



REQUEST FOR PROPOSAL:

SAGE 200 Evolution and 300 People – Post Implementation Support, On & Off-Site Resources And Managed Services Required By The Overberg Water Board for a period of 36 months.

**BID NUMBER
RFP OW-092 2024/25**

Issue Date: 27 June 2025

DOCUMENT INFORMATION SHEET

Title of Document	SAGE 200 Evolution and 300 People – Post Implementation Support, On & Off-Site Resources And Managed Services Required By The Overberg Water Board for a period of 36 months.
Type of Document	Request for Proposal
Document Number	RFP OW-092 2024/25
Technical Specifications	Mr Brian Mokhele
Department	Finance
Prepared for	Overberg Water Board
Date of Issue	27 June 2025



REQUEST FOR PROPOSAL

SAGE 200 Evolution and 300 People – Post Implementation Support, On & Off-Site Resources And Managed Services Required By The Overberg Water Board for a period of 36 months.

Procurement Number: RFP OW-092 2024/25

Overberg Water Board is a Schedule 3B Public Entity established in terms accordance with the Water Services Act, Act No 108 of 1997 and owns several Water treatment schemes within the Overberg Region covering the areas of Caledon, Swellendam, Heidelberg and Head Office which is situated in Somerset West.

INVITATION AND SCOPE OF SERVICES

SAGE 200 Evolution and 300 People – Post Implementation Support, On & Off-Site Resources And Managed Services Required By The Overberg Water Board for a period of 36 months.

CONDITIONS

- (a) Preference will be given to respondents who comply with the Overberg Water Supply Chain Management Policy & Procedures.
- (b) Preferential Procurement Policy Framework Act (PPPFA) principles and its Regulations, as updated, shall apply, whereby submissions will be evaluated according to the provisions of that Act, its Regulations and the Public Finance Management Act (PFMA).
- (c) Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency in order to be eligible for empowerment points. The Exempted Micro Enterprises (EME) may submit a sworn affidavit from the Commissioner of Oath confirming its and turnover and black shareholding.
- (d) The following scores will be applied:
 - (e) Price - 80,
 - (f) BBBEE Status - 20.

Request for Proposal (RFP) documents can be downloaded on e-Tender Portal and Overbergwater Board website (www.overbergwater.co.za). Documents will be available from **27 June 2025 @ 17:00 pm**

One original completed bid document shall be placed in a sealed envelope clearly marked: "RFP 00/2024/25: SAGE 200 Evolution and 300 People – Post Implementation Support, On & Off-Site Resources And Managed Services Required By The Overberg Water Board for a period of 36 months.

The closing date and time for the receipt of completed bids is **Thursday, 17 July 2025 at 12h00** at the reception desk of the **Overberg Water Board's Corporate Office, Trident Park 3, 1st Floor, 1 Niblick Way, Somerset West, Cape Town**. Bids will not be opened in public and no late submissions will be considered.

Failure to provide any mandatory information required in this Bid will result in the submissions being deemed null and void and shall be considered non-responsive. Respondents must include their Tax Compliance Pin Number and/ or CSD Registration printout with their submissions in order to be considered.

Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted.

All enquiries regarding this bid must be in writing only, and must be directed to:

Mr Brian Mokhele (technical) at 021 850 0372 email bmokhele@overbergwater.co.za, or

Zanele Tamarana (SCM official) at 021 851 2155 or email ztamarana@overbergwater.co.za.

<i>The OW reserves the right not to accept the lowest proposal in part or in whole or any proposal.</i>

1. BACKGROUND

The Overberg Water Board was established in 1993 with the amalgamation of Duivenhoks and Ruensveld Water Boards. The Overberg Water Board is one of the national water public entities under the Department of Water and Sanitation (DWS). It exists to complement the work of the department and primarily supports the Minister as the shareholder. It is a water board providing bulk water services in terms of the Water Services Act 108 of 1997 and is subjected to a number of applicable laws such as the Constitution, the National Water Act 36 of 1998, Public Finance Management Act 1 of 1999.

Overberg Water discharges its services by placing its customers ahead of the delivery menu. It has a long history of service delivery and placing customers in the forefront since its inception. Overberg Water has been a pillar of hope to its customers in terms of the quality of drinking water. The Head Office of OW is situated in Somerset West which is approximately 40 km from the Cape Town CBD and 30 km from Cape Town International Airport. It also has three water schemes functioning as satellite offices and these are Ruensveld West, Caledon; Ruensveld East Swellendam and Duivenhoks in Heidelberg.

The Overberg Water's area of jurisdiction is the south-western Cape in the west to the Heidelberg/Riversdale districts in the east and bounded by the Langeberg Mountains in the north and by the Indian Ocean in the south. Its area includes the following towns: Caledon, Napier, Bredasdorp, Riviersonderend, Swellendam, Heidelberg, Riversdale and a number of other smaller areas. It is situated in one of the water management areas, namely, the Breede-Gouritz Water Management Area (BGCMA) which measures approximately 72 000 square kilometres. The BGCMA is the sole water resource authority in the catchment. The BGCMA "gives effect to its function to investigate and advise water users on the protection, conservation, management and control of water resources in a cooperative manner" (BGCMA, 2015).

2. PURPOSE

The primary function of Overberg Water is mainly the provision of bulk drinking water to its customers. Viewing the location of OW schemes within the BOCMA area of jurisdiction naturally creates a symbiotic relation with the BOCMA in managing the water use. The following map shows and facilitates cooperative governance of water resources through the linking of National, Provincial and Local Government as well as a host of sector partners and stakeholders.

3. VISION

To become the leading regional water utility providing sustainable and competitive water and sanitation services for the region.

4. MISSION

To supply and maintain reliable, affordable and good quality water and sanitation services for the region.

5. SCOPE OF THE REQUIRED SERVICE

5.1 Objective and Requirements

5.1.1 Allocation of onsite/off-site functional and technical resources who will maintain, manage, train the users and enhance the SAGE ERP System as per the requirements of the Overberg Water Board. A Minimum of two resources for the following.

- a) SAGE 300 People and supporting modules
- b) AMS360
- c) Iserve Billing
- d) Skills Map
- e) BPM
- f) Iserve procurement
- g) Plant and maintenance module (AM360)
- h) SAGE 200 Evolution and supporting modules
- i) System integration
- j) Backups and firewall
- k) Audit support
- l) License fees

5.1.2 Under the supervision finance and oversight of the IT Steering Committee, the on/off site responsibilities will include the following.

- a) Support daily business operations related to the implemented business processes which includes:
 - I. Supply chain management encompassing the purchase and acquisition cycle
 - II. Revenue and receipt cycle
 - III. Inventory and asset management
 - IV. System integration
 - V. Chart of accounts
 - VI. General ledger and trial balance
 - VII. Contract management
- b) Technical support on the following
 - i. Level 2 and 3 support in case of major ERP System Failure.

Level 1 Support: 1	Level 2 Support: 2	Level 3 Support: 3
Handles basic, simple issues like password resets, general troubleshooting, and common questions.	Addresses more complex problems, software/hardware issues, and escalated issues from Level 1.	Handles advanced problems, infrastructure issues, and escalated issues from Level 2.
Focuses on quick resolutions and initial inquiries.	Requires a higher level of technical expertise to diagnose and fix problems.	Involves expert support and specialized knowledge.
Agents have a general understanding of the product.	Involves in-depth troubleshooting and solutions.	Often requires vendor coordination and specialized intervention

- ii. Handling of escalations from onsite/offsite teams
 - iii. Support on future complex customization and changes
 - iv. Removal of all defects on the ERP System
 - v. Provide latest updates and patches.
 - vi. Manage and advice on annual license fees
- c) Ensure ERP Change Management Process and that 100% system utilization is achieved.
 - d) Maintenance of tests and live environment, testing of patches
 - e) Provide user training
 - f) Deploy customization and solutions as and when required
 - g) Design and preparation of functional designs for proposed customizations as and when required.
 - h) Payment of annual license fees
 - i) Hosted server
 - j) SSL Certificates and backup procedures

5.1.3 Resource experience

- a) SAGE Functional consultant with business knowledge in the following SAGE modules SAGE support modules currently being used by OWB.
 - Finance – lserve Billing
 - Procurement – BPM
 - Assets – AMS360
 - HR and Payroll SAGE 300 People and ESS
 - SAGE 200 Evolution
 - Skills Map
- b) All consultants must be in possession of any one or more of the following certifications.
 - SAGE Certificate of Competence
 - SAGE Evolution Product Consultant
 - SAGE Evolution Implementer
 - SAGE CRM Certified Consultant

5.1.4 Change Management and Maximum System Utilization

- a) The selected service provider is expected to provide comprehensive support services that ensure the ongoing effectiveness and enhancement of the implemented ERP solution.
 - I. These services should encompass:
 - User Adoption Facilitation through the development and implementation of strategies to promote user adoption of the new ERP system.
 - Provide guidance on change management techniques to ease the transition to the new system.
 - Address user concerns and queries to ensure a smooth adoption process.
 - II. Continuous Improvement and Refinement
 - Outline a plan for regularly assessing the performance of the ERP solution and associated processes.
 - Identify areas for improvement and optimization. Refine workflows, reports, and functionalities as needed to align with evolving organizational needs.
 - Refine workflows, reports, and functionalities as needed to align with evolving organizational needs.

III. Help Desk Operations and Refresher Training

- There is a responsive help desk to promptly address user inquiries, technical issues, and challenges.
- Provide refresher training sessions for users as required, ensuring they remain proficient in utilizing the ERP system's capabilities.

6. Period of Performance

The period of performance of the contract resulting from this solicitation is expected to commence as soon as the process of evaluating the tender is concluded.

7. Advance Payments

Please note that Overberg Water Board will not be making any advance payments to the potential service provider.

8. Location

The Bidder is required to have an office in the western cape province within a 75 KM radius of the Overberg Water Board office. If the bidder is not within the abovementioned distance Overberg Water Board will not be responsible for any transportation or disbursement costs. The bidder will be allowed to claim kilometres however; these kilometres will be limited to 75KM per trip

ADMINISTRATIVE REQUIREMENT

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	NO
Central Supplier Database Registration	Proof of CSD registration number/ CSD Report		
SBD 1	Completed and signed		
SBD 4	Completed and signed		
SBD 6.1	Completed and signed, bclaim preference points bidders must submit		
	Women Ownership		
	Disability Ownership		
	Youth Ownership		
	Location of enterprise		
	B-BBEE status level contribution from level 1 to 2 which are QSE or EME		

EVALUATION CRITERIA

The 80/20 preference points system as prescribed in the Preferential Procurement Regulations, 2022 Pertaining to the Preferential Procurement Policy Framework Act, (ACT NO 5 OF 2000) (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for specific goals points documented on SBD 6.1. Bids received will be evaluated on the three (3) phases namely **Mandatory Requirements, Functionality Compliance and Price and Preference.**

ADMINISTRATIVE MANDATORY REQUIREMENTS

The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	NO
COIDA	Valid COIDA certificate		
SBD 3.2	The bid will be awarded to one service provider that will be able to supply all the listed items. Failure to quote on all items will be deemed non-responsive.		
Company's registration certificate from CIPRO	CIPRO registration Documents		
The bidder must be accredited or licensed to supply, implement and support the SAGE ERP system. The bidder must submit documentary proof from the product owner that the bidder is an accredited or licensed product supplier of the SAGE ERP system.	Provide at least one of the following certificates: <ul style="list-style-type: none">• SAGE CRM Certified Consultant• SAGE Evolution Product Consultant• SAGE Certificate of Competence• SAGE Evolution Implementer		

N.B : Failure of bidders to meet all the above mandatory requirements will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

FUNCTIONALITY COMPLIANCE.

Bidders must score at least 75 out of 100 in respect of functionality in order to qualify for advancement to Phase 3. A bidder that scores less than 75 out of 100 will be regarded as submitting a non-responsive bid and will be disqualified. Bidders who fail to obtain a minimum score for each criterion will be disqualified.

The weight that will be allocated to each functionality criterion is as follows:

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent

A bidder must meet 75 out of 100 on technical mandatory requirements.

Functionality evaluation will be based on the following criteria:

NO	CRITERIA	Points (1-5)	Weight Criterion	Individual Scoring %
1	Company Experience: Client References		10	
	The bidder must have proven experience in the implementation and post implementation support of SAGE 200 Evolution and SAGE 300 People systems.			
	The bidder must provide reference letters from previous clients where the bidder has implemented and provided post implementation support of the abovementioned ERP system.			
	Reference letters must be on client's letter heads and shall include date and description of service, term of agreement, organization's name, and contact person, title, address and telephone number.			
	5 or more client references	5		
	4 or more client references	4		
	3 or more client references	3		
2		2	20	
		1		
2	Team Capabilities: Consultant HR and Payroll		20	
	The consultant must have a minimum of five (5) years' experience in support and implementation of SAGE 300 People ERP systems. experience must include.			
	a) at least three years working with ESS.			
	b) At least 3 years working with payroll			
	(Default to 1 if less than 3 years' working experience for (a) and (b) with ESS)			
	Please furnish us with a comprehensive CV of the Consultant HR and Payroll which must as minimum indicate the following:			

NO	CRITERIA	Points (1-5)	Weight Criterion	Individual Scoring %
	<ul style="list-style-type: none"> • Personal information • Qualification • Work experience • Contactable references 			
	More than 5 Years	5		
	5 Years or more experience	4		
	4 Years or more experience	3		
	3 Years or more experience	2		
	2 Years or more experience	1		
3	<p>Team Capabilities: Consultant Finance</p> <p>The consultant must have a minimum of five (5) years' experience the support and implementation of SAGE 200 Evolution ERP systems; experience must include at least three years working with Iserve Billing. (Default to 1 if less than 3 years' experience working with Iserve Billing)</p> <p>Please furnish us with a comprehensive CV of the Consultant Finance which must as minimum indicate the following:</p> <ul style="list-style-type: none"> • Personal information • Qualification • Work experience • Contactable references 		30	
	More than 5 Years	5		
	5 Years or more experience	4		
	4 Years or more experience	3		
	3 Years or more experience	2		
	2 Years or more experience	1		
4	<p>Team Capabilities: Consultants Supply Chain Management (SCM)</p> <p>The consultant must have a minimum of seven (5) years' experience in the support and implementation of Procurement on SAGE ERP systems in the public sector. Must have a minimum of 3 years working with Iserve Procurement or BPM (Default to 1 if less than 3 years' experience working with BPM)</p> <p>Please furnish us with a comprehensive CV of the SCM Consultant which must as minimum indicate the following:</p>		20	

NO	CRITERIA	Points (1-5)	Weight Criterion	Individual Scoring %
	<ul style="list-style-type: none"> Personal information Qualification Work experience Contactable references 			
	6 Years or more experience	5		
	5 Years or more experience	4		
	4 Years or more experience	3		
	3 Years or more experience	2		
	2 Years or more experience	1		
5	<p>Team Capabilities: Consultants' assets, plant management and inventory</p> <p>The lead consultant must have a minimum of seven (5) years' experience the support and implementation of SAGE ERP systems specifically working with AMS 360 and the integration between AMS 360 and Finance.</p> <p>Please furnish us with a comprehensive CV of the assets, inventory and plant management consultant, which must as minimum indicate the following:</p> <ul style="list-style-type: none"> Personal information Qualification Work experience Contactable references 		20	
	6 Years or more experience	5		
	5 Years or more experience	4		
	4 Years or more experience	3		
	3 Years or more experience	2		
	2 Years or more experience	1		

Bidders are required to provide make use of Functionality Annexure A-D in responding to functionality criteria number 2 to 4.

The service Provider who fail to meet 75 out of 100 will automatically be disqualified

Quantitative Assessment

Bids that achieve the minimum technical requirement will be further adjudicated on Price and Preferential Points. The method of scoring Financial Proposals and specific goals is described in the attached Preference Points Claim document (SBD 6.1). The allocation of tender adjudication points for this Contract shall be as follows:

Area of Adjudication	Maximum Points
Tendered Price (S_P)	80
Empowerment Objectives (S_E)	20
Total Points (S)	100

SPECIFIC CONDITIONS

Respondents should complete all the returnable SCHEDULEs/SBD forms listed below.

RETURNABLE SCHEDULES

(All ANNEXUREs must be completed and returned by the supplier when submitting the bid.)

RETURNABLE SCHEDULE 1: Invitation to Bid (SBD 1)
RETURNABLE SCHEDULE 2: Pricing Schedule (SBD 3.2)
RETURNABLE SCHEDULE 3: Declaration of Interest (SBD 4)
RETURNABLE SCHEDULE 4: Preference Points Claim Form (SBD 6.1)

TERMS AND GENERAL CONDITIONS

- a) All submissions must be received by the OVERBERG WATER no later than **17 July 2025 @ 12:00 PM**. Respondents must submit their proposals before the closing date and time. No late submissions will be considered.
- b) All submissions to be submitted at the Reception desk of Overberg Water Board's Corporate Office, Trident Park 3, Ground Floor, 1 Niblick Way, Somerset West, Cape Town;
- c) All submissions and subsequent information received will become the property of the Overberg Water and will not be returned.
- d) Failure to complete all supplementary information will result in submissions being deemed null and void and shall be considered "non-responsive" and therefore not considered.
- e) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted.
- f) One original document shall be placed in sealed envelopes clearly marked.
- g) "RFP OW 092 2024/25 – SAGE 200 and 300 Evolution – Post Implementation Support, On & Off-Site Resources And Managed Services Required By The Overberg Water Board.
- h) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Lodging Sheet at the Reception Desk of the above-mentioned Overberg All Water offices, wherein they will indicate the name of the person delivering the submission, the number of copies submitted, the time and date of submission and sign the document;
- i) enquiries and submissions regarding this Request for Tender (RFT) must be directed to: -

- j) Ms Zanele Tamarana: Supply Chain Management Unit Contact Number: 021 851 2155;Email: ztamarana@overbergwater.co.za and/or Mr Brian Mokhele (Technical Queries) Contact Number: 021 850 2155 or Email: bmokhele@overbergwater.co.za.
- k) The contact persons reflected above shall be the only point of contact for this contract. Failure to observe this requirement might lead to immediate disqualification of the respondent;
- l) The Overberg Water reserves the right not to accept any submission.
- m) Bidders must comply with Regulation 13(c) of the Public Service Regulations, 2016 which states that “an employee in the public service shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in ANNEXURE 2 and 3 of the PFMA”.
- n) Submission of a Request for Proposal and its subsequent receipt by the Overberg Water does not represent a commitment on the part of the Overberg Water to proceed further with any Respondent or any project.
- o) No costs incurred by the Respondents in the preparation of their submission will be reimbursed.
- p) Public Liability - Overberg Water shall not be liable in respect of any claims, damages, accidents, etc. to persons, properties, vehicle rights, etc. that may arise from the carrying out of this contract.
- q) Tender prices must remain valid for a period of 90 days (calculated from closing date of the bid).

DISQUALIFICATION

- a) It must be stressed that any queries relating to this request must be addressed only to **Ms. Zanele Tamarana and/or Mr Brian Mokhele** who are identified as a contact person for this contract; Mr Edward Nwamafela: Supply Chain Management Unit Contact Number:021 851 2155;Email: ztamarana@overbergwater.co.za and/or Mr Brian Mokhele (Technical Queries) Contact Number: 028 001 0049; Email: bmokhele@overbergwater.co.za. The queries must be in writing addressed to the above-mentioned officials.
- b) Respondents are not to communicate in any manner or form whatsoever with members of Overberg Water personnel about the RFP until the preferred Service Provider has been selected and the procurement process completed;
- c) Respondents are advised that should there be any contact with Overberg Water staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification.
- d) Misrepresentation of information presented to the Overberg Water, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.

SBD1

RETURABLE SCHEDULE 1: INVITATION TO BID AND THE TERMS AND CONDITIONS OF BIDDING (SBD 1)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OVERBERG WATER

BID NUMBER:	RFP OW 0912024/25	CLOSING DATE:	17 July 2025	CLOSING TIME:	12H00
DESCRIPTION	SAGE 200 Evolution and 300 People – Post Implementation Support, On & Off-Site Resources And Managed Services Required By The Overberg Water Board for a period of 36 months.				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS BE DEPOSITED IN THE BID BOX
SITUATED AT

Overberg Water Board's Corporate Office

Trident Park 3, Ground Floor

1 Niblick Way, Somerset West

Cape Town.

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
	<input type="checkbox"/>	NAME:			

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

SBD1

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

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

RETURNABLE SCHEDULE 2 – PRICE SCHEDULE (SBD3.3)

BIDDER: _____

Please provide average hourly rate limited to 80 hours per month.

Validity period: 120 days

ITEM NO.	DESCRIPTION OF DOCUMENT	Average Hourly Rate	QUANTITY	PRICE (Excl. VAT)
1	Monthly System Support year 1		80	
1	Monthly System Support year 2		80	
1	Monthly System Support year 3		80	
1	Training and skills transfer		80	
				Vat 15% (R)
				Total (R)

ITEM NO.	DESCRIPTION OF DOCUMENT	UNIT PRICE	QUANTITY	PRICE (Excl. VAT)
3	Hosted Server monthly fee year 1 to 3		1	
				Vat 15% (R)
				Total (R)

Licensing Costs				
Description	Year1	Year2	Year3	Total
Subscription				

ITEM NO.	DESCRIPTION OF DOCUMENT	UNIT PRICE	QUANTITY	PRICE (Excl. VAT)
1	Total system support year 1 to 3			
2	Total hosted server year 1 to 3			
3	License fees year 1 to 3			
				Vat 15% (R)
				Total (R)

Pricing Instructions:

- (a) Price increase per item will be limited to CPIX + 1.5%
- (b) All rates must be exclusive of VAT.
- (c) All rates should be inclusive of delivery cost to sites
- (d) the relevant pricing is correct;
- (e) the rates(s) and prices(s) quoted cover all the work/item(s) specified in the document;
- (f) the rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements;
- (g) any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the supplier's risk.
- (h) Bidders must show VAT payable separately on the Price Schedule

IGNED at _____ (place) on the _____ day of _____ (month), 20 ____.

Signature

Date

Print name: _____
On behalf of the Supplier (duly authorised)

PART A – SPECIFICATIONS

Scope of Work

5.1.1 Allocation of onsite/off-site functional and technical resources who will maintain, manage, train the users and enhance the SAGE ERP System as per the requirements of the Overberg Water Board. A Minimum of two resources for the following.

- a) SAGE 300 People and supporting modules
- b) AMS360
- c) Iserve Billing
- d) Skills Map
- e) BPM
- f) Plant and maintenance module (AM360)
- g) SAGE 200 Evolution and supporting modules
- h) System integration
- i) Backups and firewall
- j) Audit support

5.1.2 Under the supervision finance and oversight of the IT Steering Committee, the on/off site responsibilities will include the following.

a) Support daily business operations related to the implemented business processes which include:

- i) Supply chain management encompassing the purchase and acquisition cycle
- ii) Revenue and receipt cycle
- iii) Inventory and asset management
- iv) System integration
- v) Chart of accounts
- vi) General ledger and trial balance
- vii) Contract management

b) Technical support on the following

- i) Level 2 and 3 support in case of major ERT System Failure.
- ii) Handling of escalations from onsite/offsite teams
- iii) Support on future complex customization and changes
- iv) Removal of all defects on the ERP System
- v) Provide the latest updates and patches.
- vi) Manage and advice on annual license fees
- vii) Ensure ERP Change Management Process and that system utilization is achieved 100%.
- viii) Maintenance of tests and live environment, testing of patches
- ix) Provide user training
- x) Deploy customization and solutions as and when required
- xi) Design and preparation of functional designs for proposed customizations as and when required.
- xii) Payment of annual license fees
- xiii) Hosted server
- xiv) SSL Certificates and backup procedures

5.1.3 Resource experience

- c) SAGE Functional consultant with business knowledge in the following SAGE modules SAGE support modules currently being used by OWB.
- Finance – Iserve Billing
 - Procurement – BPM
 - Assets – AMS360
 - HR and Payroll SAGE 300 People and ESS
 - SAGE 200 Evolution
 - Skills Map
- d) All consultants must be in possession of any one or more of the following certifications.
- SAGE Certificate of Competence
 - SAGE Evolution Product Consultant
 - SAGE Evolution Implementer
 - SAGE CRM Certified Consultant

5.1.4 Change Management and Maximum System Utilization

The selected service provider is expected to provide comprehensive support services that ensure the ongoing effectiveness and enhancement of the implemented ERP solution.

- i) These services should encompass:
- User Adoption Facilitation through the development and implementation of strategies to promote user adoption of the new ERP system.
 - Provide guidance on change management techniques to ease the transition to the new system.
 - Address user concerns and queries to ensure a smooth adoption process.
- ii) Continuous Improvement and Refinement
- Outline a plan for regularly assessing the performance of the ERP solution and associated processes.
 - Identify areas for improvement and optimization. Refine workflows, reports, and functionalities as needed to align with evolving organizational needs.
 - Refine workflows, reports, and functionalities as needed to align with evolving organizational needs.
- iii) Help Desk Operations and Refresher Training
- There is a responsive help desk to promptly address user inquiries, technical issues, and challenges.
 - Provide refresher training sessions for users as required, ensuring they remain proficient in utilizing the ERP system's capabilities.

RETURNABLE SCHEDULE 3: DECLARATION OF INTEREST (SBD 4)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

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

- 2.2.1 If so, furnish particulars:

.....

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

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

AT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

RETURNABLE SCHEDULE 4: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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 regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$		$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or}$		$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)
Women	5	
People with disability	5	
Youth (35 and below)	5	
Location of enterprise western cape	2	
B-BBEE status level contributors from level 1 and 2 which are EME or QSE	3	
TOTAL points for specific goals	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.1. Name of company/firm.....
- 4.2. Company registration number:
- 4.3. TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company Pty Ltd
 - Non-Profit Company
 - State Owned Company
- [Tick applicable box]

- 4.4. 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:

Table 1: Specific goals for the tender and points allocation are indicated as per the table below:

In terms of Regulation 4(2); 5(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this bid the bidder will be allocated points based on the bidder’s goals claimed as per table 5. Bidder’s goal claimed must be supported by proof/ documentation stated as per table 5 and the special conditions of this bid where applicable:

Table 1:

The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)	Bidder's points claimed for specific goals (To be completed by Bidder)
Women Ownership	5	
Disability Ownership	5	
Youth Ownership	5	
Location of enterprise (local equals province) Western Cape	2	
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	3	
TOTAL SCORED POINTS	20	

Specific goals” means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programs of the Reconstruction of Development Programme as published in *Government Gazette* No. 16085 date 23 November 1994.

“Ownership” means the percentage ownership and control, exercised by individuals within an enterprise.

“Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

- i. A blind person (in terms of the Blind Persons Act, 1968 (Act no.26 of 1968);
- ii. A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication.
- iii. A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another.
- iv. A person who requires an artificial limb; or
- v. A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act no. 18 of 1973).

“Youth” means, in respect of a person younger than 35 years of age.

“Location of enterprise” Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to claim and be allocated the points.

Women, disability, and youth will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets the criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e., they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

Table 1: Documents required for verification of Bidder's claimed points

Documents/ information listed on the below table 6 must be submitted to support and verify points claimed as per **Table 1**

Specific Goal	Requires Proof Documents
Women Ownership	Full CSD Report
Disability Ownership	Full CSD Report(medical certificate)
Youth Ownership	Full CSD Report
Location of enterprise	Full CSD Report
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	Valid B-BBEE certificate/sworn affidavit Consolidated B-BBEE certificate in cases of Joint Ventures (JV) Full CSD Report for each bidder who formed a (JV)

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

THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS / PARTNERS

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

NAME OF TENDERER

Held at _____ on _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a Tender to the Overber Water .
2. Mr/Mrs/Ms

In his/her capacity as

and who will sign as follows:

(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the enterprise mentioned above.

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			

THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE

RESOLUTION of a meeting of the Board of Directors / Members / Partners of

NAME OF TENDERER

Held at _____ on _____
(Place) (Date)

RESOLVED THAT:

1. The enterprise submits a quotation to Overberg Water.

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium / Joint Venture):

and

and

2. Mr/Mrs/Ms _____

In his/her capacity as _____

and who will sign as follows: _____
(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the **Consortium / Joint Venture** enterprise mentioned above.

3. The enterprise in the form of a consortium or joint venture accept jointly and several liability with parties under item 1 above for the fulfillment of the obligations of the joint venture deriving from, and in any way connected with the contract to be entered into with the Overberg Water in respect of the project described above under item 1.
4. The **Consortium / Joint Venture** enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and contract with the Overberg Water in respect of the project under item 1:

(Physical Address)

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

JOINT VENTURE

Only to be completed if applicable

Name of Joint Venture:	
Names of Each Enterprise:	
(1) Name and Address of Enterprise:	
(2) Name and Address of Enterprise:	
(3) Name and Address of Enterprise:	
Has an original valid Tax Clearance Certificate been submitted for each enterprise?	YES <input style="width: 40px; height: 20px;" type="checkbox"/> NO <input style="width: 40px; height: 20px;" type="checkbox"/>
CIDB Registration Number(s), if any:	

Submit your Joint Venture Agreement together with this annexure. If no Joint Venture Agreement is submitted, your tender will be disqualified.

THESE SPECIAL CONDITIONS OF CONTRACT (SCC) SUPPLEMENT AND MUST BE READ WITH THE CORRESPONDING PROVISIONS OF THE GENERAL CONDITIONS OF CONTRACT (GCC) (download at <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions>) WHICH SHALL CONSTITUTE THE AGREEMENT BETWEEN OVERBERG WATER AND THE SUPPLIER.

1. Acceptance/Contract Commencement and purchase orders

The supplier's offer will be accepted by Overberg Water when a purchase order and/or letter of appointment is issued to the supplier. The date of issue of the purchase order and/or letter of appointment shall be the commencement date of the contract. The supplier undertakes work and incurs expenses prior to the issuing of a purchase order and/or letter of appointment entirely at its own risk. Overberg Water shall only incur liability for payment in terms of this contract if a valid purchase order and/or letter of appointment has been issued to the supplier.

2. Standards

Failure to comply with the Specification and standards as set out in the quotation document shall constitute a material breach, and Overberg Water reserves the right to cancel the contract in terms of Clause 23 of the GCC.

3. Payment– Clause 16 of the GCC

3.1 A monthly payment cycle will be the norm. All invoices received for goods and services dated on or before the 20th of a particular month will typically be paid between the 23rd and the 26th of the ensuing month.

3.2 More frequent payment to suppliers is not a right. Requests for such payments will be considered at the sole discretion of Overberg Water.

3.3 In order to give effect to a more frequent payment cycle (if approved), an additional mid-month payment run will be effected as necessary. The additional payment run dates will be between the 10th and the 13th of the month.

3.4 The actual payment run dates will be dependent on the number of days of the month and the influence of public holidays. Suppliers on a 14-day cycle who submit invoices by the 25th of a particular month will be paid between the 10th and the 13th of the next month.

4. Applicable Law – Clause 30 of GCC

4.1 The supplier must comply with the Basic Conditions of Employment Act, Act 75 of 1997 and Amendments including all laws relating to wages and conditions governing the employment of labour and Bargaining Council agreements.

5. Insurance – Clause 11 of GCC

5.1 Without limiting the obligations of the supplier in terms of this contract, the supplier shall effect and maintain the following insurances:

a) Any goods supplied to Overberg Water by the supplier in terms of this Agreement shall be fully and adequately insured by the supplier against any loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

5.2 The supplier shall be obliged to furnish Overberg Water with proof of such insurance.

Functionality Annexure A

(a) Consultants HR and Payroll SAGE 300 including ESS					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Project Name					
Nature of Project					
Client (Responsible for supervision)					
Client Contact person					
Clients Contact Person (name, tel/Cell no and fax no)					
Clients Contact Person (email address)					
Appointment Value					
Project Location (Province)					
Project Duration(months)					
Project Commencement Date (months/year)					

(a) Consultants HR and Payroll SAGE 300 including ESS					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Is the Project Completed (Yes/No)					
Estimated Completion Date (If not yet Completed)					
Completion Date (If Completed) (months/year)					

(a) Consultants HR and Payroll SAGE 300 including ESS					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Roles/Responsibilities performed by the Bidder on the project:					

Functionality Annexure B

(b) Consultants Finance SAGE 200 Evolution including Iserve Billing					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Project Name					
Nature of Project					
Client (Responsible for supervision)					
Client Contact person					
Clients Contact Person (name, tel/Cell no and fax no)					
Clients Contact Person (email address)					
Appointment Value					
Project Location (Province)					
Project Duration(months)					

(b) Consultants Finance SAGE 200 Evolution including Iserve Billing					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Project Commencement Date (months/year)					
Is the Project Completed (Yes/No)					
Estimated Completion Date (If not yet Completed)					
Completion Date (If Completed) (months/year)					

Roles/Responsibilities performed by the Bidder on the project:					
---	--	--	--	--	--

Functionality Annexure C

(c) SAGE Consultants Supply Chain Management (SCM) Including Business Process Module or Iserve Procurement					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Project Name					
Nature of Project					
Client (Responsible for supervision)					
Client Contact person					
Clients Contact Person (name, tel/Cell no and fax no)					
Clients Contact Person (email address)					
Appointment Value					
Project Location (Province)					
Project Duration(months)					

(c) SAGE Consultants Supply Chain Management (SCM) Including Business Process Module or Iserve Procurement					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Project Commencement Date (months/year)					
Is the Project Completed (Yes/No)					
Estimated Completion Date (If not yet Completed)					
Completion Date (If Completed) (months/year)					

(c) SAGE Consultants Supply Chain Management (SCM) Including Business Process Module or Iserve Procurement					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Roles/Responsibilities performed by the Bidder on the project:					

Functionality Annexure D

(d) Consultants Finance SAGE 200 Evolution including AM360					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Project Name					
Nature of Project					
Client (Responsible for supervision)					
Client Contact person					
Clients Contact Person (name, tel/Cell no and fax no)					
Clients Contact Person (email address)					
Appointment Value					
Project Location (Province)					
Project Duration(months)					
Project Commencement Date (months/year)					

(d) Consultants Finance SAGE 200 Evolution including AM360					
Name and Surname					
Experience as a SAGE 300 People Consultant including experience working with ESS	Year 1 (...)	Year 2 (...)	Year 3 (...)	Year 4 (...)	Year 5 (...)
Is the Project Completed (Yes/No)					
Estimated Completion Date (If not yet Completed)					
Completion Date (If Completed) (months/year)					

<p>Roles/Responsibilities performed by the Bidder on the project:</p>					
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