, readily available, PC-based machines with no special modifications required to any parts. No manufacturer specific hardware is permitted.

13. OPERATIONS

13.1 CRITICAL PERFORMANCE PARAMETERS

Note: The preferred Bidder will be required to demonstrate and test their vending system at The Alfred Duma Local Municipality.

- 13.1.1 The software, database and hardware shall be able to accommodate, with no special changes, more than 1 million consumer records and 120 million transaction records on a single machine.
- 13.1.2 The software and database shall have no limitation on the number of named users and workstations it can accommodate.

- 13.1.3 The online system shall be scale-able to transact a minimum of 10 requests per second.
- 13.1.4 A standard vending operation shall be less than 15 seconds from request to completion token printing or programming.

14. LANGUAGES AND CURRENCY

Standard language available on the system shall be English and the currency will in Rand.

15. ELECTRICITY PRE-PAYMENT VENDING

15.1 Transactions

- 15.1.1 All transactions shall be atomic to such a nature that taxes, levies, standing charges, arrears and services are all created through individual rows in the database;
- 15.1.2 The vending terminal shall accept any amount tendered and create a token to the exact value as specified by STS. There shall be no monetary based rounding errors.

15.2 Vending Operation

- 15.1.3 The system shall be capable of vending STS compliant pre-payment credit and engineering tokens;
- 15.1.4 The system shall be certified by the STS association as being Vending, Engineering and Key Change Management compliant.

15.3 The steps of vending shall be:

- 15.1.5 On receipt of the vend request the system shall have a provision to ascertain the identity of the consumer;
- 15.1.6 The keys to identify the consumer shall be the meter serial number;
- 15.1.7 The vend terminal shall send the request to a central database server that shall authenticate the transaction request and generate an encrypted code;
- 15.1.8 In order to provide maximum security to the system, the encryption shall not be done on the vending terminal but only on the central database server;
- 15.1.9 On receipt of each request the vend terminal shall connect to the central database server in order for the encrypted vending code to be generated;
- 15.1.10 Token layout will comply with the City's specification;
- 15.1.11 Tokens will be legible for at least one month from date of purchase;
- 15.1.12 The monetary value per token can be limited per the Alfred Duma Local Municipality requirements e.g. minimum and maximum value per consumer purchase, maximum purchase amount per month etc;
- 15.1.13 All payment types are recorded as returned by the vending terminal or third party aggregator;
- 15.1.14 The amount tendered must first be allocated to clear the debtor's arrear balance if applicable, and then to allow for immediate purchasing of prepayment electricity;
- 15.1.15 The consumer can pay the municipal debtor account at any terminal which will be transferred to the municipality's financial system, in a format as prescribed by the municipality;

- 15.1.15.1 The system functionality must include reprints of tokens when required;
- 15.1.16 The system is capable of performing vending functions simultaneously across all terminals and multiple types of vend can be combined on one receipt at each terminal e.g. account payment, EBSST and electricity token;
- 15.1.17 Point of sale terminal transaction value limits can be set;
- 15.1.18 Cancellations are not allowed at the terminals;
- 15.1.19 Inclining block tariffs are supported per NERSA requirements;
- 15.1.20 Hours of sale can be limited on a per-terminal basis for security purposes;
- 15.1.21 The municipality's image will be positively reflected by the service provider's staff, collectors and aggregators per a code of conduct.

15.4 Bill Payments

- 15.1.22 The consumer should be able to make bill payments at any point of sale. This is in line with the municipality's goal of increasing accessibility to municipal services and debt reduction;
- 15.1.23 The consumer does not have to be registered to a meter to make a payment.

15.5 Customer Portal

An internet customer portal should be available where consumers can:

- 15.1.24 View their recent transaction history;
- 15.1.25 View messages;
- 15.1.26 Request an EBSST token;
- 15.1.27 Update their contact information.

15.6 Vending Management

- 15.1.28 The system shall allow for the definition of independent banking batches to accommodate various levels of operators and improve security;
- 15.1.29 Vendors must operate on an "Up-Front" or credit basis;
- 15.1.30 Tenderers must show their ability to support Offline Vending. Offline vending must also be secure and not unduly expose the Municipality to any financial risk e.g. if Vending terminals are stolen. Offline vending terminals must be Credit and Tariff Management System (CTMS) compliant to ensure authorized Vendor credit updates and the prevention of unauthorized Tariff manipulation.

15.7 Arrears

- 15.1.31 All transactions must be processed through the system for reporting and audit purposes. The credit control department makes use of customer-specific blocking functions to prevent clients from buying credit until outstanding monies are paid. All vending channels need to query the management system database before completing the transaction and not process the transaction if the client is blocked;
- 15.1.32 The system shall have the ability to collect arrears from the consumer by leveraging the pre-payment transaction according to a unique formula for each consumer. A proven track record is required and Tenderers are required

to supply a list of Customers where they have successfully implemented arrears collection for period longer than 12 months;

15.1.32.1 An interface is required between the Municipal Billing System and the Vending System in order to receive updated consumer account information from the Billing System and to send payment transactions to the Billing System for reconciliation;

15.1.32.2 It shall be possible for authorised operators to temporarily override a block record in accordance with the municipal policy and the system shall maintain a full audit of all activities.

15.8 Tariffs

15.1.33 The system shall accommodate the Electricity Basic Services Support Tariff (EBSST) as promulgated and shall be changeable at Council's discretion;

15.1.34 The system will issue one valid EBSST token in a given month;

15.1.35 EBSST tokens may either be printed on every receipt or once per month then suppressed on receipts, at the discretion of the municipality;

15.1.36 The system shall support the Municipality's tariff structure and Inclining Block Tariffs (IBT) as specified by NERSA;

15.1.37 An activation date shall be set for each tariff;

15.1.38 Seasonal tariffs shall be supported;

15.1.39 A service fee can be levied once per month, with the option to accumulate unpaid fees for the months that the consumer does not make a purchase;

15.1.40 A service fee can be levied by the municipality for selected points of sale based on time of day, Saturday, Sunday and Public holiday rates;

15.9 Online Vending

15.1.41 The system shall work online with secure messaging that is efficient in terms of reducing communication costs;

15.1.42 The online transaction processing infrastructure shall have unlimited scalability with hot-swappable redundancy;

15.1.43 Online vending points, at the option of the Municipality, may be upgraded to switch to a local offline database in case of a communication link breakdown. Full STS functionality shall be retained in the offline scenario. Depending on system configuration, data shall be either automatically or on demand be electronically replicated to the master system;

15.1.44 System must be XMLVend 2.1 compliant to accommodate the provision of 3rd party vending.

16. VENDING CHANNELS

The Online Vending System must support a variety of Vending Channels at various locations, including Municipal offices, individual external Vendors and retailers ("Supervendor" aggregators). As a minimum it must support:

- PC based vending
- Hand Held Terminal Vending
- ATM vending
- Internet Vending
- Cell-phone Vending

- Sales through retail outlets
- Via Cellphone App

Bidders must supply detailed description of the above, highlighting technical requirements, security and methodology used.

17. CONSUMERS

The system shall allow for:

- 17.1 Consumer Data Maintenance related to the debtor's profile, including registration, linking to a point of connection, meter number and type, tariff, municipal account, ERF, ward, consumer personal details, location information, electrical network;
- 17.2 Meter swop outs;
- 17.3 Meter Database Management;
- 17.4 Uploading of the meter database;
- 17.5 Allocation of Customer Identification cards;
- 17.6 Printing of meter swipe cards by reading, encoding and printing cards from the System.

18. ENGINEERING

18.1 Meter Management

Service providers must detail their meter management process.

18.2 Functionality

- 18.1.1 Link a consumer with a location / meter/Point of Connection;
- 18.1.2 Meter management processes shall automatically change the modes of operation associated with a meter. To assist in meter management, the state of every meter shall be recorded. The system shall support at least the following meter states:
 - 18.1.2.1 Scrapped;
 - 18.1.2.2 Installed;
 - 18.1.2.3 Removed;
 - 18.1.2.4 In Stock
 - 18.1.2.5 Blocked

The meter state list can be added, updated and modified as required.

18.3 Engineering Tokens

- 18.1.3 Engineering tokens can be created by authorised users;
- 18.1.4 A reason has to be provided in order to make a token;
- 18.1.5 Limitations can be set on a per-user basis;
- 18.1.6 All engineering token operations are auditable;
- 18.1.7 Tokens may be sent to electricians or consumers via messaging e.g. SMS

19. SYSTEM MANAGEMENT

19.1 Communication

- 19.1.1 The system shall be configurable to operate online and offline, with full STS functionality retained during the offline mode of operation;
- 19.1.2 Offline data transfer shall be adjustable to any frequency, i.e. daily, hourly, etc.;
- 19.1.3 All transfer files shall have adequate data security;
- 19.1.4 The complete database shall be automatically mirrored to a disaster recovery machine on a regular basis;
- 19.1.5 Vending terminals shall be provided with dual-sim connectivity to redundantly support the Vodacom and MTN networks prevalent in the area;

19.2 Security

- 19.1.6 Database security governing low- and high-level database access shall be via a proven technology;
- 19.1.7 The system shall allow for the addition of an unlimited number of named operators.

20. INTEGRATION

- 20.1 The system shall have a secure interface to allow third parties to access the database securely for integration purposes. Transaction based interfaces must comply to the XMLVend 2.1 specification.
- 20.2 The Vending System must integrate with the Municipality's financial system. The service provider must be able to update the interface at no cost to the municipality should the financial system be changed or updated in future.
- 20.3 A list of sites where the Tenderer's Online Vending System interfaces to the municipality's financial system must be provided.

21. REPORTING AND INFORMATION

An extensive reporting system is included with the system.

Users log into the browser-based reporting engine using Internet Explorer or equivalent.

- 21.1 Annual Reports
- 21.2 Monthly Reports
- 21.3 Weekly Reports
- 21.4 Daily Reports
- 21.5 Ad-Hoc Report
- 21.6 The system provides for reports using SQL Reports.
- 21.7 The system will have the necessary reports to run a prepayment electricity site and any new reports requested by the Municipality will be made available at no cost;
- 21.8 A list of available reports must be included with the tender submission. The minimum set of reports required is listed in appendix I.

22. SUPPORT AND MAINTENANCE

The service provider will be required to support and maintain the Pre-payment Electricity Online Vending and Management System on a twenty four hours a day, seven days a week and three hundred and sixty five days (24x7x365). Service providers must detail:

- 22.1 Offices & Support facilities – Local on-site support is preferred.
- 22.2 Datacenter specifications
- 22.3 Provide a copy of the Service Level Agreement. It must include the Service provider's 24 hour support service that is designed to meet the following standards:
 - 22.3.1 Level 1 Fault - 6 Hours (General Network failure)
 - 22.3.2 Level 2 Fault - 4 Hours Network congestion, Hardware failure)
 - 22.3.3 Level 3 Fault - 4 Hours (System failure)
 - 22.3.4 The Service provider must be able to support the Municipality by way:
 - 22.3.5 A Call Center or Help-line.
 - 22.3.6 Asset Management of equipment
 - 22.3.7 Hardware support
 - 22.3.8 Software support
 - 22.3.9 Account / Project Management
 - 22.3.10 Fault logging and support escalation procedures
 - 22.3.11 General Support and Maintenance Practices

23. TRAINING

- 23.1 The successful supplier will be required to offer training to existing staff within the Municipality on the operation of the equipment installed. The training program must be structured to include administrators, management, supervisors and operators of the complete online vending system.
- 23.2 A training program must be included with the tender submission.

24. GENERAL REQUIREMENTS

- 24.1 No quotation/tenders will be considered unless accompanied by a full description and technical details of the solution offered. Any special features shall be detailed.
- 24.2 **Bidders must have a proven track record with supplying and supporting online systems. Bidders must have at least 5 years of experience in online prepayment electricity vending systems and are required to supply a list of Customers who have been vending online for the past 3 Years using an Online Vending Server.**
- 24.3 Bidders must supply a list of references detailing (Employer, Contact Person and Telephone Number, description of work (Service), Date complete)
- 24.4 Service providers will be required to provide a comprehensive project plan, methodology for the implementation of service.
- 24.5 Service provider(s) to include the following documentation in the Bid submitted:
 - 24.5.1 A detailed Disaster Recovery Management Plan, which includes all facilities, site capacity and service levels.
 - 24.5.2 An overview of the administration process and system used in administering program changes (from request to testing and implementation) and fault reporting.

24.5.3 A certificate signed by the service provider(s) certifying that the service provider has no undisputed commitments for municipal services towards the municipality or other service provider in respect of which payment is overdue more than 30 days.

24.5.4 Particulars of any contracts awarded to the service provider by an organ of state during the past five (5) years, including particulars of any material non-compliance concerning the execution of such contract.

25. SUB-CONTRACTING

If any portion of the contract is to be sub-contracted, please detail each sub-contractor and the chain of sub-contracting.

Item	Name of Sub-contractor*	Related party (Yes/No)	Nature of relationship for a related party**	Value sub-contracted (% of contract)	BBBEE Rating***
1					
2					
3					

*each sub-contractor must also submit a declaration that he/she has no outstanding debts due to the Municipality where the Bidder originates and any other Municipality or any Service Provider.

**common shareholders/group companies/subsidiaries. If affiliated, please state nature of relationship.

*** BBBEE certificate for each entity that will be providing/rendering any service to the municipality for this contract.

ANNEXURE A: DOCUMENT CHECKLIST

Mandatory Documents		
1.	Completion of this checklist (
2.	Information Session Briefing Attendance Record	
3.	PROOF OF OWNERSHIP/OEM PARTNER CERTIFICATE OR LETTER	
4.	Supply of SARS Clearance Certificate	
5.	Supply of Company Profile	
6.	Supply of Contactable References and proof aligning with mandatory requirements.	
7.	Supply evidence for Supply Track Record — supply of Prepayment Vending System (Primary and DR Site)	
8.	Supply evidence for Support and Maintenance - Prepayment Vending System (Primary and DR Site)	
9.	Supply of Municipal Debt Clearance Certificate or Lease agreement	
10.	Supply of BBBEE Certification (if points claimed)	

11.	Supply certified ID copies of all Directors	
12.	Certified copies of CC or Company registration Certificate	
13.	Supply of municipal tender acceptance form	
14.	Supply of VAT clearance certificate for VAT vendor	
15.	Supply proof of company (bidder's) ISO 9001 certification, ISO 14001, ISO 45001,ISO 27001	
16.	Letter of Good standing from Workman's Compensation	
17.	STS Compliance Certificate Due to the financial and technical risks, the Core STS vending system must be provided by the bidder. Proof of the STS Certificate in the name of the tendering/legal entity must be provided.	
18.	XML Vend certified or compliance Certificate	
19.	The service provider is to also supply and maintain a failover, off-site server solution	
20	Letter of good standing from your Bank – Bank Rating	
21	Company resolution authorising the company to bid for this bidder.	
22	CVs of personal that will be assigned to this project (Development, Testing, Support staff and Account management staff)	
23	CVs of personal that will be assigned to this project (Development, Testing, Support staff and Account management staff)	

ANNEXURE B: AREAS REQUIRING PREPAYMENT ELECTRICITY VENDORS

ANNEXURE C:

Item	Town	Minimum number of vending points
1	CDB	5
2	Steadville	3
3	Tsakane	2
4	Hospital Park	2
5	Reservoir Hills	2
6	Umkhamba Gardens	1
7	Limit Hill	1
8	Acaciavale	2
9	Rose Park	1
10	Colenso CBD	3
11	Inkanyezi	1
12	Tugelavale	1

EQUIPMENT SPECIFICATION (ANNEXURE D)

The following are the equipment specifications.

27.1. Server

Quantity = 2. At least one at the Primary Hosted Site and One at the Disaster Recovery Site.

CPU	Intel Xeon E5-2640 or equivalent (2.50GHz/6-core/95W)
RAM	32GB
HDD	8 x 600GB 6G SAS 10K rpm SFF
HDD Config	2 x HDD's in RAID1 with Windows Server installed 6 x HDD's in RAID5 for data

27.2 Data Centre

The servers and hosted infrastructure is to be located in a large member of the South African Internet Service Providers Association (ISPA). See <https://ispa.org.za/membership/list-of-members/>

27.3 Attended Point of Sale Devices

- 27.3.1 Integrated Modem
- 27.3.2 Integrated Printer
- 27.3.3 Integrated Meter Card Reader
- 27.3.4 Integrated LAN Port
- 27.3.5 Integrated Display Screen
- 27.3.6 Cellphone Vending device

Note: Where brand names are used, similar technology may be used with the approval of the municipality.

- 5 ANNEXURE E: SOLUTION PROPOSITION
- 6 ANNEXURE F: PROJECT IMPLEMENTATION APPROACH
- 7 ANNEXURE G: SUPPORT AND MAINTENANCE PROPOSITION
- 8 ANNEXURE I: REPORT LIST

The minimum set of reports to be included in the system are tabulated below. Suppliers are required to update the report set as and when requested by the municipality

Item	Description	Ad Hoc	Daily	Weekly	Monthly	Annual
1	Tenant Consumers Not Expired					
2	Debt overview					
3	Debt per area (Summary Only)					
4	End of shift Totals per Vendor per date					
5	End of shift Totals for the day: Vendor & Date Range Summary Only					
6	End of shift Totals for Selected Vendors & Dates					
7	Cheque Report					
8	All registered Meters per customer					
9	Customer Data by meter number					
10	Customer Data by meter type: Business, Domestic, Indigent					
11	Customer Data by Surname					
12	Indigent Customer By Town - Summary Only					
13	Registered Meter by Installation Date & first purchase					
14	List of all Indigent Customers					
15	Merchant Information					
16	List of all Upfront Vendors					
17	Up front Credit updates for all vendors in date range					
18	Tariff POS Service Charges					
19	Tariff POS Service Charges - Backup					
20	Tariffs Electricity Rates					
21	Tariffs Indigent Entitlement					
22	All Blocked Meters					
23	Blocked Meters per Suburb with block code					
24	Meters Blocked per Period					
25	Blocked Meters per Suburb with block code per period					
26	Number and value of meters blocked per block code for specific periods					
27	Meters Unblocked with user details					
28	Meters Unblocked per Suburb with block code, with user details					
29	Number and value of meters unblocked per block code for specific periods					
30	Unblocked Meters per Period					
31	Customer Data by Suburbs					

Item	Description	Ad Hoc	Daily	Weekly	Monthly	Annual
32	Customer Data by Suburbs - summary					
33	Registered Meters with no transaction history for period					
34	Low Purchase Transaction History					
35	Meters by TI & SGC					
36	Meters by Selected TI					
37	Indigent Customers above average units					
38	Indigent Customers below average units					
39	Customer blocking history					
40	Customer unblocking history					
41	Meter Changes per Customer History					
42	Customer Changes for Date Range					
43	Customer Account Number Reliability					
44	All registered Meters per customer with current blocking applied					
45	All registered Meters per customer with current blocking applied					
46	Installed Meter Summary					
47	Active meter summary and details					
48	Statistical Report – Full					
49	Statistical Report – Summary					
50	Audit Log					
51	Audit Log By Type					
52	Management System audit log by Type and Operator					
53	Block record changed per user					
54	Site Terminal Operators					
55	Site SMS Operators by Category					
56	Below Minimum Units by Meter # for Period FULL					
57	Pending Transactions by Vendor					
58	Transaction by Summary and Type - Summary Only					
59	Transaction Summary by Type					
60	Transaction Summary by Type and TI					
61	Transaction Summary by Type and TI - Summary Only					
62	Vendor Transactions by Vendor - Transaction Type - Tariff Index - No Accounts					
63	Transactions summary by vendor and end of shift totals					

Item	Description	Ad Hoc	Daily	Weekly	Monthly	Annual
64	Transaction Statistics with Billing					
65	Transaction Statistics without Billing					
66	Transactions by Customer ID and Date					
67	Transactions by vendor for selected dates and transaction type					
68	Transactions by Date for One Operator					
69	Transactions for vendor by date for one operator - summary only					
70	Transactions by CDU grouped for each day					
71	Transactions for CDU by Date - Summary Only					
72	Transactions by Meter Date and Transaction Types					
73	Transactions with Summary by Type					
74	Transactions with Summary by Type - Summary Only					
75	Transactions by vendor and transaction range - summary only					
76	Transactions by CDU and Trans Range - Summary Only					
77	Transactions for vendor and transaction range					
78	Transaction report for a selected cash total					
79	Transaction Steps by Transformer					
80	Transaction Steps by Transformer - Summary Only					
81	Transaction Summary by Mainframe Upload					
82	Below Min Units by Town for Period and Tariff					
83	Vendors transactions by SGC & TI - summary					
84	Transactions by TI and SGC					
85	Below Min Units by Cons Area for Period					
86	Transactions for Specified Upload file					
87	Transactions with All Details					
88	Transactions for vendors with all details by town					
89	Transaction Summary by Area					
90	Min Units by Customer - Town and Date					
91	Customers With No Transactions By Town and Date					
92	Min Units by EBSST Customer- Town and Date					
93	No Transactions by EBSST Customer- Town and Date					
94	Transaction Annual Month Totals for Meter					

Item	Description	Ad Hoc	Daily	Weekly	Monthly	Annual
95	Transaction Summary by Town					
96	Transaction Summary by Consumer Area					
97	Multiple transactions by day					
98	Report Purchase Pattern Analysis					
99	Electricity Sold and not used					
100	Network Energy Flow and Balance with exceptions					

CATEGORY 2 – SMART METER AND LPU AUTOMATIC METERING READING (AMR)

1. SCOPE

The scope necessitated to investigate and make recommendations on the smart metering solution in order to achieve the municipality objectives, The current electricity meters installed within the municipality are wired and are easily tampered with and auditing of meters is done manually.

The municipality is losing on revenue collection due to these types of electricity meters and these electricity meters will be discontinued during the next few years.

Tenderers shall offer a smart metering solution with a combination of RF and GSM based communication protocol, communication between the smart meter and data concentrator shall be via RF signal and communication between the Advanced Metering infrastructure server shall be via a GSM signal. The AMI system infrastructure shall have a two-way communication between a meter and the Utility.

The objective of an AMI system is to provide Utilities with real-time data about energy consumption and allow them to remotely manage their metering devices. The system shall comprise of two distinct functional areas: the front-end components that are responsible for the collection, storage and communication of data from the metering devices; and the head end components that retrieve and manage this data. Data shall be communicated wirelessly to and from the meter via data concentrator units (DCU's) connected to a suite of management tools at the head-end, providing the municipality with the tools to manage their both prepayment metering and LPU (Large Power User) AMR (Automatic Meter Reading) infrastructures. The municipality can do remote tamper detection and load management through the advanced metering infrastructure.

The system can be combined and/or modular but expandable to integrate all functionality. The system must in essence be able to perform the following tasks:

1.1. SMART METER MANAGEMENT SYSTEM FOR PREPAID EMETERS

- Management of the smart metering solution.
- The system must handle a minimum of 23000 meters

- The smart metering system must comprise an electronic Interrogation and transfer of data from the field installation over a communications network to a metering database preferably on-site with a suitable backup.
- The dashboard and all functions available to be made available to MUNICIPAL staff.
- Seamless Integration of the smart metering Billing register data into MUNICIPAL Financial System, as well as any other system that might require integration.

1.2. AUTOMATED METERING READING FOR LPU CUSTOMERS

- The system must handle a minimum of 500 meters (single phase and 3 phase);
- Limited or no human intervention from data collection from the meter to data dumping on the billing file.
- Collect, process, monitor, publish consumption, and profile data daily for all metering points.
- Seamless integration with existing billing and debt management systems.
- Continued development of functionality in line with existing infrastructure.
- Continued development of new functionality in keeping up with modern technologies.
- Standard operating procedures when required.
- Backup schedules.
- Be process-driven; these processes will be defined by the municipality.
- Comply with NRS- 071 and NRS- 49.
- Accommodate changing Business Rules. The current Business Rules will be given to the successful bidder.
- Roll out campaigns at regular intervals to update customer information, based on specific Business Rules.
- Full integration to the supply authority's financial system which inter alia synchronizes all account information daily
- The data must be collected regularly or as and when required for analysis.
- For a load data profile: a 30-minute Active and Reactive Energy, kilo-Volt-amps, and Power Factor should be updated once every 24 hours.
- Meter event log be submitted to supply authority once every 7 days.
- Phasor diagrams must be available with immediate effect.

NOTE 1: All metering equipment (i.e. Single phase and prepaid meters, Bulk meters, CT's, Cables, USER Interface devices, Data Concentrators, breakers)

will be supplied by the Alfred Duma Local Municipality. Tenderers are required to provide prices for installation only (including associated overheads). For LPU meters the tenders must also provide charges for annual maintenance and support, as per indicated pricing criteria.

NOTE 2: For high-risk environment, the Split meter system will be pole top based, and will be installed with either tamper proof multi-way or low security enclosures. The Municipality will specify the type of installation required.

2. TYPE OF INSTALLATION

2.1. SINGLE PHASE SMART ELECTRICITY METERS (MCU)

The smart meter shall be installed inside, metering kiosks, Mini-substation, pole top boxes, The single- phase smart meter shall be an integrated wireless meter, compact DIN rail meter that uses an integrated radio frequency (RF) for communication, the meter shall not subject to line interference and shall not require the addition of filters.

2.2. WIRELESS USER INTERFACE UNIT (SINGLE PHASE)

The wireless user interface unit (wUIU) shall be wall mounted inside the consumer premises on the wall, communication between the meter and (wUIU) wireless communication shall be through radio frequency (RF). the (wUIU) shall operate within a distance of 100m.

2.3. THREE PHASE SMART ELECTRICITY METERS (MCU)

The smart meter shall be installed inside, metering kiosks, Mini-substation and metering box, The single- phase smart meter shall be an integrated wireless meter, BS footprint mounting and shall use an integrated radio frequency (RF) for communication, the meter shall not subject to line interference and shall not require the addition of filters.

2.4. WIRELESS USER INTERFACE UNIT (THREE PHASE)

The wireless user interface unit (wUIU) shall be wall mounted inside the consumer premises on the wall in, communication between the meter and (wUIU) wireless communication shall be through radio frequency (RF). the (wUIU) shall have operate within a distance of 100m.

2.5. WIRELESS EXTENDER UNIT

The Wireless Extender unit (WEX) shall be wall mounted inside the consumer premises on the wall in, communication between the meter and (wUIU) wireless communication shall be through radio frequency (RF). the (wUIU) shall have operate within a distance of 100m.

2.6. DATA COCENTRATOR UNIT

The Data Concentrator Unit shall be installed inside the Pole top box and power shall be supplied via a circuit breaker. The Data Concentrator Unit (DCU) is an integral link between the front and head-end system, the DCU shall be responsible for the routine collection, storage and communication of metering data. The DCU shall be a primary means of remote communication and shall be capable of reading and writing data to and from metering devices. the DCU shall communicate with the service provider Advanced Metering infrastructure (AMI) via a GSM signal, The DCU shall performs various activities as required by the AMI System, these include meter discovery, meter reading, remote disconnection, reconnection of meters and load management processes.

In addition, the DCU shall provide up to date reporting on status changes such as tamper detection in the metering device and shall be capable of delivering tokens on request.

2.7. INSTALLATION OF LPU METERS

The contractor is required to install new LPU, electronic three phase meters. These meters are to be of the standard as stipulated in NRS057. The Municipality will supply the list of sites to the contractor. Each site is to be upgraded to the standard of NRS057 as far as possible, as this is now the national standard that all metering points are to comply.

2.8. REQUIRMENTS FOR LPU METERING INSTALLATION

This is the section that the service provider/contractor must comply fully in ensuring that the installation is correct. Some salient points that this Municipality feels are necessary with your offer.

- All upgrade sites are to be rectified as closely as possible to NRS057.
- All CT's fitted that are 100KVA to 1MVA are to be Class 0.5.
- All new equipment such as CT's, meter to have a factory supplied calibration certificate
- complying with SANAS.
- Each installation shall have a line drawing completed as part of the commissioning process.
- The compliance of the metering installation as a whole shall also be tested utilising approved, traceable portable tester.
- The installation needs to be sealed and locked appropriately ensuring controlled entry by authorized personnel.
- It is your responsibility as a contractor (MSP) to ensure that you are conversant with the NRS057 standard.
- It is the contractor's (MSP's) responsibility to ensure the updating and confirmation of all the old details, including final reading, and all the new details, including start reading, of each site is handed over to the Municipality in the formal process.
- Only personnel that are competent according to NRS057 annexure C will be able to carry out installations. Level required is a minimum of a class 3-meter worker. Certification of the installation still requires a smart-meter worker.
- With the installation of the modem at each site, the onus is on the contractor to ensure that communication is established.

2.9. AUDITS AN VERIFICATION OF LPU METER INSTALLATIONS

- The prospective Service Provider must tender for the tasks of conducting full onsite meter audits to ensure the integrity of installations with the use of verification equipment that is calibrated at NLA laboratories. The service provider must provide complete reports and certificates for the meter installations.
- The audits should consist of the following:
 - A visual inspection must be done on the installation, and all must adhere to NRS057 Code of Practice of Electrical Metering,
 - Report to be submitted which show all necessary information including, but not limited to; site name, meter details, installation size and type, running and historical register, instantaneous values, AMI hardware and location, ext.
 - Meter accuracy test to be completed for both active and reactive power with certified test equipment,
 - Test certificate/s to be provided,
- Audit report per POM (point of measurement) to be provided indicating what complies with NRS057 and what not. Photos of the installation must accompany the report
- Should the installation fail the accuracy test a proven reason for it must be provided. CT accuracy tests must be done where necessary and possible,
- A test must show a load of a minimum of 10% in relation to the meter specifications,
- Test duration must be for a minimum of 1 minute (60 seconds) per test,
- A minimum of three tests must be done for both active and reactive power where applicable,
- Test and audit must be done by an accredited person with the relevant qualification as per NRS057,
- OH&S Act must be adhered to as per the definition of a Competent Person.

2.10. REMOVAL OF THE OLD CREDIT OR PREPAID METER

The old credit or prepaid meter shall be removed when installed on the premises or adjacent to the premises and all the conductors shall be jointed, by means of suitable crimp ferrules and isolation by means of heat shrink tube. PVC tape will not be accepted. The old meter and circuit breaker shall be returned to the Electrical Workshop in 4 Keate Street Ladysmith.

2.11. INSURANCE

The bidder must be covered by public insurance to cover all defective workmanship.

2.12. EQUIPMENT AND PERSONNEL

All installations must be done under the supervision of a competent person in compliance with the Electrical Installation Regulations. The required equipment and skilled personnel must be provided to do acceptable installations.

3. FUNCTIONALITY

- Tenders will be evaluated on the functionality criteria as set out below. Bidders that score less than 48 out of 60 points PER CATEGORY for these criteria will be regarded as non-responsive and will not be evaluated on price and B-BBEE.
- Unclear, vague, fragmented or incomplete information provided will result in no points being allocated.
- Bidders must ensure that relevant information is submitted. If information is not submitted or referred to as an attachment, no points will be awarded.
- No information or documentary proof, relating to tender functionality, will be requested after closure of the tender.
- The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information to be evaluated on the criteria mentioned shown in Annexure F.

ANNEXURE F: EVALUATION AND SCORING

No.	Criteria	Maximum Points	Bid Evaluation committee scores
1.	Company (or JV) Experience	30	
2.	References Related to that Experience	70	
3.	Plant, Equipment, Tools & Machinery allocated/reserved for this Tender	20	
TOTAL		120	96

Functionality criteria are further divided as follows and points will be awarded as indicated below:

3.1. Criterion 1: Company (or JV) Experience

- A maximum of 30 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided. Please note that this section refers to the Company's and its legacy firms' experience, meaning this section takes into consideration that the company as an entity has gained relevant experience in the past and showcase that the company is in the business of said Scope of Works.

- Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar events or activities and/or as determined by the Municipality and/or professional consulting engineer where applicable.

ANNEXURE G: RELATED EXPERIENCE		
	Maximum points	Bidder Score
<p>INSTALLATION OF SMART PREPAID AND SPLIT METERS:</p> <p>A minimum of 3 years total relevant experience relating to works/projects related to the installation, audits, investigations, re connection/disconnection of electrical prepaid and split smart meters. Submit traceable and verifiable reference and award letters as proof from municipal/ESKOM.</p> <ul style="list-style-type: none"> ▪ 3-5 years: 10 points ▪ 6- 8 years: 20 points ▪ More than 8 years: 30 points. 	35	
<p>SMART METER AND AUTOMATIC METER RECORD</p> <p>A minimum of 3 years total relevant experience relating to works/projects related Installation and/or maintenance of LPU meters, as well as providing AMR system and related services.</p> <ul style="list-style-type: none"> ▪ Installation and Maintenance of LPU meters only (3 years minimum): 10 ▪ Installation, maintenance of LPU meters plus management and support of AMR/Smart Meter and related services (3- 6 years): 20 ▪ Installation, maintenance of LPU meters plus management and support of AMR/Smart Meter and related services (more than 6 years): 30 	35	
Total	70	

- To claim points for the above, bidders must submit sufficient information as well as documentary proof of experience relating to works/projects related to the installation of electrical meters/smart meters, by way of appointment letter or close out report or completion certificate.
- Points will only be awarded for relevant & completed experience obtained relevant to the Tender Scope of Works. To be able to gain points the Tenderer must submit proof

that the company has obtained the relevant experience for this Tender's Scope of Works & Specifications. If experience is listed, please ensure it is applicable and relevant to the category of this Tender that the company intends to bid on, otherwise the Bidder will not be awarded the necessary points. Bidders provide enough experience to score the total points as prescribed e.g. in to claim 30 points, relevant projects should be listed for projects that were done in the last five (5) years or longer.

NB: If no information is provided below OR referred to as an additional attachment NO POINTS WILL BE AWARDED.

ANNEXURE H: REFERENCES			
Employer/Client	Nature of work/Scope of work (A full breakdown of the scope to be submitted)	Value of Work (incl. VAT)	Start and completion date (month and year) Duration
			Start Completion Duration
			Start Completion Duration
			Start Completion Duration
			Start Completion Duration
			Start Completion Duration
			Start Completion Duration
			Start Completion Duration
			Start Completion Duration

3.2. Criterion 2:

3.2..1. References related to Experience on works/projects related to the installation of electrical pre-paid meters/smart meters (35):

- Please note that this section refers to the Company's and its legacy firms' references related to the experience. It also considers that the references are related & relevant to works/projects related to the installation of electrical pre-paid meters/smart meters.
- **Bidders should provide copies of three (3) reference letters**, on an official letterhead of reference, in relation to the experience gained on works/projects relevant to the installation of electrical pre-paid meters/smart meters.
- Registered and compliant with the Department of Labour: Electrical Installation Certificate.

- Construction Industry Development Board (CIDB): 5EB or 5EP or higher.
- General performance on the project.
- The letter should also include who the contact person is with all his/her details.

3.2..2. References related to experience in installation and maintenance of LPU meters with experience in Provision and Management of AMR functionality **(35)**:

- Please note that this section refers to the Company's and its legacy firms' references related to the experience and qualifications of personnels. The company must submit a CV and certificate of a technician with relevant experience and qualification in Metering and must be registered with ECSA.
- It also considers that the references are related & relevant to works/projects related to the Installation and Management of LPU Meters with AMI (Advanced Metering Infrastructure.
- **Provision of copies for at least two (2) reference letters**, on an official letterhead of reference, in relation to the experience gained on projects relevant to work/projects related to the Installation & Management of Electricity Meters with Advanced Metering Infrastructure (AMI).
- The following details should be included in the reference letter:
 - Details of the work that have been successfully completed (works/projects related to the Installation & Management of Electricity Meters with Advanced Metering Infrastructure (AMI
 - Is the monthly consumption data provided on time for billing purposes and was the data of the expected quality.
 - Is the work completed under the contract charged correctly at the contracted rates.
 - The letter should also include who the contact person is with all his/her details.

3.3. **Criterion 3: Plant/Tools/Equipment**

- If the Bidder intends to use plant / tools / equipment other than those stipulated in the Tender Specifications the Bidder must qualify/declare this in their tender document, for the evaluation process. If nothing is qualified or declared, then those stipulated in the Tender Specifications are applicable to this Tender.
- A maximum of 25 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided.

Plant/Tools/Equipment	Owned or Hired by Bidder (Maximum Points)	Bidder Score Subject to points
-----------------------	---	--------------------------------

Transport: LDV/Bakkie	Total = 10 1 = 2 points 2 = 5 points 3 and more = 10 points	
Extension Ladder (9m)	Total = 5 1 to 2 = 2 points 3 to 4 = 3 points 4 and more = 5 points	
Meter verification/test equipment submit a valid calibration certificate Type Serial Number.....	Total = 10 1 Test equipment for full points	

ANNEXURE I: PLANT / TOOLS / EQUIPMENT AVAILABLE AND ALLOCATED FOR THIS PROJECT

DESCRIPTION (type, size, capacity and year of registration)	QUANTITY	REGISTRATION NUMBER/SERIAL NUMBER (Applicable for plant/vehicles/trailers etc.)

4. NORMATIVE REFERENCE

The following documents contain provisions which, through reference in this text, constitute provisions of this code of practice. All documents are subject to revision and, since any reference to a document is deemed to be a reference to the latest edition of that document, parties to agreements based on this code of practice are encouraged to take steps to ensure the use of the most recent editions of the documents listed below. Information on currently valid national and international standards and specifications can be obtained from Standards South Africa.

- NRS 047-1, Electricity supply – Quality of service – Part 1: Minimum standards.
- NRS 057:2005 4
- NRS 071, Automated meter reading for large power users.
- SANS 1799, Watt-hour meters – AC electronic meters for active energy.
- SANS 7812-1/ISO/IEC 7812-1, Identification cards – Identification of issuers – Part 1: Numbering system.

- SANS 15417/ISO/IEC 15417, Information technology – Automatic identification and data capture techniques – Bar code symbology specification – Code 128.
- SANS 60044-1/IEC 60044-1, Instrument transformers – Part 1: Current transformers.
- SANS 60044-2/IEC 60044-2, Instrument transformers – Part 2: Inductive voltage transformers.
- SANS 60044-3/IEC 60044-3, Instrument transformers – Part 3: Combined transformers.
- SANS 60044-5/IEC 60044-5, Instrument transformers – Part 5: Capacitor voltage transformers.
- SANS 62051/IEC 62051(SABS IEC 62051), Electricity metering – Glossary of terms.
- SANS 62052-11/IEC 62052-11, Electricity metering equipment (a.c.) – General requirements, tests and test conditions – Part 11: Metering equipment. SANS 62053-11/IEC 62053-11, Electricity metering equipment (a.c.) – Particular requirements – Part 11: Electromechanical meters for active energy (classes 0,5, 1 and 2).
- SANS 62053-21/IEC 62053-21, Electricity metering equipment (a.c.) – Particular requirements – Part 21: Static meters for active energy (classes 1 and 2). SANS 62053 - 2/IEC 62053-22, Electricity metering equipment (a.c.) – Particular requirements – Part 22: Static meters for active energy (classes 0,2 S and 0,5 S).
- SANS 62053-23/IEC 62053-23, Electricity metering equipment (a.c.) – Particular requirements – Part 23: Static meters for reactive energy (classes 2 and 3).

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT TECHNICAL & INFRASTRUCTURAL
SERVICES (ELECTRICAL)**

CONTRACT NO. IATS 2025/2026/11

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
SUPPLY OF A STANDARD TRANSFER SPECIFICATION
SYSTEM (STS) COMPLIANT PRE-PAYMENT ELECTRICITY
ONLINE VENDING AND MANAGEMENT SYSTEM,
INSTALLATION AND MANAGEMENT OF PRE-PAID SMART
METERS, INSTALLATION AND MANAGEMENT OF LPU
(LARGE POWER USERS) METERS WITH AMR
(AUTOMATIC METER READING) FOR A PERIOD OF THREE
(3) YEARS**

PRICING SCHEDULE

ITEM	DESCRIPTION	METHOD OF PRICING	QUANTITY	AMOUNT
1. PREPAID VENDING	TOTAL REVENUE= R600 MILLION (total prepaid sales for three (3) years)	% of Total Revenue PRICE to include initial set up costs, IT related services, regular support charges and third-party vending charges).	36 MONTHS	
2. INSTALLATION OF SMART PREPAID METERS/EQUIPMENT	1. Site Inspection (as per given scope)	Number of meters (as and when required)	100	
	2. Installation of split smart prepaid meter (and related equipment)	Number of meters (as and when required)	20	
	3. Installation of 2 to 6-WAY POLE TOP Split Phase Metering Site (Inclusive of removal of old sites)	Number of meters (as and when required)	20	
	4. Installation of Data Concentrator (and related equipment)	Number of meters (as and when required)	5	
3. SMART METER/AMR SYSTEM	<p>1. Automatic Meter Infrastructure Service, Inclusive of Sim Contract, Data Capturing, Manipulation and Electronic Transfer of Information to the Municipal Munsoft System. (Any Developmental cost for the data transfer will be for the bidders account).</p> <p>2. If system consists of two separate modules (AMR and SMART PREPAID METER MANAGEMENT), pricing should be separated.</p>	<p>1. Price to include once off for supply, install and commissioning of the system and monthly support for 3 years. (example: R300k once off and R12k per month for 3 years).</p> <p>2. PRICE to include once off set up of all 120 LPU meters, inclusive of verification and configuration)</p> <p>3. PRICE to include configuration of SMART Meter with DATA Concentrator and prepaid meter (quote for 20 meters)</p>	36 MONTHS	
4. INSTALLATION OF LPU METERS	Site Inspection-Once off	Once off- As and when needed	1	
	Installation of 3 phase Smart credit meter	Once off- As and when needed	1	
	Installation of CT	Once off- As and when needed	3	
	Installation of 13 Way Test Block	Once off- As and when needed	1	

	Installation of Antenna	Once off- As and when needed	1	
	Installation of Power Supply Unit	Once off- As and when needed	1	
	Installation of Communication cable: RJ45 to DB25M	Once off- As and when needed	1	
	Audit and verification of LPU Meter Installation	Once off- As and when needed	1	
5. TOTAL				

ALFRED DUMA LOCAL MUNICIPALITY

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(AUTOMATIC METER READING) FOR A PERIOD OF THREE
(3) YEARS**

FORMS TO BE COMPLETED BY THE BIDDER

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER: CLOSING DATE: CLOSING TIME:

DESCRIPTION.....
...

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

BID DOCUMENTS MAY BE POSTED TO:

.....
.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

.....
.....
.....
.....

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

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

IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED ? YES/NO (IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED
.....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity:

Department:

Contact Person:

Tel:

Fax:

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person:

Tel:

Fax:

MBD 2

ALFRED DUMA LOCAL MUNICIPALITY DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 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.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

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, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?
YES / NO

3.8.1 If yes, furnish particulars.
.....
.....
.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;

- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity 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 entity; or
- (f) an employee of Parliament or a provincial legislature.

² 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.

3.9 Have you been in the service of the state for the past twelve months?**YES**
/ **NO**

3.9.1 If yes, furnish particulars.....

.....

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**

3.10.1 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**

3.11.1 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**

3.12.1 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**

3.13.1 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

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT TECHNICAL & INFRASTRUCTURAL
SERVICES (ELECTRICAL)**

CONTRACT NO. IATS 2025/2026/11

**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY
OF A STANDARD TRANSFER SPECIFICATION SYSTEM (STS)
COMPLIANT PRE-PAYMENT ELECTRICITY ONLINE VENDING
AND MANAGEMENT SYSTEM, INSTALLATION AND
MANAGEMENT OF PRE-PAID SMART METERS,
INSTALLATION AND MANAGEMENT OF LPU (LARGE POWER
USERS) METERS WITH AMR (AUTOMATIC METER READING)
FOR A PERIOD OF THREE (3) YEARS**

PROCUREMENT DOCUMENTS

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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

1.5

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

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	/5
RDP	/15
TOTAL	/20

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - General Conditions of Contract; and
 - Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 4. Bidding documents, viz
 Invitation to bid;
 Tax clearance certificate;
 Pricing schedule(s);
 Filled in task directive/proposal;
 Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 Declaration of interest;
 Declaration of Bidder's past SCM practices;
 Certificate of Independent Bid Determination;
 Special Conditions of Contract;
 General Conditions of Contract; and
 Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1.
2.
DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

I..... in my capacity as.....
 accept your bid under reference numberdated.....for the rendering of services
 indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the
 contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

.....

.....

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- (i) This Municipal Bidding Document must form part of all bids invited.
- (ii) 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.
- (iii) The bid of any bidder may be rejected if that bidder, or any of its directors have:
 1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 2. been convicted for fraud or corruption during the past five years;
 3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 4. 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).
- (iv) **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>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.</p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	Yes	No
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
Item	Question	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 so, furnish 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 so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 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 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 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must
- be completed and submitted with the bid:

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.

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: _____ that:

(Name of Bidder)

- I have read and I understand the contents of this Certificate;
- I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
- For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- 2.12. prices;
- 2.13. geographical area where product or service will be rendered (market allocation)
- (c) Methods, factors or formulas used to calculate prices;
- (d) The intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) Bidding with the intention not to win the bid.

9.8 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.

9.9 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.

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.

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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PARTICULARS OF BIDDER

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

Name of Bidder: _____

Postal Address _____

Street Address _____

Telephone Number Code _____ Number _____

Cellphone Number _____

Facsimile Number Code _____ Number _____

Contact Person _____

Company / Enterprise Income Tax
Reference Number: _____

NO / YES

Has an original Tax Clearance Certificate been attached (MBD2)

Vat Registration Number _____

Company Registration No _____

Is the Firm registered or does it have a Business Licence(s): (Tick one box)

YES

NO

If YES, give details and quote relevant Reference numbers and dates

Are you the accredited Representative in South Africa for the
Goods / services offered by you?

YES/NO (If YES enclose proof)

AN ORIGINAL TAX CLEARANCE CERTIFICATE MUST BE ATTACHED TO YOUR BID.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that the information furnished is true and correct.

Signature: _____

Date: _____

Duly authorised to sign on behalf of: _____

Address: _____

Telephone Number: _____

ENQUIRY CONTACT DETAILS

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT: BUDGET AND TREASURY
CONTACT PERSON: MS NF GODO
TEL: 036 637 2231 – EXTENSION 0787

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

CONTACT PERSON: MR. M. MTHIMKHULU
TEL: 079 678 4596

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT TECHNICAL & INFRASTRUCTURAL
SERVICES (ELECTRICAL)**

CONTRACT NO. IATS 2025/2026/11

**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY
OF A STANDARD TRANSFER SPECIFICATION SYSTEM (STS)
COMPLIANT PRE-PAYMENT ELECTRICITY ONLINE VENDING
AND MANAGEMENT SYSTEM, INSTALLATION AND
MANAGEMENT OF PRE-PAID SMART METERS,
INSTALLATION AND MANAGEMENT OF LPU (LARGE POWER
USERS) METERS WITH AMR (AUTOMATIC METER READING)
FOR A PERIOD OF THREE (3) YEARS**

CHECKLIST

CHECKLIST

NO	DESCRIPTION	TICKED BY BIDDER	TICKED BY MUNICIPAL REPRESENTATIVE
1	Initial/ Sign of all pages		
2	Closing/ Bid Submission at		
3	Returnable documents completed		
4	Form of bid completed		
5	Valid Tax Clearance Certificate attached		
6	Original valid B-BBEE Status Level Verification Certificates or certified copies		
7	Preferential Points Claimed		
8	All witnesses signed where it required		
9	Bid Declaration with regard to Equity completed		
10	Particulars of Bidders Completed		
11	Bid Declaration of interest Completed		
12	Contract Form MBD Form 7.2 completed		
13	Declaration of Bidders Past SCM Practice MBD Form 8 completed		
14	Certificate of Independent Bid Determination MBD Form 9 completed		
15	Audited Current 3 year Financial statement attached		
16	Municipal Rates attached		