TENDER DOCUMENT GOODS AND SERVICES	CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT	

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TENDER NO: 401S/2022/23
TENDER DESCRIPTION: PROVISION ICT PROFESSIONAL SERVICES

CONTRACT PERIOD: FROM CONTRACT COMMENCEMENT TO 30 JUNE 2027

VOLUME 1: TENDERING PROCEDURES

CLOSING DATE: **18 July 2023**

CLOSING TIME: **10:00 a.m.**

TENDER BOX NUMBER: **170**

TENDER FEE: **R 200** Non-refundable tender fee payable to City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

TENDER SERIAL NO.:	
SIGNATURES OF CITY OFFICIALS AT TENDER OPENING	
1	
2	
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VOLUME 1: THE TENDER
(1) GENERAL TENDER INFORMATION

TENDER ADVERTISED	:	**15 June 2023**
SITE VISIT/CLARIFICATION MEETING	:	**Thursday 29th June 2023 at 13:30 p.m**
		(Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	**Via Skype For Business**
	:	**HTTPS://MEET.CAPETOWN.GOV.ZA/KEIKENAMETSI.NTABA/7S7S743T**
TENDER BOX & ADDRESS	:	**Tender Box as per front cover** at the **Tender &Quotation Boxes Office**, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.
	:	The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement "**TENDER NO. 401S/2022/23: PROVISION OF ICT PROFESSIONAL SERVICES**, the tender box No. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time.
		If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.
CCT TENDER REPRESENTATIVE		Name: **Name:** Mark Humphry
		Email: **DP6873S-2021-22@capetown.gov.za**

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT"

(2) CONDITIONS OF TENDER

2.1   General

2.1.1   Actions

2.1.1.1 The City of Cape Town (CCT) and each tenderer submitting a tender offer shall comply with these Conditions of Tender. In their dealings with each other, they shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations.

The parties agree that this tender, its evaluation and acceptance and any resulting contract shall also be subject to the Employer's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised, save that if the Employer adopts a new SCM Policy which contemplates that any clause therein would apply to the contract emanating from this tender, such clause shall also be applicable to that contract. Please refer to this document contained on the Employer's website.

Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, restriction of the supplier, and/or the exercise by the City of any other remedies available to it as described in the SCM Policy.

2.1.1.2 The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

2.1.1.3 The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

2.1.2   Interpretation

2.1.2.1 The additional requirements contained in the returnable documents are part of these Conditions of Tender.

2.1.2.2 These Conditions of Tender and returnable schedules which are required for tender evaluation purposes, shall form part of the contract arising from the invitation to tender.

2.1.3   Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, unless communicated by the CCT in writing to suppliers by its Director: Supply Chain Management or his nominee.

2.1.4   The CCT's right to accept or reject any tender offer

2.1.4.1 The CCT may accept or reject any tender offer and may cancel the tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

    (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
    (b) funds are no longer available to cover the total envisaged expenditure; or
    (c) no acceptable tenders are received; or
    (d) there is a material irregularity in the tender process; or
    (e) the parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

2.1.5 Procurement procedures

2.1.5.1 General

Unless otherwise stated in the tender conditions, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.

This tender will be awarded per category provided that the tenderer price for all items within a category.

CATEGORY	DESCRIPTION
Category A	Business Application (BA)
Category B	Distributed Computing (DC)
Category C	ERP Support Centre (ESC)
Category D	Geographical Information Systems (GIS)
Category E	Infrastructure
Category F	Telecommunications

The CCT intends to appoint per category of work functions as it appears in schedule (5) Price Schedule. For each category the CCT intends to appoint a winner (the highest ranked tenderer ("the winner") and in addition four (4) "alternative tenderers") for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Once appointed Service providers will be invited to deliver the services in the determined ranked order. The highest ranked tenderer ("the winner") will be offered the work first and only if they refuse or cannot provide the service will the work be offered to the next highest ranked tenderer from the alternative tenderers.

The contract period shall be from the commencement date of the contract to **30 June 2027.**

2.1.5.2 Proposal procedure using the two stage-system

A two-stage system will not be followed.

2.1.5.3 Nomination of Standby

Standby Bidder means a bidder, identified at the time of awarding a bid, that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the standby bidder in terms of the procedures included its SCM Policy.

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court

2.1.6.1 Disputes, objections, complaints and queries

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

a) Persons aggrieved by decisions or actions taken by the City of Cape Town in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the City, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.

b) An appeal must contain the following:
    i.   Must be in writing
    ii. It must set out the reasons for the appeal

iii.   It must state in which way the Appellant's rights were affected by the decision;
iv.   It must state the remedy sought; and
v.   It must be accompanied with a copy of the notification advising the person of the decision

c)   The relevant City appeal authority must consider the consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

2.1.6.4 All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:

The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Corporate Services Directorate

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000

Via fax at: 021 400 5963 or 021 400 5830

Via email at: MSA. Appeals@capetown.gov.za

2.1.6.5 All requests referring to clause 2.1.6.3 ns must be submitted in writing to:

The City Manager - C/o the Manager: Access to Information Unit, Corporate Services Directorate

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000

Via fax at: 086 202 9982

Via email at: Access2info.Act@capetown.gov.za

2.1.7 City of Cape Town Supplier Database Registration
Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the City of Cape Town's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the City of Cape Town's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration
Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address **https://secure.csd.gov.za**.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

2.2 Tenderer's obligations

2.2.1 Eligibility Criteria

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. An 'acceptable tender must ''COMPLY IN ALL' aspects with the tender conditions, specifications, pricing instructions and contract conditions.

2.2.1.1.1 Submit a tender offer
Only those tender submissions from which it can be established that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures
Only those tenders that are compliant with the requirements below will be declared responsive:
a)   A completed **Details of Tenderer** to be provided (applicable schedule to be completed);
b)   A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule to be completed);
c)   A copy of the partnership / joint venture / consortium agreement to be provided.
d)   A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule to be completed);
e)   A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed);
f)   A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule to be completed);
g)   The tenderer (including any of its directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
h)   The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
i)   The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage,
j)   The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, involved with the bid specification committee;
k)   A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed);
l)   The tenderer (including any of its directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
m)   The tenderer (including any of its directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3   Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual category.

SCORING TABLE ON FUNCTIONAL REQUIREMENTS – CATEGORY A : Business Applications (BA) Proof/Evidence to be attached in Schedule 13A

Evaluation Criteria	Applicable number of placements	Points	Maximum Points
Track Record and Experience in Supplying Microsoft Developers in the last 3 years. Number of people placed ***Proof: must be attached in schedule 13A*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR Staff roll on forms/contact which must state type of resource and period.*	30+ 20-29 10-19	10 8 6	10
Track Record and Experience in Supplying Open Source Developers in the last 3 years. Number of people placed ***Proof: must be attached in schedule 13A*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR Staff roll on forms/contact which must state type of resource and period.*	30+ 20-29 10-19	10 8 6	10
Track Record and Experience in Supplying Functional Resources (Testers, Project Administrators, Quality Assurance, SQL Database Administrators) in the last 3 years. Number of people placed ***Proof: must be attached in schedule 13A*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR Staff roll on forms/contact which must state type of resource and period.*	20+ 15-19 10-14	10 8 6	10
Track Record and Experience in Supplying Project Managers in the last 3 years. Number of people placed ***Proof: must be attached in schedule 13A*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR Staff roll on forms/contact which must state type of resource and period.*	15+ 10-14 5-9	10 8 6	10

Evaluation Criteria	Applicable number of placements	Points	Maximum Points
Track Record and Experience in Supplying Business Analysts in the last 3 years. Number of people placed _**Proof:** must be attached in schedule 13A_ _Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR_ _Staff roll on forms/contact which must state type of resource and period._	15+ 10-14 5-9	10 8 6	10
Track Record and Experience in Supplying IT Change Managers in the last 3 years. Number of people placed _**Proof:** must be attached in schedule 13A_ _Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR_ _Staff roll on forms/contact which must state type of resource and period._	10+ 5-9 3-4	10 8 6	10
Total Achievable Points for Category A			**60**

The minimum qualifying score for functionality is **42 (70%) out of a maximum of 60 (100%)**

SCORING TABLE ON FUNCTIONAL REQUIREMENTS – CATEGORY B : Distributed Computing (DC) Proof/Evidence to be attached in Schedule 13B.

Evaluation Criteria	Applicable values/points	Points	Maximum Points
State the number years have you been in the Professional Services industry. ***Proof: must be attached in schedule 13B.*** Please provide evidence in the form contracts with clients showing the number of years applicable	7+ 5-6 3-4 0-2	10 8 6 2	10
State the turnaround time (days) to source resources per project in number of days as per past and existing SLA with clients. ***Proof: must be attached in schedule 13B.*** Provide evidence of the SLA	1 - 2 3-4 5+	10 8 6	10
Total Achievable Points for Category B			**20**

The minimum qualifying score for functionality is **14 (70%)** out of a maximum of **20 (100%).**

SCORING TABLE ON FUNCTIONAL REQUIREMENTS – CATEGORY C : ERP Support Centre (ESC)
Proof/Evidence to be attached in Schedule 13C.

Evaluation Criteria	Applicable number of placements	Points	Maximum Points
Track Record and Experience in Supplying SAP Developers in the last 3 years. Number of people placed ___ ***Proof: must be attached in schedule 13C*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR* *Staff roll on forms/contact which must state type of resource and period.*	30+ 20-29 10-19	10 8 6	10
Track Record and Experience in Supplying Functional Resources in the last 3 years. Number of people placed ___ ***Proof: must be attached in schedule 13C*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR* *Staff roll on forms/contact which must state type of resource and period.*	20+ 15-19 10-14	10 8 6	10
Track Record and Experience in Supplying Project Managers in the last 3 years. Number of people placed ___ ***Proof: must be attached in schedule 13C*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR* *Staff roll on forms/contact which must state type of resource and period.*	15+ 10-14 5-9	10 8 6	10
Track Record and Experience in Supplying Change & Training Managers in the last 3 years. Number of people placed ___ ***Proof: must be attached in schedule 13C*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR* *Staff roll on forms/contact which must state type of resource and period.*	10+ 5-9 3-4	10 8 6	10
Total Achievable Points for Category C			**40**

The minimum qualifying score for functionality is **28 (70%)** out of a maximum of **40 (100%)**.

SCORING TABLE ON FUNCTIONAL REQUIREMENTS – CATEGORY D : Geographical Information Systems (GIS)
Proof/Evidence to be attached in Schedule 13D.

Evaluation Criteria	Applicable number of placements	Points	Maximum Points
Track Record and Experience in Supplying GIS Developers in the last 3 years. Number of people placed ***Proof: must be attached in schedule 13D*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR* *Staff roll on forms/contact which must state type of resource and period.*	30+ 20-29 10-19	10 8 6	10
Track Record and Experience in Supplying GIS Technicians / specialists / Analysts in the last 3 years. Number of people placed ***Proof: must be attached in schedule 13D*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR* *Staff roll on forms/contact which must state type of resource and period.*	20+ 15-19 10-14	10 8 6	10
Track Record and Experience in Supplying Project Managers in the last 3 years. Number of people placed ***Proof: must be attached in schedule 13D*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR* *Staff roll on forms/contact which must state type of resource and period.*	15+ 10-14 5-9	10 8 6	10
Track Record and Experience in Supplying Business Analysts in the last 3 years. Number of people placed ***Proof: must be attached in schedule 13D*** *Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR* *Staff roll on forms/contact which must state type of resource and period.*	10+ 5-9 3-4	10 8 6	10
Total Achievable Points for Category D			**40**

The minimum qualifying score for functionality is 28 **(70%) out of a maximum of 40 (100%).**

SCORING TABLE ON FUNCTIONAL REQUIREMENTS – CATEGORY F: Telecommunications Proof/Evidence to be attached in Schedule 13E.

Evaluation Criteria	Applicable values/points	Points	Maximum Points
Comparable Size of the Client Service Provider to demonstrate their ability to supply telecommunication technical and engineering project management, network engineer and Fibre Build/Plan resources to a telecommunication company who owns their own commercial fibre and network footprint. *Proof: must be attached in schedule 13E.* Please supply telecommunication company name, contact person, period of contract, contract value and a list of resources provided.	0 companies 1 and/or 2 3 and/or 4 5 and more	0 10 points 15 points 20 points	20 points
Operational Experience Service provide to demonstrate their ability to provide to provide Principal Business Analyst professional resources as per requirement in F04.1 of the Specifications(13). *Proof: must be attached in schedule 13E.* Please provide CV's of resources available within your resources pool that meets the job description as per F04.1 of (13) Specification(s). Note that the City of Cape Town reserves the right to verify CV content	0 compliant CV's 1 and/or 2 compliant CV's 3 and/or 4 compliant CV's 5 and more compliant CV's	0 points 10 points 15 points 20 points	20 points
Operational Experience Service provide to demonstrate their ability to provide to provide Senior Network Security Engineer professional resources as per requirement in F03.3 of (13) Specification(s). *Proof: must be attached in schedule 13E.* Please provide CV's of resources pool that meets the job description as per F03.3 of (13) Specification(s). Note that the City of Cape Town reserves the right to verify CV content.	0 compliant CV's 1 and/or 2 compliant CV's 3 and/or 4 compliant CV's 5 and more compliant CV's	0 points 10 points 15 points 20 points	20 points
Total Achievable Points for Category F			**60**

The minimum qualifying score for functionality is **36 (60%) out of a maximum of 60 (100%).**

Where the entity tendering is a Joint Venture the tender must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed

format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

2.2.1.1.4 Provision of samples

Not applicable to this tender.

2.2.2   Cost of tendering

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.2.3   Check documents

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

2.2.4   Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.
The City of Cape Town (City) respects the privacy rights of all persons who participate in the City's procurement procedures. All personal information of the bidder will be processed in accordance to the Protection of Personal Information Act 4 of 2013 (POPIA). Personal information of bidders will only be processed for purposes of tendering procedures and the associated processing operations, or, for any other legitimate purpose relating to City functions.

Personal information of City employees will only be processed for purposes of executing the obligations of the contract and the associated processing operations, or, for any other legitimate purpose relating to City and/or service provider functions.

All matters will be treated as confidential and in connection with the tender. You may use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.2.5   Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

2.2.6   Acknowledge and comply with notices

Acknowledge receipt of notices to the tender documents, which the CCT may issue, fully comply with all instructions issued in the notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.2.7   Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information.

Tenderers should be represented at the site visit/clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

2.2.8   Seek clarification

Request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information, where possible.

2.2.9   Pricing the tender offer

2.2.9.1 Comply with all pricing instructions as stated on the Price Schedule.

2.2.10   Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

2.2.11   Alternative tender offers

2.2.11.1 Unless otherwise stated in the tender conditions submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative of the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements.

2.2.11.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender conditions or criteria otherwise acceptable to the CCT.

2.2.12   Submitting a tender offer

2.2.12.1 Submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract conditions and described in the specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Returnable Schedules duly completed and signed will be declared responsive.

2.2.12.2 Return the entire document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

2.2.12.3 Submit the parts of the tender offer communicated on paper as an original with an English translation for any part of the tender submission not made in English.

1 (One) copy(ies) of the following elements of the bid submission must be submitted separately bound in the same envelope where possible:

Part	Heading
5	Pricing Schedules
6	Supporting Schedules
	All other attachments submitted by bidder

2.2.12.4 Sign the original tender offer where required in terms of the tender conditions. The tender shall be signed by a person duly authorised to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture or any other document signed by all parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

2.2.12.5 Where a two-envelope system is required in terms of the tender conditions, place and seal the returnable documents listed in the tender conditions in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General Tender Information, as well as the tenderer's name and contact address.

2.2.12.6 Seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. . If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

2.2.12.7 Accept that the CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.2.12.8 Accept that tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the tender conditions.

2.2.12.9 By signing the offer part of the Form of Offer (**Section 2, Part A**) the tenderer warrants that all information provided in the tender submission is true and correct.

2.2.12.10 Tenders must be properly received and deposited in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

2.2.12.12 The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the returnable schedule titled **List of Other Documents Attached by Tenderer**.

2.2.13 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.

2.2.14 Closing time

2.2.14.1 Ensure that the CCT receives the tender offer at the address specified in the General Tender Information prior to the closing time stated on the front page of the tender document.

2.2.14.2 Accept that, if the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

2.2.14.3 Accept that, the CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

2.2.15 Tender offer validity and withdrawal of tenders

2.2.15.1 Warrants that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

2.2.15.2 Notwithstanding the period stated above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the City is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement and administrative processes and upon approval by the City Manager.

2.2.15.3 A tenderer may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

a)   it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;

b)   the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss.

2.2.16   Clarification of tender offer, or additional information, after submission

Provide clarification of a tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

2.2.17   Provide other material

2.2.17.1 Provide, on request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

2.2.17.2 Provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:
a)   audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
b)   a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
c)   particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
d)   a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each party to a Consortium/Joint Venture shall submit separate certificates/statements in the above regard.

2.2.17.3 Tenderers undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

2.2.18   Samples, Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender conditions or specifications.

If the **Specification** requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

2.2.19   Certificates

The tenderer must provide the CCT with all certificates as stated below:

2.2.19.1. Broad-Based Black Economic Empowerment Status Level Documentation

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof, as either certificates, sworn affidavits or any other requirement prescribed in terms of the B-BBEE Act or any other legislation relevant for the points claimed for that specific goal.

Tenderers are further referred to the content of the Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Clearance Certificate issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must also provide its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Before making an award the City must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the City, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the City via CSD or e-Filing. The City should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

2.2.21 Claims arising from submission of tender

The tenderer warrants that it has:

a) inspected the Specifications and read and fully understood the Conditions of Contract.

b) read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.

c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.

d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.

e) received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

2.3   The CCT's undertakings

2.3.1   Respond to requests from the tenderer

2.3.1.1 Unless otherwise stated in the Tender Conditions, respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

2.3.1.2 The CCT's representative for the purpose of this tender is stated on the General Tender Information page.

2.3.2   Issue Notices

If necessary, issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The Employer reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.3.3   Opening of tender submissions

2.3.3.1 Unless the two-envelope system is to be followed, open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender conditions.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

2.3.3.2 Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.

2.3.3.3 Make available a record of the details announced at the tender opening meeting on the CCT's website (http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx.)

2.3.4 Two-envelope system

2.3.4.1 Where stated in the tender conditions that a two-envelope system is to be followed, open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender conditions and announce the name of each tenderer whose technical proposal is opened.

2.3.4.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the tender conditions, and announce the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

2.3.5   Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

2.3.6   Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

2.3.7   Test for responsiveness

2.3.7.1 Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

a)   complies with the requirements of these Conditions of Tender,
b)   has been properly and fully completed and signed, and
c)   is responsive to the other requirements of the tender documents.

2.3.7.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CCT's opinion, would:
a)   detrimentally affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
b)   significantly change the CCT's or the tenderer's risks and responsibilities under the contract, or
c)   affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

2.3.8   Arithmetical errors, omissions and discrepancies

2.3.8.1 Check the responsive tenders for:

a)   the gross misplacement of the decimal point in any unit rate;
b)   omissions made in completing the Price Schedule; or
c)   arithmetic errors in:
    i)   line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
    ii)   the summation of the prices; or
    iii)   calculation of individual rates.

2.3.8.2 The CCT must correct the arithmetical errors in the following manner:

a)   Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
b)   If pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as tendered shall govern, and the unit rate shall be corrected.
c)   Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

2.3.8.3 In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

2.3.9   Clarification of a tender offer

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

2.3.10   Evaluation of tender offers

2.3.10.1   General

2.3.10.1.1 Reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender conditions.

2.3.10.1.2 For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

a. If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
b. If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.
c. If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
d. If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
e. If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
f. If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

2.3.10.1.3 Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

2.3.10.2   Decimal places

Score financial offers, preferences and functionality, as relevant, to two decimal places.

2.3.10.3   Scoring of tenders (price and preference)

2.3.10.3.1 Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule (Part 5)**:

- based on the sum of the prices/rates per category.

2.3.10.3.2 Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

2.3.10.3.3 The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

2.3.10.3.4 Applicable formula:

The 90/10 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preferences

The 90/10 price/preference points system will be applied to the evaluation of responsive tenders over a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$Ps = 90 \times \left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where: Ps is the number of points scored for price;
Pt is the price of the tender under consideration;
Pmin is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

HDI COMPLIANCE WITH SECTION 2(1)(d)(i) OF THE ACT

#	Specific goals allocated points	Preference Points (90/10)	Evidence
1	***Race are black persons (ownership)**** *More than 50% black ownership = 10 points* *Equal or Less than 50% black ownership = 5 points* *0% black ownership = 0 points*	10	• Proof of B-BBEE certificate; • Company Registration Certification; • Identification Documentation; • CSD report
	Total points	**10**	

2.3.10.5   Risk Analysis
Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

a)   reasonableness of the financial offer
b)   reasonableness of unit rates and prices
c)   the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
d)   any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of

the CCT that he/she has the resources and skills required.

2.3.11 Negotiations with preferred tenderers

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

a)   does not allow any preferred tenderer a second or unfair opportunity;
b)   is not to the detriment of any other tenderer; and
c)   does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the City's SCM Policy, January 2023 tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

2.3.12   Acceptance of tender offer

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

2.3.12.1 Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

2.3.12.2 Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

2.3.12.3 Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s):

a)   is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the employer's procurement,
b)   can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract)   has the legal capacity to enter into the contract,

d)   is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and
e)   is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

        If an award cannot be made in terms of anything contained herein, the Employer reserves the right to consider the next ranked tenderer(s).

2.3.12.4 Not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the City as a result of (inter alia):

a)   reports of poor governance and/or unethical behaviour;
b)   association with known family of notorious individuals;
c)   poor performance issues, known to the City;
d)   negative social media reports; and
e)   adverse assurance (e.g. due diligence) report outcomes.

2.3.12.5 The CCT reserves the right to nominate a standby bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the standby bidder in terms of the procedures included its SCM Policy.

2.3.13   Prepare contract documents

2.3.13.1 If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

a)   notices issued during the tender period,
b)   inclusion of some of the returnable documents, and
c)   other revisions agreed between the CCT and the successful tenderer.

2.3.13.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

2.3.14   Notice to successful and unsuccessful tenderers

2.3.14.1 Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

2.3.14.2 The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

2.3.15   Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER DOCUMENT GOODS AND SERVICES	CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT	

TENDER NO: 401S/2022/23

TENDER DESCRIPTION: PROVISION ICT PROFESSIONAL SERVICES

CONTRACT PERIOD: FROM CONTRACT COMMENCEMENT TO 30 JUNE 2027

VOLUME 2: RETURNABLE DOCUMENTS

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

VOLUME 2: RETURNABLE DOCUMENTS
(3) DETAILS OF TENDERER

1.1 Type of Entity   (Please tick one box)

☐ Individual / Sole Proprietor   ☐ Close Corporation   ☐ Company

☐ Partnership or Joint Venture or Consortium   ☐ Trust   ☐ Other: …………......……….…………

1.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address **(Chosen domicilium citandi et executandi)**	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone :(____) _____ Fax :(____) _____ Cellular Telephone:_____ E-mail address:_____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	
City of Cape Town Supplier Database Registration Number (See Conditions of Tender)	
National Treasury Central Supplier Database registration number (See Conditions of Tender)	

Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered?	☐Yes ☐No If yes, enclose proof
Is tenderer a foreign based supplier for the Goods / Services / Works offered?	☐Yes ☐No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
Questionnaire to Bidding Foreign Suppliers	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? ☐Yes ☐No
	b) Does the tenderer have a permanent establishment in the Republic of South Africa? ☐Yes ☐No
	c) Does the tenderer have any source of income in the Republic of South Africa? ☐Yes ☐No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? ☐Yes ☐No

(4) FORM OF OFFER AND ACCEPTANCE

TENDER NO: 401S/2022/23
DESCRIPTION: PROVISION ICT PROFESSIONAL SERVICES

OFFER: (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

Name of Tendering Entity* **("the tenderer")**	
Trading as (if different from above)	

AND WHO IS represented herein by: (full names of signatory)

_____

duly authorised to act on behalf of the tenderer in his capacity as: (title/ designation)

_____

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance,* the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;

2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;

3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;

4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
    4.1 terms and conditions stipulated in this tender document;
    4.2 specifications stipulated in this tender document; and
    4.3 at the prices as set out in the **Price Schedule**.

5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

_____

Signature(s)

_____

Print name(s):
On behalf of the tenderer (duly authorised)

_____

Date

INITIALS OF CITY OFFICIALS		
1	**2**	**3**

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: 401S/2022/2
DESCRIPTION: PROVISION ICT PROFESSIONAL SERVICES

ACCEPTANCE (TO BE FILLED IN BY THE CITY OF CAPE TOWN)

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the supplier the amount due in accordance with the conditions of contract. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

(7) & (8):	Special and General Conditions of Tender
(5)	Price schedule
13:	Specifications

and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms of the conditions of contract identified in the special contract conditions. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the parties have signed the table below and confirms receipt from the employer of one fully completed original copy of this agreement, including the schedule of deviations (if any). The tenderer (now supplier) shall within five working days of the agreement coming into effect notify the employer in writing of any reason why he cannot accept the contents of this agreement as a complete and accurate memorandum thereof, failing which the agreement presented to the contractor shall constitute the binding contract between the parties.

The Parties	Employer	Supplier
Business Name		
Business Registration		
Tax number (VAT)		
Physical Address		
Accepted contract sum including tax		
Accepted contract duration		
Signed – who by signature hereto warrants authority		
Name of signatory		
Signed: Date		
Signed: Location		
Signed: Witness		
Name of Witness		

FORM OF OFFER AND ACCEPTANCE (continued)

(TO BE FILLED IN BY THE CITY OF CAPE TOWN)

Schedule of Deviations

Notes:
1. The extent of deviations from the tender documents issued by the CCT before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject . . . .

  Details . . . .

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2 Subject . . . .

  Details . . . .

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3 Subject . . . .

  Details . . . .

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4 Subject . . . .

  Details . . . .

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By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

(5) PRICE SCHEDULE

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT"

Pricing Instructions:

5.1   State the rates and prices in Rand unless instructed otherwise in the tender conditions.

5.2   Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.

5.3   All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.

5.4   All prices shall be tendered in accordance with the units specified in this schedule.

5.5   Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.

5.6   The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the Employer may also perform a risk analysis with regard to the reasonableness of such rates.**

5.7   Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.

5.8   The rates offered as part of your submission should be in line with common industry business practice rates to allow attraction and retention of suitable talent.

INITIALS OF CITY OFFICIALS		
1	2	3

CATEGORY A: BUSINESS APPLICATIONS (BA)

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule (13) Specification(s), clause 13.1. Tenderers must respond here with the rate per unit specified for the function/role as specified in this table.

Table A. Pricing for Business Applications (BA) Functions						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
A01.1	.NET Developer	Senior	Per Hour			
A02.1	Full Stack PHP Developer	Senior	Per Hour			
A03.1	SharePoint Developer	Senior	Per Hour			
A04.1	Business Analyst	Senior	Per Hour			
A05.1	Project Manager	Senior	Per Hour			
A06.1	SQL Database Administrator	Senior	Per Hour			
A07.1	Project Administrator	Intermediate	Per Hour			
A08.1	Quality AssuranceTester	Senior	Per Hour			
A09.1	IT Change Manager	Senior	Per Hour			
A10.1	Front-end Net developer	Senior	Per Hour			
A11.1	Front-end PHP developer	Senior	Per Hour			

CATEGORY B: **DISTRIBUTED COMPUTING (DC)**

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule (13) Specification(s), clause 13.2. Tenderers must respond here with the rate per unit specified for the function/role as specified in this table.

Table B.	Pricing for Distributed Computing Functions					
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
B01.	**Active Directory Administrator**					
B01.1	Active Directory Administrator	Junior	Per Hour			
B01.2	Active Directory Administrator	Intermediate	Per Hour			
B01.3	Active Directory Administrator	Senior	Per Hour			
B01.4	Active Directory Administrator	Principal	Per Hour			
B02	**Audio Visual Technician**					
B02.1	Audio VisualTechnician	Junior	Per Hour			
B02.2	Audio VisualTechnician	Intermediate	Per Hour			
B03	**Change Analyst**					
B03.1	Change Analyst	Junior	Per Hour			
B03.2	Change Analyst	Intermediate	Per Hour			
B03.3	Change Analyst	Senior	Per Hour			
B03.4	Change Analyst	Principal	Per Hour			
B04.	**Cloud Platform Solutions Administrator**					
B04.1	Cloud PlatformSolutions Administrator	Principal	Per Hour			
B05	**End User Support Technician**					
B05.1	End user support Technician	Junior	Per Hour			
B05.2	End user Support Technician	Intermediate	Per Hour			

Table B.	Pricing for Distributed Computing Functions					
Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
B05.3	End user support Technician	Senior	Per Hour			
B05.4	End user support Technician	Principal	Per Hour			
B06	Enterprise Email Archive Systems Administrator					
B06.1	Enterprise Email Archive System Administrator	Principal	Per Hour			
B07	IT Trainer Manager					
B07.1	IT Trainer Manager	Principal	Per Hour			
B08	Citrix Support Engineer					
B08.1	Citrix Support Engineer	Senior	Per Hour			
B09	Microsoft Exchange Administrator					
B09.1	Microsoft Exchange Administrator	Junior	Per Hour			
B09.2	Microsoft Exchange Administrator	Intermediate	Per Hour			
B09.3	Microsoft Exchange Administrator	Senior	Per Hour			
B09.4	Microsoft Exchange Administrator	Principal	Per Hour			
B10	Microsoft Skype for Business Administrator					
B10.1	Microsoft Collaboration System Administrator for Business Administrator	Junior	Per Hour			
B10.2	Microsoft Collaboration System Administrator for Business Administrator	Intermediate	Per Hour			
B10.3	Microsoft Collaboration System Administrator for Business Administrator	Senior	Per Hour			
B10.4	Microsoft Collaboration System Administrator for Business Administrator	Principal	Per Hour			

Table B.	Pricing for Distributed Computing Functions					
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
B11	**Mobile Device Management specialist \ consultant**					
B.11.1.	Mobile Device Management Specialist\consultant	Senior	Per Hour			
B.12	**Problem Analyst**					
B12.1	Problem Analyst	Junior	Per Hour			
B12.2.	Problem Analyst	Intermediate	Per Hour			
B12.3	Problem Analyst	Senior	Per Hour			
B12.4	Problem Analyst	Principal	Per Hour			
B13	**Project Manager**					
B.13.1.	Project Manager	Principal	Per Hour			
B.14.	**Quality Assurance Analyst**					
B14.1	Quality Assurance Analyst	Senior	Per Hour			
B15	**Service Desk Agent**					
B.15.1	Service Desk Agent	Junior	Per Hour			
B16	**Service Level Manager (SLM)**					
B16.1	Service Level Manager (SLM)	Senior	Per Hour			
B.17	**Software Deployment Administrator**					
B.17.1.	Software Deployment Administrator	Junior	Per Hour			
B.17.2.	Software Deployment Administrator	Intermediate	Per Hour			
B.17.3.	Software Deployment Administrator	Senior	Per Hour			
B.17.4	Software Deployment Administrator	Principal	Per Hour			
B18	**Technical Writer**					
B18.1	Technical Writer	Junior	Per Hour			

Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
Table B.	**Pricing for Distributed Computing Functions**					
B18.2	Technical Writer	Intermediate	Per Hour			
B18.3	Technical Writer	Senior	Per Hour			
B18.4	Technical Writer	Principal	Per Hour			
B19	**Video Conference Engineer**					
B19.1	Video Conference Engineer	Junior	Per Hour			
B19.2	Video Conference Engineer	Intermediate	Per Hour			
B19.3.	Video Conference Engineer	Senior	Per Hour			
B19.4	Video Conference Engineer	Principal	Per Hour			
B20	**Interation Specialist**					
B20.1	Interation Specialist	Principal	Per Hour			
B21	**Solution Architect**					
B21.1	Solution Architect	Principal	Per Hour			
B22	**ITSM Technical Consultant**					
B22.1	ITSM Technical Consultant	Intermediate	Per Hour			
B22.2	ITSM Technical Consultant	Senior	Per Hour			
B23	**Service Level Management Specialist**					
B23.1	Service Level Management Specialist	Intermediate	Per Hour			
B23.2	Senior Service Level Management Specialist	Senior	Per Hour			
B24	**Product Specialist**					
B24.1	Product Specialist	Intermediate	Per Hour			
B25	**ITSM Asset and configuration management specialist**					
B25.1	ITSM Asset and configuration management specialist	Intermediate	Per Hour			

Table B.	Pricing for Distributed Computing Functions					
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
B25.2	Senior ITSM Asset and configuration management specialist	Senior	Per Hour			
B26	**Product Specialist**					
B26.1	Product Specialist	Senior	Per Hour			
B27	**Report Writer**					
B27.1	Report Writer	Intermediate	Per Hour			
B27.2	Report Writer	Senior	Per Hour			
B28	**Developer**					
B28.1	Developer	Intermediate	Per Hour			
B28.2	Senior Developer	Senior	Per Hour			
29	**Business Analyst**					
B29.1	Business Analyst	Intermediate	Per Hour			
B29.2	Senior Business Analyst	Senior	Per Hour			

CATEGORY C: ERP SUPPORT CENTRE (ESC)

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule (13) Specification(s), clause 13.2. Tenderers must respond here with the rate per unit specified for the function/role as specified in this table.

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C01	**ABAP Object Oriented Developer**					
C01.1	ABAP Object Oriented Developer	Senior	Per Hour			
C01.2	ABAP Object Oriented Developer	Principal	Per Hour			
C02	**Agentry Developer**					
C02.1	Agentry Developer	Senior	Per Hour			
C02.2	Agentry Developer	Principal	Per Hour			
C03	**Application Tester**					
C03.1	Application Tester	Senior	Per Hour			
C03.2	Application Tester	Principal	Per Hour			
C04	**BW Functional Analyst**					
C04.1	BW Functional Analyst	Senior	Per Hour			
C04.2	BW Functional Analyst	Principal	Per Hour			
C04.3	BW Functional Analyst	Expert	Per Hour			
C05	**SAP Change Manager**					
C05.1	SAP Change Manager	Senior	Per Hour			
C05.2	SAP Change Manager	Principal	Per Hour			
C06	**GRC Access Request Management Functional Analyst**					
C06.1	GRC Access Request Management Functional Analyst	Senior	Per Hour			

Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
Table C. Pricing for ERP Support Centre (ESC) Functions						
C06.2	GRC Access Request Management Functional Analyst	Principal	Per Hour			
C06.3	GRC Access Request Management Functional Analyst	Expert	Per Hour			
C07	**Mobile Developer (Java Script and Angular)**					
C07.1	Mobile Developer (Java Script and Angular)	Senior	Per Hour			
C07.2	Mobile Developer (Java Script and Angular)	Principal	Per Hour			
C08	**Java Mobile Developer (Java Script)**					
C08.1	Mobile Developer (Java Script)	Senior	Per Hour			
C08.2	Mobile Developer (Java Script)	Principal	Per Hour			
C09	**SAP (FI CO) Management Accounting Functional Analyst**					
C09.1	SAP (FI CO) Management Accounting Functional Analyst	Senior	Per Hour			
C09.2	SAP (FI CO) Management Accounting Functional Analyst	Principal	Per Hour			
C10	**SAP Accounts Payable (AP) Functional Analyst**					
C10.1	SAP Accounts Payable (AP) Functional Analyst	Senior	Per Hour			
C10.2	SAP Accounts Payable (AP) Functional Analyst	Principal	Per Hour			
C10.3	SAP Accounts Payable (AP) Functional Analyst	Expert	Per Hour			
C10.4	SAP Accounts Payable (AP) Solution Architect	Expert	Per Hour			
C11	**SAP Authorisations Functional Analyst**					
C11.1	SAP Authorisations Functional Analyst	Senior	Per Hour			
C11.2	SAP Authorisations Functional Analyst	Principal	Per Hour			
C11.3	SAP Authorisations Functional Analyst	Expert	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C12	SAP BPC Solution Architect					
C12.1	SAP BPC Solution Architect	Senior	Per Hour			
C12.2	SAP BPC Solution Architect	Principal	Per Hour			
C12.3	SAP BPC Solution Architect	Expert	Per Hour			
C13	SAP BPC Techno-Functional Analyst					
C13.1	SAP BPC Techno – Functional Analyst	Senior	Per Hour			
C13.2	SAP BPC Techno – Functional Analyst	Principal	Per Hour			
C13.3	SAP BPC Techno – Functional Analyst	Expert	Per Hour			
C14	SAP Business Partner (BP) Functional Analyst					
C14.1	SAP Business Partner (BP) Functional Analyst	Senior	Per Hour			
C14.2	SAP Business Partner (BP) Functional Analyst	Principal	Per Hour			
C14.3	SAP Business Partner (BP) Solution Architect	Expert	Per Hour			
C15	SAP Case Management (CM) Functional Analyst					
C15.1	SAP Case Management (CM) Functional Analyst	Senior	Per Hour			
C15.2	SAP Case Management (CM) Functional Analyst	Principal	Per Hour			
C15.3	SAP Case Management (CM) Functional Analyst	Expert	Per Hour			
C16	SAP Contact Centre CRM Integrator Functional Analyst					
C16.1	SAP Contact Centre CRM Integrator Functional Analyst	Senior	Per Hour			
C16.2	SAP Contact Centre CRM Integrator Functional Analyst	Principal	Per Hour			
C17	SAP Contact Centre Telephony Functional Analyst					
C17.1	SAP Contact Centre Telephony Functional Analyst	Senior	Per Hour			

Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
Table C. Pricing for ERP Support Centre (ESC) Functions						
C17.2	SAP Contact Centre Telephony Functional Analyst	Principal	Per Hour			
C18	**SAP CRM Developer**					
C18.1	SAP CRM Developer	Senior	Per Hour			
C18.2	SAP CRM Developer	Principal	Per Hour			
C18.3	SAP CRM Developer	Expert	Per Hour			
C19	**SAP CRM Investigative Case Management (ICM) Functional Analyst**					
C19.1	SAP CRM Investigative Case Management (ICM) Functional Analyst	Senior	Per Hour			
C19.2	SAP CRM Investigative Case Management (ICM) Functional Analyst	Principal	Per Hour			
C20	**SAP CRM Service Management Functional Analyst**					
C20.1	SAP CRM Service Management Functional Analyst	Senior	Per Hour			
C20.2	SAP CRM Service Management Functional Analyst	Principal	Per Hour			
C21	**SAP EHS (Environment, Health & Safety) Contractor**					
C21.1	SAP EHS (Environment, Health & Safety) Contractor	Senior	Per Hour			
C21.2	SAP EHS (Environment, Health & Safety) Contractor	Principal	Per Hour			
C22	**SAP e-Services Functional Analyst**					
C22.1	SAP e-Services Functional Analyst	Senior	Per Hour			
C22.2	SAP e-Services Functional Analyst	Principal	Per Hour			
C22.3	SAP e-Services Solution Architect	Expert	Per Hour			
C23	**SAP FI Treasury Functional Analyst**					

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
C23.1	SAP FI Treasury Functional Analyst	Senior	Per Hour			
C23.2	SAP FI Treasury Functional Analyst	Principal	Per Hour			
C24	**SAP Finance (FI) Functional Analyst**					
C24.1	SAP Finance (FI) Functional Analyst	Senior	Per Hour			
C24.2	SAP Finance (FI) Functional Analyst	Principal	Per Hour			
C25	**SAP Folders Management (FM) Functional Analyst**					
C25.1	SAP Folders Management (FM) Functional Analyst	Senior	Per Hour			
C25.2	SAP Folders Management (FM) Functional Analyst	Principal	Per Hour			
C26	**SAP Geo-Enablement PM Functional Analyst**					
C26.1	SAP Geo-Enablement PM Functional Analyst	Senior	Per Hour			
C26.2	SAP Geo-Enablement PM Functional Analyst	Principal	Per Hour			
C27	**SAP Geo-Enablement REM Functional Analyst**					
C27.1	SAP Geo-Enablement (Geo.e) REM Functional Analyst	Senior	Per Hour			
C27.2	SAP Geo-Enablement (Geo.e) REM Functional Analyst	Principal	Per Hour			
C28	**SAP Geo-Enablement Case Functional Analyst**					
C28.1	SAP Geo-Enablement (Geo.e) Case Functional Analyst	Senior	Per Hour			
C28.2	SAP Geo Enablement (Geo.e) Case Functional Analyst	Principal	Per Hour			
C29	**SAP HANA Authorisations Functional Analyst**					
C29.1	SAP HANA Authorisations Functional Analyst	Senior	Per Hour			
C29.2	SAP HANA Authorisations Functional Analyst	Principal	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C29.3	SAP HANA Authorisations Functional Analyst	Expert	Per Hour			
C30	**SAP HANA SQL Developer**					
C30.1	SAP HANA SQL Developer	Senior	Per Hour			
C30.2	SAP HANA SQL Developer	Principal	Per Hour			
C31	**SAP HCM Payroll Functional Analyst**					
C31.1	SAP HCM Payroll Functional Analyst	Senior	Per Hour			
C31.2	SAP HCM Payroll Functional Analyst	Principal	Per Hour			
C32	**SAP HCM Talent Management Functional Analyst**					
C32.1	SAP HCM Talent Management Functional Analyst	Senior	Per Hour			
C32.2	SAP HCM Talent Management Functional Analyst	Principal	Per Hour			
C33	**SAP HCM Time Management Functional Analyst**					
C33.1	SAP HCM Time Management Functional Analyst	Senior	Per Hour			
C33.2	SAP HCM Time Management Functional Analyst	Principal	Per Hour			
C34	**SAP HCM Organisational Management Functional Analyst**					
C34.1	SAP HCM Organisational Management Functional Analyst	Senior	Per Hour			
C34.2	SAP HCM Organisational Management Functional Analyst	Principal	Per Hour			
C35	**SAP HCM Personnel Administration Functional Analyst**					
C35.1	SAP HCM Personnel Administration Functional Analyst	Senior	Per Hour			
C35.2	SAP HCM Personnel Administration Functional Analyst	Principal	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C36	**SAP HCM PCPS Functional Analyst**					
C36.1	SAP HCM PCPS Functional Analyst	Senior	Per Hour			
C36.2	SAP HCM PCPS Functional Analyst	Principal	Per Hour			
C37	**SAP HCM Integration Specialist**					
C37.1	SAP HCM Integration Specialist	Senior	Per Hour			
C37.2	SAP HCM Integration Specialist	Principal	Per Hour			
C38	**SAP IDM Contractor**					
C38.1	SAP IDM Contractor	Senior	Per Hour			
C38.2	SAP IDM Contractor	Principal	Per Hour			
C39	**SAP ISU Functional Analyst**					
C39.1	SAP ISU Functional Analyst	Senior	Per Hour			
C39.2	SAP ISU Functional Analyst	Principal	Per Hour			
C39.3	SAP ISU Functional Analyst	Expert	Per Hour			
C39.4	SAP ISU Solution Architect	Expert	Per Hour			
C40	**SAP Land Use Management (LUM) Functional Analyst**					
C40.1	SAP Land Use Management (LUM) Functional Analyst	Senior	Per Hour			
C40.2	SAP Land Use Management (LUM) Functional Analyst	Principal	Per Hour			
C40.3	SAP Real Estate Solution Architect	Expert	Per Hour			
C41	**SAP Materials Management (MM) Functional Analyst**					
C41.1	SAP Materials Management (MM) Functional Analyst	Senior	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C41.2	SAP Materials Management (MM) Functional Analyst	Principal	Per Hour			
C41.3	Scarce Skills Specialist SAP Materials Management (MM) Solution Architect	Expert	Per Hour			
C42	**SAP Mobile Functional Analyst**					
C42.1	SAP Mobile Functional Analyst	Senior	Per Hour			
C42.2	SAP Mobile Functional Analyst	Principal	Per Hour			
C42.3	SAP Mobile Functional Analyst	Expert	Per Hour			
C42.4	SAP Mobile Solution Architect	Expert	Per Hour			
C43	**SAP Plant Maintenance (PM) Functional Analyst**					
C43.1	SAP Plant Maintenance (PM) Functional Analyst	Senior	Per Hour			
C43.2	SAP Plant Maintenance (PM) Functional Analyst	Principal	Per Hour			
C43.3	SAP Plant Maintenance (PM) Functional Analyst	Expert	Per Hour			
C43.4	SAP Plant Maintenance (PM) Solution Architect	Expert	Per Hour			
C.44	**SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)**					
C44.1	SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)	Senior	Per Hour			
C44.2	SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)	Principal	Per Hour			
C45	**SAP Process Orchestration Developer**					
C45.1	SAP Process Orchestration Developer	Senior	Per Hour			
C45.2	SAP Process Orchestration Developer	Principal	Per Hour			
C45.3	SAP Process Orchestration Developer	Expert	Per Hour			
C46	**SAP Programme Manager**					

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C46.1	SAP Programme Manager	Senior	Per Hour			
C46.2	SAP Programme Manager	Principal	Per Hour			
C47	**SAP Project Manager**					
C47.1	SAP Project Manager	Senior	Per Hour			
C47.2	SAP Project Manager	Principal	Per Hour			
C48	**SAP Business Analyst**					
C48.1	SAP Business Analyst	Senior	Per Hour			
C48.2	SAP Business Analyst	Principal	Per Hour			
C49	**SAP Project Portfolio Management (PPM) Developer**					
C49.1	SAP Project Portfolio Management (PPM) Developer	Senior	Per Hour			
C49.2	SAP Project Portfolio Management (PPM) Developer	Principal	Per Hour			
C50	**SAP Project Portfolio Management (PPM) Functional Analyst**					
C50.1	SAP Project Portfolio Management (PPM) Functional Analyst	Senior	Per Hour			
C50.2	SAP Project Portfolio Management (PPM) Functional Analyst	Principal	Per Hour			
C50.3	SAP Project Portfolio Management (PPM) Functional Analyst	Expert	Per Hour			
C50.4	SAP Project Portfolio Management (PPM) Solution Architect	Expert	Per Hour			
C51	**SAP Project Systems (PS) Functional Analyst**					
C51.1	SAP Project Systems (PS) Functional Analyst	Senior	Per Hour			
C51.2	SAP Project Systems (PS) Functional Analyst	Principal	Per Hour			
C52	**SAP Real Estate Management (REM) Functional Analyst**					

Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
Table C. Pricing for ERP Support Centre (ESC) Functions						
C52.1	SAP Real Estate Management (REM) Functional Analyst	Senior	Per Hour			
C52.2	SAP Real Estate Management (REM) Functional Analyst	Principal	Per Hour			
C53	**SAP Software Development Architect**					
C53.1	SAP Software Development Architect	Principal	Per Hour			
C53.2	SAP Software Development Architect	Expert	Per Hour			
C54	**SAP SOLMAN Functional Analyst**					
C54.1	SAP SOLMAN Functional Analyst	Senior	Per Hour			
C54.2	SAP SOLMAN Functional Analyst	Principal	Per Hour			
C54.3	SAP SOLMAN Functional Analyst	Expert	Per Hour			
C54.4	SAP SOLMAN Solution Architect	Expert	Per Hour			
C55	**SAP Workflow Developer**					
C55.1	SAP Workflow Developer	Senior	Per Hour			
C55.2	SAP Workflow Developer	Principal	Per Hour			
C56	**SAPUI5 Developer**					
C56.1	SAPUI5 Developer	Senior	Per Hour			
C56.2	SAPUI5 Developer	Principal	Per Hour			
C57	**User Experience (UX) Functional Analyst**					
C57.1	User Experience (UX) Functional Analyst	Senior	Per Hour			
C57.2	User Experience (UX) Functional Analyst	Principal	Per Hour			
C58	**SAP Trainer**					
C58.1	SAP Trainer	Senior	Per Hour			

Role	Function/Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
Table C. Pricing for ERP Support Centre (ESC) Functions						
C58.2	SAP Trainer	Principal	Per Hour			
C59	**SAP Security Specialist**					
C59.1	SAP Security Specialist	Principal	Per Hour			
C59.2	SAP Security Specialist	Expert	Per Hour			
C60	**SAP Analytics Cloud (SAC) Functional Analyst**					
C60.1	SAP Analytics Cloud (SAC) Functional Analyst	Senior	Per Hour			
C60.2	SAP Analytics Cloud (SAC) Functional Analyst	Principal	Per Hour			
C61	**SAP Case Management Developer**					
C61.1	SAP Case Management Developer	Senior	Per Hour			
C61.2	SAP Case Management Developer	Principal	Per Hour			
C62	**SAP HCM Solution Architect**					
C62.1	SAP HCM Solution Architect	Principal	Per Hour			
C63	**SAP Migration Specialist**					
C63.1	SAP Migration Specialist	Senior	Per Hour			
C63.2	SAP Migration Specialist	Principal	Per Hour			
C64	**OData Developer**					
C64.1	OData Developer	Senior	Per Hour			
C64.2	OData Developer	Principal	Per Hour			
C65	**SAP Geo-Enablement Framework Developer**					
C65.1	SAP Geo-Enablement Framework Developer	Senior	Per Hour			
C65.2	SAP Geo-Enablement Framework Developer	Principal	Per Hour			
C65.3	SAP Geo-Enablement Framework Developer	Expert	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
C66	**SAP HANA Analytics Functional Analyst**					
C66.1	SAP HANA Analytics Functional Analyst	Senior	Per Hour			
C66.2	SAP HANA Analytics Functional Analyst	Principal	Per Hour			
C67	**SAP HANA Solution Architect**					
C67.1	SAP HANA Solution Architect	Expert	Per Hour			

CATEGORY D: GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule (13) Specification(s), clause 13.4. Tenderers must respond here with the rate per unit specified for the function/role as specified in this table.

Table D. Pricing for Geographic Information Systems (GIS) Functions						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
D01.1	GIS Developer	Senior	Per Hour			
D01.2	GIS Specialist/Technician/Analyst	Senior	Per Hour			
D01.3	GIS System and Solution Design Architect	Principal	Per Hour			
D01.4	Business Analyst	Senior	Per Hour			
D01.5	Project Manager	Senior	Per Hour			

CATEGORY E: INFRASTRUCTURE

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule (13) Specification(s), clause 13.5. Tenderers must respond here with the rate per unit specified for the function/role as specified in this table.

Table E. Pricing for Infrastructure Functions						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
E01	**IBM Engineer**					
E01.1	IBM SAN Engineer	Senior	Per Hour			
E01.2	IBM SAN Engineer	Principal	Per Hour			
E02	**Lenovo Systems Engineer**					
E02.1	Lenovo Systems Engineer	Senior	Per Hour			
E02.2	Lenovo Systems Engineer	Principal	Per Hour			
E03	**Linux System Engineer**					
E03.1	Linux System Engineer	Senior	Per Hour			
E03.2	Linux System Engineer	Principal	Per Hour			
E04	**Microsoft SharePoint Administrator**					
E04.1	Microsoft SharePoint Administrator	Senior	Per Hour			
E04.2	Microsoft SharePoint Administrator	Principal	Per Hour			
E05	**Microsoft Windows Server Engineer**					
E05.1	Microsoft Windows Server Engineer	Senior	Per Hour			
E05.2	Microsoft Windows Server Engineer	Principal	Per Hour			
E06	**Cloud Engineers**					
E06.1	Cloud Engineers	Senior	Per Hour			
E06.2	Cloud Engineers	Principal	Per Hour			
E07	**Oracle Database Administration**					

Table E. Pricing for Infrastructure Functions						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
E07.1	Oracle Database Administrator	Senior	Per Hour			
E07.2	Oracle Database Administrator	Principal	Per Hour			
E08	**SAP Basis Administration**					
E08.1	SAP Basis Administrator	Senior	Per Hour			
E08.2	SAP Basis Administrator	Principal	Per Hour			
E9	**SAP HANA Administration**					
E09.1	SAP HANA Systems Administrator	Senior	Per Hour			
E09.2	SAP HANA Systems Administrator	Principal	Per Hour			
E.10	**Enterprise ERP Solutions**					
E10.1	ERP Solution Architect	Senior	Per Hour			
E10.2	ERP Solution Architect	Principal	Per Hour			
E.10.3	ERP Solution Architect	Expert/Scarce skill	Per Hour			
E11	**Security Operations Analyst**					
E11.1	Security Operations Analyst	Senior	Per Hour			
E11.2	Security Operations Analyst	Principal	Per Hour			
E12	**Data Loss Protection**					
E12.1	Data Loss Protection administrator	Senior	Per Hour			
E12.2	Data Loss Protection administrator	Principal	Per Hour			
E13	**Application delivery controller and Web Application Firewall Management (ADC&WAF)**					
E13.1	ADC & WAF Engineer	Senior	Per Hour			
E13.2	ADC & WAF Engineer	Principal	Per Hour			

Table E. Pricing for Infrastructure Functions						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
E.14	**Cloud Engineers**					
E14.1	Cloud Security Engineer	Senior	Per Hour			
E14.2	Cloud Security Engineer	Principal	Per Hour			
E15	**Public Key Infrastructure (PKI) Systems Engineer**					
E15.1	Public Key Infrastructure (PKI) Systems Engineer	Senior	Per Hour			
E15.2	Public Key Infrastructure (PKI) Systems Engineer	Principal	Per Hour			
E16	**Information Security Solution Architect**					
E16.1	Information Security Solution Architect	Senior	Per Hour			
E16.2	Information Security Solution Architect	Principal	Per Hour			
E.17.	**Infrastructure Project Managers**					
E17.1	Infrastructure Project Manager	Senior	Per Hour			
E.17.2	Infrastructure Project Manager	Principal	Per Hour			
E18	**Technical Writers**					
E18.1	Technical writer	Senior	Per Hour			
E18.2	Technical writer	Principal	Per Hour			
E19	**Architect**					
E19.1	Infrastructure Architect	Principal	Per Hour			
E20	**Architect**					
E20.1	Technology Architect	Principal	Per Hour			

CATEGORY F: TELECOMMUNICATION

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule (13) Specification(s), clause 13.6. Tenderers must respond here with the rate per unit specified for the function/role as specified in this table.

Table F. Telecommunication						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
F01.1	Data Network and Infrastructure Planner	Intermediate	Per hour			
F01.2	Data Network and Infrastructure Planner	Senior	Per hour			
F01.3	Data Network and Infrastructure Planner	Principal	Per hour			
F02.1	Network Engineer	Junior	Per hour			
F02.2	Network Engineer	Intermediate	Per hour			
F02.3	Network Engineer	Senior	Per hour			
F02.4	Network Engineer	Principal	Per hour			
F03.1	Network Security Engineer	Junior	Per hour			
F03.2	Network Security Engineer	Intermediate	Per hour			
F03.3	Network Security Engineer	Senior	Per hour			
F03.4	Network Security Engineer	Principal	Per hour			
F04.1	Business Analyst - Telecommunication	Principle	Per hour			
F05.1	Technician OSP	Senior	Per hour			
F06.1	Planner (Civils and Fibre)	Intermediate	Per hour			
F06.2	Planner (Civils and Fibre)	Senior	Per hour			
F07.1	Technician OSP Construction (Civils and Fibre)	Intermediate	Per Hour			
F07.2	Technician OSP Construction (Civils and Fibre)	Senior	Per Hour			
F08.1	Technician Facilities Construction - Telecommunication	Intermediate	Per Hour			

Table F. Telecommunication						
Role	**Function/Role**	**Level**	**Unit**	**Rate for Year 1 (Excl. VAT)**	**Rate for Year 2 (Excl. VAT)**	**Rate for Year 3 (Excl. VAT)**
F08.2	Technician Facilities Construction - Telecommunication	Senior	Per Hour			
F09.1	Safety Officer - Telecommunications	Intermediate	Per Hour			
F09.2	Safety Officer - Telecommunications	Senior	Per Hour			
F09.3	Safety Officer - Telecommunications	Principal	Per Hour			
F10.1	Project Administrator	Senior	Per Hour			
F11.1	Project Coordinator	Senior	Per Hour			
F12.1	Project Manager	Senior	Per Hour			

INITIALS OF CITY OFFICIALS		
1	**2**	**3**

(6) SUPPORTING SCHEDULES

Schedule 1: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms _____, of the authorised entity _____, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.

2. By signing this schedule the partners to the partnership/joint venture/ consortium:

    2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;

    2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:

    Account Holder: _____

    Financial Institution: _____

    Branch Code: _____

    Account No.: _____

    2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.

    2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature…………………………….... Name…………………………………… Designation………………………….....
		Signature…………………………….... Name…………………………………… Designation………………………….....
		Signature…………………………….... Name…………………………………… Designation………………………….....
		Signature…………………………….... Name…………………………………… Designation………………………….....

Note: A copy of the Joint Venture Agreement shall be appended to List of other documents attached by tenderer schedule.

Schedule 2: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1.   Are you by law required to prepare annual financial statements for auditing ? (Please mark with X)

YES		NO	

    1.1   If YES, submit audited annual financial statements:

(i)   for the past three years, or
(ii)   since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of other documents attached by tenderer** schedule.

2.   Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? (Please mark with X)

YES		NO	

    2.1   If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

    2.2   If YES, provide particulars:

_____
_____
_____
_____

3.   Has any contract been awarded to you by an organ of state during the past five (5) years? (Please mark with X)

YES		NO	

3.1   If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of other documents attached by tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4.   Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion

and whether any portion of payment from the CCT is expected to be transferred out of the Republic? (Please mark with X)

YES		NO	

4.1   If YES, furnish particulars below

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

_____   _____
Signature
Print name: Date
On behalf of the tenderer (duly authorised)

Schedule 3:
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Definitions

The following definitions shall apply to this schedule:

(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).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1.   POINTS AWARDED FOR PRICE

3.1.1   THE 90/10 PREFERENCE POINT SYSTEMS

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

90/10

$$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps   =   Points scored for price of tender under consideration

Pt   =   Price of tender under consideration

Pmin   =   Price of lowest acceptable tender

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

3.2.1.   Not applicable to this 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 allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Race	10	

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 4.1 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: …………………………………………………

…………………………………………………

…………………………………………………

…………………………………………………

For official use.		
SIGNATURE OF CITY OFFICIALS AT TENDER OPENING		
1.	2.	3.

Schedule 4: Declaration of Interest – State Employees (MBD 4 amended)

1.   No bid will be accepted from:
  1.1 persons in the service of the state[1], or
  1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
  1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town during the twelve months after the City employee has left the employ of the City, or
  1.4   from an entity who has employed a former City employee who was at a level of T14 of higher at the time of leaving the City's employ and involved in any of the City's bid committees for the bid submitted, if:
    1.4.1   the City employee left the City's employment voluntarily, during a period of 12 months after the City employee has left the employ of the City;
    1.4.2   the City employee left the City's employment whilst facing disciplinary action by the City, during a period of 24 months after the City employee has left the employ of the City, or any other period prescribed by applicable legislative provisions, after having left the City's employ.
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 tenderer 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 tenderer or his or her representative:…………………………………………....
  .2   Identity Number:……………………………………………………………………………………

  3.3   Position occupied in the Company (director, trustee, shareholder[2])………………………

  3.4   Company or Close Corporation 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 ………………………………………………………………….

  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 tenderer 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 …………………………………………………………

3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the City of Cape Town in the past twelve months? **YES / NO**

3.15.1 If yes, furnish particulars …………………………………………………………

3.16 Do you have any employees who was in the service of the City of Cape Town at a level of T14 or higher at the time they left the employ of the City, and who was involved in any of the City's bid committees for this bid? **YES / NO**

3.16.1 If yes, furnish particulars …………………………………………………………

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

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

_____   _____
Signature
Print name: Date
On behalf of the tenderer (duly authorised)

[1]MSCM 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) an executive 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.

Schedule 5: Conflict of Interest Declaration

1.   The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. (Please mark with X)

YES		NO	

   1.1   If yes, the tenderer is required to set out the particulars in the table below:

2.   The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

   2.1   any inducement or reward to the CCT for or in connection with the award of this contract; or

   2.2   any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. (Please mark with X)

YES		NO	

   If yes, the tenderer is required to set out the particulars in the table below:

Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the City of Cape Town, please contact the following:

the City's anti-corruption hotline at 0800 32 31 30 (toll free)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

_____   _____
Signature
Print name: Date
On behalf of the tenderer (duly authorised)

Schedule 6: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 0f 2003, and attach it to this schedule.

1   **The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:**

   a)   abused the municipality's / municipal entity's supply chain management system or committed any fraudulent conduct in relation to such system;
   b)   been convicted for fraud or corruption during the past five years;
   c)   willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   d)   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) or Database of Restricted Suppliers.

2   **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
2.1	**Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?** (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
2.1.1	If so, furnish particulars:		
2.2	Is the tenderer or any of its directors/members 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) or Database of Restricted Suppliers? **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.**	Yes ☐	No ☐
2.2.1	If so, furnish particulars:		
2.3	Was the tenderer or any of its directors/members 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 ☐
2.3.1	If so, furnish particulars:		

Item	Question	Yes	No
2.4	Does the tenderer 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 ☐
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the tenderer 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 ☐
2.7.1	If so, furnish particulars:		

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, , restriction of the tenderer or the exercise by the employer of any other remedies available to it.

_____   _____
Signature
Print name: Date
On behalf of the tenderer (duly authorised)

Schedule 7: Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town

To: THE CITY MANAGER, CITY OF CAPE TOWN

From: _____
                (Name of tenderer)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CITY OF CAPE TOWN

The tenderer:

a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and

b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and

c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;

d) The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Physical **Business** address(es) of the tenderer	Municipal Account number(s)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical **residential** address of Director / Member / Partner	Municipal Account number(s)

_____   _____
Signature
Print name: Date
On behalf of the tenderer (duly authorised)

Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

Not applicable to this tender

Schedule 9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this **TENDER NO: 401S/2022/23 – PROVISION OF ICT PROFFESSIONAL SERVICES** in response to the tender invitation made by THE CITY OF CAPE TOWN, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of :_____ (Name of tenderer)

That:

1.	I have read and I understand the contents of this Certificate;
2.	I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3.	I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4.	Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5.	For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
    (a)	has been requested to submit a tender in response to this tender invitation;
    (b)	could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
    (c)	provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.

6.	The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[1] will not be construed as collusive price quoting.

7.	In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a)	prices;
    (b)	geographical area where product or service will be rendered (market allocation);
    (c)	methods, factors or formulas used to calculate prices;
    (d)	the intention or decision to submit or not to submit a tender;
    (e)	the submission of a tender which does not meet the specifications and conditions of the tender; or
    (f)	tendering with the intention not to win the contract.

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 tender invitation relates.
9.	The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10.	I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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, Act 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

_____   _____
Signature   **Date**

_____
Name (PRINT)
(For and on behalf of the Tenderer (duly authorised))

(**[1] Consortium: 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.**)

Schedule 10: Price Basis for Imported Resources

Not applicable to this tender

Schedule 11: List of other documents attached by tenderer

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
The tenderer has attached to this schedule, the following additional documentation:		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

_____   _____
Signature
Print name: Date
On behalf of the tenderer (duly authorised)

Schedule 12: Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER: . . . .

Schedule 13A: Information to be provided with the tender

The following information MUST be provided with the Tender:

FUNCTIONALITY REQUIREMENTS Clause 2.2.1.1.3:

Supporting proof/evidence to substantiate functionality requirements to **category A** must be appended in this schedule 13A.

Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR Staff roll on forms/contact which must state type of resource and period.
Evidence/proof pertaining to

- Track Record and Experience in Supplying Microsoft Developers.
- Track Record and Experience in Supplying OpenSource Developers.
- Track Record and Experience in Supplying Functional Resources (Testers, Project Administrators, Quality Assurance, SQL Database Administrators).
- Track Record and Experience in Supplying Project Managers.
- Track Record and Experience in Supplying Business Analysts.
- Track Record and Experience in Supplying IT Change Managers.

For evaluation purposes, tenderers are to submit the above mentioned evidence with the tender submission on or before the closing of the tender (to be appended to Schedule 13A).

Failure to submit proof/evidence with the bid submission will render tenderer **non-responsive.**

__SIGNED ON BEHALF OF TENDERER__: . . . .

Schedule 13B: Information to be provided with the tender

The following information MUST be provided with the Tender:

FUNCTIONALITY REQUIREMENTS Clause 2.2.1.1.3:

Supporting proof/evidence to substantiate functionality requirements to **category B** must be appended in this schedule 13B.

- Please provide evidence in the form contracts with clients showing the number of years applicable
- Provide evidence of the SLA

For evaluation purposes, bidders must submit the above mentioned evidence with the tender submission on or before closing of the tender (to be appended attached to Schedule 13B).

Failure to submit proof with the bid submission will render the tenderer **non-responsive.**

<u>**SIGNED ON BEHALF OF TENDERER**</u>:   . . . .

Schedule 13C: Information to be provided with the tender

The following information MUST be provided with the Tender:

FUNCTIONALITY REQUIREMENTS Clause 2.2.1.1.3:

Supporting proof/evidence to substantiate functionality requirements to **category C** must be appended in this schedule 13C.

Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR Staff roll on forms/contact which must state type of resource and period.
Proof pertaining to
• Track Record and Experience in Supplying SAP Developers.
• Track Record and Experience in Supplying Functional Resources.
• Track Record and Experience in Supplying Project Managers.
• Track Record and Experience in Supplying Change & Training Managers.

For evaluation purposes, tenderers are to submit the above mentioned evidence with the tender submission on or before the closing of the tender (to be appended to Schedule 13C).

Failure to submit proof with the bid submission will render the tenderer **non-responsive.**

SIGNED ON BEHALF OF TENDERER: . . . .

Schedule 13D: Information to be provided with the tender

The following information MUST be provided with the Tender:

FUNCTIONALITY REQUIREMENTS Clause 2.2.1.1.3:

Supporting proof/evidence to substantiate functionality requirements to **category D** must be appended in this schedule 13D.

Reference letter on official letterhead from the organisation where they list the type of resources that were supplied and the period. OR Staff roll on forms/contact which must state type of resource and period.
Proof pertaining to;
- Track Record and Experience in Supplying GIS Developers.
- Track Record and Experience in Supplying GIS Technicians / specialists / Analysts.
- Track Record and Experience in Supplying Project Managers.
- Track Record and Experience in Supplying Business Analysts.

For evaluation purposes, tenderers are to submit the above mentioned evidence with the tender submission on or before the closing of the tender (to be appended to Schedule 13D).

Failure to submit proof with the bid submission will render the tenderer **non-responsive.**

SIGNED ON BEHALF OF TENDERER: . . . .

Schedule 13E: Information to be provided with the tender

The following information MUST be provided with the Tender:

FUNCTIONALITY REQUIREMENTS Clause 2.2.1.1.3:

Supporting proof/evidence to substantiate functionality requirements to **category F** must be appended in this schedule 13E..
Proof pertaining to;

- Comparable size of client(s): Supply telecommunication the following information to demonstrate ability as per requirement.

Company name	Contact person	Period of contract	Contract value	List of resources provided

- Operational experience: **PRINCIPAL BUSINESS ANALYST PROFESSIONAL** , Please provide CV's of resources available within your resources pool that meets the job description as per F04.1 of (13) specification(s).

- Operational experience: **SENIOR NETWORK SECURITY ENGINEER PROFFESIONAL**, Please provide CV's of resources pool that meets the job description as per F03.3 of (13) specification(s).

For evaluation purposes, tenderers are to submit the above mentioned evidence with the tender submission on or before the closing of the tender (to be appended to Schedule 13E).

Failure to submit proof with the bid submission will render the tenderer **non-responsive**.

SIGNED ON BEHALF OF TENDERER: . . . .

Schedule 13F: Information to be provided with the tender

The following information shall be provided with the Tender as part of the returnable documents as stipulated in section (2) Conditions of Tender:

SCHEDULE 13F VENDOR DECLARATION

I affirm that the business named above is not a/an:

1. Personal Service Provider (PSP), where a PSP means:

1.1. any company or trust, where any service rendered on behalf of such company or trust is rendered personally by any person who is a connected person in relation to such company or trust and:

1.2. such person would be regarded as an employee of such client if such service was rendered by such person directly to such client, other than on behalf of such company or trust; or

1.3. where those duties must be performed mainly at the premises of the client, such person or such

1.4. company or trust is subject to the control or supervision of such client as to the manner in which he duties are performed or are to be performed in rendering such service; or

1.5. where more than 80 per cent of the income of such company or trust during the year of assessment from services rendered consists of or is likely to consist of amounts received directly or indirectly from any one client of such company or trust, or any associated institution in relation to such client,

1.6. except where such company or trust throughout the year of assessment, employs three or more full time employees who are on a full time basis engaged in the business of such company or trust of rendering any such service, other than any employee who is a shareholder or member of the company or trust or is a connected person in relation to such person; or

2. Labour Broker, where a labour broker means:

2.1. Any natural person who conducts or carries on any business whereby such person for reward provides a client of such business with other persons to render a service or perform work for such client, or procures such other persons for the client, for which services or work such other persons are remunerated by such person.

I do hereby solemnly declare and certify that the contents of this affidavit are true and correct to the best of my knowledge and consider it binding on my conscience.

I accept the above Vendor Affidavit: YES_____ NO_____

_____
Signature Date

Place: _____

Designation: _____

For (Service Provider): _____

TENDER DOCUMENT **GOODS AND SERVICES**	CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT	

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TENDER NO: 401S/2022/23

TENDER DESCRIPTION: PROVISION ICT PROFESSIONAL SERVICES

CONTRACT PERIOD: FROM CONTRACT COMMENCEMENT TO 30 JUNE 2027

VOLUME 3: DRAFT CONTRACT

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

VOLUME 3: DRAFT CONTRACT
(7) SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this Contract:

1. Definitions

Delete Clause 1.15 and substitute with the following

1.15   The word 'Goods' is to be replaced everywhere it occurs in the GCC with the phrase 'Goods and / or Services' which means all of the equipment, machinery, materials, services, products, consumables, etc. that the supplier is required to deliver to the purchaser under the contract. This definition shall also be applicable, as the context requires, anywhere where the words "supplies" and "services" occurs in the GCC.

Delete Clause 1.19 and substitute with the following

1.19   The word 'Order' is to be replaced everywhere it occurs in the GCC with the words 'Purchase Order' which means the official purchase order authorised and released on the purchaser's SAP System

Delete Clause 1.21 and substitute with the following:

1.21   'Purchaser' means the **City of Cape Town**. The address of the Purchaser is **12 Hertzog Boulevard, Cape Town, 8001**.

Add the following after Clause 1.25:

1.26   'Supplier' means any provider of goods and / or services with whom the contract is concluded

1.27   "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites

1.28   The following definition and abbreviations is specific to this tender.

"Employee"	A person who works for or renders services to any other person is presumed, regardless of the form of the contract, to be an employee if any one or more of the following factors are present: - the manner in which the person works is subject to the control or direction of another person; - a person's hours of work are subject to the control or direction of another person; - in the case of a person who works for an organization, the person forms part of that organization; - the person has worked for that other person for an average of at least forty hours per month over the last three months; - the person is economically dependent on the other person for whom he or she works or renders services; - the person is provided with tools of trade or work equipment by the other person; - and the person only works for or renders services to one person.

"Consultant"	A Consultant's role is to evaluate a client's needs and provide expert advice and opinion on what needs to be done. Generally, a Consultant is a self-employed independent businessperson who has a special field of expertise or skill. The consultant provides professional or expert opinion, advice or services regarding information or materials in his or her field of knowledge or training to assist others in making decisions or in performing tasks.
"Contractor"	A contractor's role is generally to evaluate the client's needs and actually perform the work. A Contractor is a self-employed independent businessperson who agrees (contracts) to do work for another usually for a fixed price and or period .
"Parties"	Means the CITY and the Service Provider.
"Project"	The work to be performed by the Service Provider as more fully stipulated in the Job Description to achieve a particular aim.
"Person", "Contractor", "Resource" and "Specialist"	All have an interchangeable, corresponding meaning as "Skill".
"Services"	Those tasks directly related to the Project as stipulated in the Job Description, to be rendered by the Service Provider, to the CITY.
"Service provider" and / or "Tenderer"	Any respondent, agency, supplier, enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person (natural or juristic), which has been invited by City of Cape Town to submit a bid in response to this Tender.
"Skill"	means a natural person / human resource that has specific skills needed by the City and provided by a skills provider in terms of a contract that will be concluded in terms of this Bid.

1.29   **Acronyms**

The following acronyms and abbreviations are used in this information and must be similarly used in the information submitted in response and shall have the meaning ascribed thereto below.

Term	Definition
CV	Curriculum Vitae (note: no CV is to be submitted with this tender submission. CVs will be requested after award.)
EE	Employment Equity
ICT	Information and Communication Technology
IT	Information Technology
IS&T	Information Systems & Technology (The IT Directorate)

3. General Obligations

Delete Clause 3.2 in its entirety and replace with the following clauses.

3.2   The parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.

3.3   All parties in a joint venture or consortium shall be jointly and severally liable to the purchaser in terms of this contract and shall carry individually the minimum levels of insurance stated in the contract, if any.

3.4   The parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the delivery of the goods and give all notices and pay all charges required by such authorities.

3.4.1   The parties agree that this contract shall also be subject to the CCT's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised, **save that if the Employer adopts a new SCM Policy which contemplates that any clause therein would apply to the contract emanating from this tender, such clause shall also be applicable to that contract**. Please refer to this document contained on the CCT's website.

3.4.2   Abuse of the supply chain management system is not permitted and may result in cancellation of the contract, restriction of the supplier, and/or the exercise by the City of any other remedies available to it as described in the SCM Policy.

3.5   The **supplier/service provider** shall:

3.5.1   Arrange for the documents listed below to be provided to the Purchaser/City prior to the issuing of the order:

    a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee
    b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11)
    c) Initial delivery programme
    d) Other requirements as detailed in the tender documents

3.5.2   Only when notified of the acceptance of the bid by the issuing of the order, the supplier shall commence with and carry out the delivery of the goods in accordance with the contract, to the satisfaction, of the purchaser

3.5.3   Provide all of the necessary materials, labour, plant and equipment required for the delivery of the goods including any temporary services that may be required

3.5.4   Insure his workmen and employees against death or injury arising out of the delivery of the goods

3.5.5   Be continuously represented during the delivery of the goods by a competent representative duly authorised to execute instructions;

3.5.6   In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy

3.5.7   Comply with all written instructions from the purchaser subject to clause 18

3.5.8   Complete and deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21

3.5.9   Make good at his own expense all incomplete and defective goods during the warranty period

3.5.10 Pay to the purchaser any penalty for delay as due on demand by the purchaser. The supplier hereby consents to such amounts being deducted from any payment to the supplier.

3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.

3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.

3.5.13 Deliver the goods in accordance with the contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.

3.6   The **purchaser** shall:

3.6.1   Issue orders for the goods required under this Contract. No liability for payment will ensue for any work done if an official purchase order has not been issued to the supplier.

3.6.2   Make payment to the **supplier/service provider** for the goods as set out herein.

3.6.3   Take possession of the goods upon delivery by the supplier.

3.6.4   Regularly inspect the goods to establish that it is being delivered in compliance with the contract.

3.6.5   Give any instructions and/or explanations and/or variations to the supplier including any relevant advice to assist the supplier to understand the contract documents.

3.6.6   Grant or refuse any extension of time requested by the supplier to the period stated in clause 10.

3.6.7   Inspect the goods to determine if, in the opinion of the purchaser, it has been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.

3.6.8   Brief the supplier and issue all documents, information, etc. in accordance with the contract.

5. Use of contract documents and information; inspection, copyright, confidentiality, etc.

Add the following after clause 5.4:

5.5   Copyright of all documents prepared by the supplier in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to contract shall be vested in the purchaser. Where copyright is vested in the supplier, the purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the contract and need not obtain the supplier's permission to copy for such use. Where copyright is vested in the purchaser, the supplier shall not be liable in any way for the use of any of the information other than as originally intended for the contract and the purchaser hereby indemnifies the supplier against any claim which may be made against him by any party arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the supplier and paid for by the purchaser shall, after payment, vest with the purchaser

5.6   Publicity and publication
The supplier shall not release public or media statements or publish material related to the services or contract within two (2) years of completion of the services without the written approval of the purchaser, which approval shall not be unreasonably withheld.

5.7   Confidentiality
Both parties shall keep all information obtained by them in the context of the contract confidential and shall not divulge it without the written approval of the other party.

5.8   Intellectual Property

5.8.1   The supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Employer.

5.8.2   The supplier hereby assigns to the Employer, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the contract, unless the Parties expressly agree otherwise in writing.

5.8.3   The supplier shall, and warrants that it shall:

5.8.3.1 not be entitled to use the Employer's Intellectual Property for any purpose other than as contemplated in this contract;

5.8.3.2 not modify, add to, change or alter the Employer's Intellectual Property, or any information or data related thereto, nor may the supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Employer;

5.8.3.3 not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Employer;

5.8.3.4 comply with all reasonable directions or instructions given to it by the Employer in relation to the form and manner of use of the Employer Intellectual Property, including without limitation, any brand guidelines which the Employer may provide to the supplier from time to time;

5.8.3.5 procure that its employees, directors, members and contractors comply strictly with the provisions of clauses 5.8.3.1 to 5.8.3.3 above;

unless the Employer expressly agrees thereto in writing after obtaining due internal authority.

5.8.4 The supplier represents and warrants to the Employer that, in providing goods, services or both, as the case may be, for the duration of the contract, it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Employer from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the supplier of any third party's Intellectual Property rights.

5.8.5 In the event that the contract is cancelled, terminated, ended or is declared void, any and all of the Employer's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Employer by the supplier and no copies thereof shall be retained by the supplier unless the Employer expressly and in writing, after obtaining due internal authority, agrees otherwise.

7. Performance Security

'Not Applicable. Tenderers must disregard **Form of Guarantee / Performance Security** and are not required to complete the form.

8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organisation acting on behalf of the purchaser.

10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The time for delivery of the goods shall be the date as stated on the order. Orders for the supply and delivery of goods may be raised up until the expiry of a framework agreement bid, provided that the goods can be delivered within 30 days of expiry of the framework contract. All orders, other than for the supply and delivery of goods, must be completed prior to the expiry of the contract period.

10.2 The purchaser shall determine, in its sole discretion, whether the goods have been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the purchaser determines that the goods have been satisfactorily delivered, the purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of acceptance of the goods.

11. Insurance

Add the following after clause 11.1:

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

a)   Public liability insurances, in the name of the supplier, covering the supplier and the purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **R20 million** for any single claim**;**

b) Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the supplier,

comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;

c) Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993**.** This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the bidder's broker or the insurance company itself (see **Proof of Insurance / Insurance Broker's Warranty** section in document for a pro forma version).

d) Professional indemnity insurance providing cover in an amount of not less than R5 million in respect of each and every claim during the contract period.

In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the CCT will retain its right of recourse against the supplier.

11.3   The supplier shall be obliged to furnish the CCT with proof of such insurance as the CCT may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the **Proof of Insurance / Insurance Broker's Warranty** section of the document or copies of the insurance policies.

15. Warranty

Add to Clause 15.2:

15.2   This warranty for this contract shall remain valid for **six (6) months** after the goods have been delivered. Not applicable.

16. Payment

Delete Clause 16.1 in its entirety and replace with the following:

16.1   Payment of invoices will be made within 30 days of receiving the relevant invoice or statement, unless otherwise prescribed for certain categories of expenditure or specific contractual requirements in accordance with any other applicable policies of the City. All completed invoices for goods and services will be paid on a weekly basis and construction related invoices will be paid daily.

Notwithstanding anything contained above, the City shall not be liable for payment of any invoice that pre dates the date of delivery of any goods or services, or the date of certification for construction works.

Should the processing of a payment be delayed due to the late submission of documentation, any penalties imposed will be for the account of the functional business area. Any queries will also be referred to such line department.

No official shall commit Council to making a payment outside the scheduled payment terms

Delete Clause 16.2 in its entirety and replace with the following:

16.2   The supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

Add the following after clause 16.4

16.5   Notwithstanding any amount stated on the order, the supplier shall only be entitled to payment for goods actually delivered in terms of the Project Specification and Drawings, or any variations in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the purchaser.

The CCT is not liable for payment of any invoice that pre-dates the date of delivery of the goods.

16.6   The purchaser will only make advanced payments to the supplier in strict compliance with the terms and details as contained on **Proforma Advanced Payment Guarantee** and only once the authenticity of such guarantee has been verified by the City's Treasury Department.

17. Prices

Add the following after clause 17.1

17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

17.3 If as a result of any extension of time granted the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

17.4 The prices for the goods delivered and services performed shall be subject to contract price adjustment and the following conditions will be applicable: **Contract price adjustment is not applicable to this tender.**

17.5 If price adjustment for variations in the cost of plant and materials imported from outside of South Africa is provided for in the contract, such adjustment shall be based on the information contained on the schedule titled "**Price Basis for Imported Resources**" and as below. For the purposes of this clause the Rand value of imported Plant and Materials inserted on the schedule titled "**Price Basis for Imported Resources**" (column (F)) shall be the value in foreign currency (column (A)) converted to South African Rand (column (C)) by using the closing spot selling rate quoted by **CCT's** main banker, NEDBANK, on the Base Date (seven calendar days before tender closing date) rounded to the second decimal place (column(B)), to which shall be added any Customs Surcharge and Customs Duty applicable at that date (columns (D) and (E)).

17.5.1 Adjustment for variations in rates of exchange:

(a) The value in foreign currency inserted in column (A) shall be subject to clause (h) below when recalculating the Rand value.

(b) The rate of exchange inserted in column (B) shall be the closing spot selling rate quoted by Council's main banker, NEDBANK, on the Base Date, rounded to the second decimal place, subject to sub-paragraph (c) below.

(c) If the rate of exchange inserted by the Tenderer differs from the NEDBANK rate referred to above, then the NEDBANK rate shall apply and the Rand value in columns (C) and (F) shall be recalculated accordingly, without altering the price in the Price Schedule for the relevant items.

(d) If a tender from a supplier or sub-contractor provides for variations in rates of exchange, the Supplier may **only** claim for variations in rates of exchange if he binds the supplier or sub-contractor to the same provision to take out forward cover as described in sub-paragraph (e) below.

(e) The Supplier (or sub-contractor) shall within five working days from the date of placing a firm order on an overseas supplier, cover or recover forward by way of a contract with a bank which is an authorised foreign exchange dealer, the foreign exchange component of the cost of any imported Plant and Materials inserted by the Tenderer on the scheduled titled "**Price Basis for Imported Resources**".

(f) When the Supplier (or sub-contractor) so obtains forward cover, the Supplier shall immediately notify the CCT of the rate obtained and furnish the CCT with a copy of the foreign exchange contract note.

(g) Based on the evidence provided in sub-paragraph (f) above, the value in Rand inserted in column (C) of on the schedule titled "**Price Basis for Imported Resources** "shall be recalculated using the forward cover rate obtained, and any increase or decrease in the Rand value defined in this clause shall be adjusted accordingly, subject to sub-paragraph (h) below.

(h) The adjustments shall be calculated upon the value in foreign currency in the Supplier's (or sub-contractor's) **forward cover contract**, provided that, should this value exceed the value in foreign currency inserted in column (A) of on the schedule titled "**Price Basis for Imported Resources**", then the value in column (A) shall be used.

17.5.2 Adjustment for variations in customs surcharge and customs duty

(a) Any increase or decrease in the Rand value between the amounts of Customs Surcharge and Customs Duty inserted in on the schedule titled "**Price Basis for Imported Resources"** and those amounts actually paid to the Customs and Excise Authorities, which are due to changes in the percentage rates applicable or to the foreign exchange rate used by the authorities, shall be adjusted accordingly.

(b) The Tenderer shall state the Customs Duty Tariff Reference applicable to each item and the Supplier shall advise the CCT's Agent of any changes which occur.

17.5.3 Adjustment for variation in labour and material Costs

If the prices for imported Plant and Materials are not fixed, the Supplier shall in his Tender specify the formula for calculating Contract Price Adjustments normally used in the country of manufacture and the indices and relative proportions of labour and material on which his Tender prices are based. Evidence of the indices applicable shall be provided with each claim. The indices applicable 42 days before contractual dispatch date from the factory will be used for the purposes of Contract Price Adjustment.

Failure to specify a formula in the Tender shall mean that the prices are fixed or shall be deemed to be fixed.

18. Contract Amendments

Delete the heading of clause 18 and replace with the following:

19. Contract Amendments and Variations

Add the following to clause 18.1:

Variations means changes to the goods, extension of the duration or expansion of the value of the contract that the purchaser issues to the supplier as instructions in writing, subject to prior approval by the purchaser's delegated authority. Should the supplier deliver any goods not described in a written instruction from the purchaser, such work will not become due and payable until amended order has been issued by the purchaser.

20. Subcontracts

Add the following after clause 20.1:

201.2 The supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or employees as fully as if the were the acts, defaults or negligence of the supplier.

20.3 Any appointment of a subcontractor shall not amount to a contract between the CCT and the subcontractor, or a responsibility or liability on the part of the CCT to the subcontractor and shall not relive the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

Delete Clause 21.2 in its entirety and replace with the following:

21.2 If at any time during the performance of the contract the supplier or its sub-contractors should encounter conditions beyond their reasonable control which impede the timely delivery of the goods, the supplier shall notify the purchaser in writing, within 7 Days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation, and may at his discretion extend the time for delivery.

Where additional time is granted, the purchaser shall also determine whether or not the supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the supplier and the purchaser, additional time only (no costs) will be granted.

The purchaser shall notify the supplier in writing of his decision(s) in the above regard.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of goods from a national department, provincial department, or a local authority.

22. Penalties

Delete clause 22.1 and replace with the following:

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods 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 as stated herein for each day of the delay until actual delivery or performance.

The penalty for this contract shall be, a penalty as defined in Table of Performance Criteria, Measurement and Penalties below will apply where conditions are not met.

22.2 The purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, financial penalties as contained on the **Preference Schedule** relaying to breaches of the conditions upon which preference points were awarded.

22.3 The City of Cape Town reserves the right to award a schedule of functions as defined in **schedule (5) Price Schedule** to the substitute service providers, if the main service provider defaults on any of the conditions of contract defined in this tender document, or as a result of non-performance of the main service provider.

Table of Performance criteria, measurement and penalties			
#	Performance Criteria	Measurement and Measure Entity	Metric	Penalty
1	Fulfil complete service request including the resource(s) to perform the requested function(s) as defined in Pricing Schedules and the specified documentation as describe in this tender.	The Service Provider must fulfil the complete request within a 2 month cycle.	Success rate of less than 50% in a 2 month cycle.	A 2-month suspension from the category/schedule after first transgression. A permanent suspension on a repeat transgression of the metric.
2	Commencement of service delivery / resource on site	The Services Provider cannot provide the services / resource on the agreed time.	Per incident of not providing the service / resource on time.	A 2-month suspension from the category/schedule should 3 instances of this metric occur. A permanent suspension from the category/schedule if 4 further instances of this metric occur.
3	The necessary documentation / permits / certificates are in place to commence work on the agreed time.	The Service Provider didn't ensure all the necessary documentation / permits / certificates are in place 10 days prior to commencement date.	Per incident of not providing the required documentation on time.	The City reserves the right cancel the resource/agreement and proceed to the next service provider if the documentation is not completed within 5 working days after the agreed start date. A 2-month suspension from the category/schedule should 3 instances of this metric occur. A permanent suspension from

Table of Performance criteria, measurement and penalties			
#	Performance Criteria	Measurement and Measure Entity	Metric	Penalty
				the category/schedule if 4 further instances of this metric occur.
4	Adherence to CCT office procedure, work conditions and rules and proper conduct at the workplace.	Both Service Provider and/or resource / individual behaviour is in violation of the CCT office procedure, work conditions and rules and proper conduct at the workplace.	No corrective action was taken within 10 days of a formal incident and/or compliant per incident or transgression.	The Service Provider will need to replace the resource within 14 days, meeting the full requirements of the originally requested resource or service. One month notice period will apply.

Failure to do so gives the City to go to the next service provider.

In addition a two month suspension will be applicable on a second occurrence of this transgression. |
| 5 | ICT Resources are required to provide 30 days' notice if they do not intend to work until conclusion of the agreed project dates. | Service Providers are obliged to contractually agree a 30 day notice period with ICT Resources before the commencement of duty. | An ICT resource does not work in their 30 day notice period. | A permanent suspension from the category/schedule if 3 instances of this metric occur. |

22.4   The purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, financial penalties as contained on the **Preference Schedule** relaying to breaches of the conditions upon which preference points were awarded.

23. Termination for default

Delete the heading of clause 23 and replace with the following:

24. Termination

Add the following to the end of clause 23.1:

if the supplier fails to remedy the breach in terms of such notice

Add the following after clause 23.7:

24.8   In addition to the grounds for termination due to default by the supplier, the contract may also be terminated:

24.8.1   Upon the death of the supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.

24.8.2   The parties by mutual agreement terminate the contract.

24.8.3   If an Order has been issued incorrectly, or to the incorrect recipient, the resulting contract may be terminated by the purchaser by written notice

24.8.4   If a material irregularity vitiates the procurement process leading to the conclusion of the contract, rendering the procurement process and the conclusion of the resulting contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective, provided the City Manager follows the processes as described in the purchasers SCM Policy.

24.8.5   After providing notice to the supplier, if the implementation of the contract may result in reputational risk or harm to the City as a result of (inter alia):

24.8.5.1   reports of poor governance and/or unethical behaviour;
24.8.5.2   association with known family of notorious individuals;
24.8.5.3   poor performance issues, known to the Employer;
24.8.5.4   negative social media reports; or
24.8.5.5   adverse assurance (e.g. due diligence) report outcomes..

24.9   If the contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination must be performed by the relevant party.

25.   Termination for insolvency

Delete clause 26.1 and replace with the following:

25.1   The purchaser may make either of the following elections to ensure its rights are protected and any negative impact on service delivery is mitigated:

25.1.1   accept a supplier proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms; or

25.1.2   terminate the contract, as the liquidator proposed supplier is deemed unacceptable to the purchaser, at any time by giving written notice to the supplier (via the liquidator).

25.2   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.

26. Settlement of Disputes

Amend clause 27.1 as follows:

26.1   If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23.1(c), arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

Delete Clause 27.2 in its entirety and replace with the following:

26.2   Should the parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral

shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the parties. The mediator may meet the parties together or individually to enable a settlement.

Where the parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and

binding on the parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

27. Limitation of Liability

Delete clause 28.1 (b) and replace with the following:

(b)   the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

27.2   Without detracting from, and in addition to, any of the other indemnities in this contract, the supplier shall be solely liable for and hereby indemnifies and holds harmless the purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:

a)   personal injury or loss of life to any individual;
b)   loss of or damage to property;

arising from, out of, or in connection with the performance by the supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the purchaser.

27.3   The supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the purchaser or its agents or employees.

27.4   Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

28. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

In this regard, it is the responsibility of the supplier to submit documentary evidence in the form of a valid Tax Clearance Certificate issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5).

Add the following after clause 32.3:

28.4 The **VAT registration** number of the City of Cape Town is **4500193497**.

ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

29.   Reporting Obligations.

29.1   The supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications. Any failure in this regard may result in a delay in the processing of any payments.

30. Services Delivery / Contract Performance

30.1 The minimum service delivery and/or contract performance measures as defined within this tender document will apply and suppliers will be measured on their performance. Failure to meet the minimum performance criteria will be subject to penalties as defined in preceding clause 22. Penalties.

31. Skills Development Act registration and Levies

31.1 The Service Provider warrants that it is registered under the Skills Development Act No. 97 OF 1998, (as amended and/or replaced from time to time), for the purpose of the payment of all levies payable by it under that

Act under Registration Number set out on the front page of this Agreement, and that all levies due by it under such Act to date hereof, have been paid.

32. Affirmative Action

32.1 The Service Provider shall facilitate and implement affirmative action in the form of technology transfer and upliftment during the implementation of its duties in terms of this Agreement. The CITY shall be entitled, in terms of its affirmative action policy, to appoint any individual or firm from any historically disadvantaged community, to work in parallel with, or to assist, the Service Provider in the performance of its duties hereunder.

33. Project Variations

33.1 The CITY shall be entitled to vary the Project from time to time by giving written notice to that effect to the Service Provider. Notice of each variation, accompanied by such specifications as may be reasonably required in relation thereto, shall be given by the CITY to the Service Provider within a reasonable time.

33.2 The Service Provider shall be entitled to such further period or periods of time as may be reasonably required for the completion of its duties under this agreement, in so far as such completion is delayed by reason of any Project variation.

34. Damage to or Destruction of the Project Information

34.1 The Service Provider hereby undertakes to keep safe all Project information that comes into its possession or that of its Specialist(s). In the event that any Project information supplied to the Service Provider or to the Specialist(s) is damaged or destroyed whilst under the control of the Service Provider, the Service Provider shall, at its own cost, reproduce such records and/or data on demand by the CITY.

35. Postponement, Abandonment or Cancellation of the project

35.1 Notwithstanding anything to the contrary herein, the CITY shall be entitled, in its discretion, and by way of notice given to the Service Provider to such effect, to postpone, abandon or cancel the whole, or any part of the Project in any of which events this Agreement shall terminate.

36. Income tax

36.1 The Service Provider records and confirms that – it is not a personal service company within the meaning attributed thereto in paragraph 1 of Part 1 of the Fourth Schedule to the Income Tax Act, 1962.

The Parties record that – on the basis of the Service Provider's appointment specified in clause 4.1 the payment of specialist fees in terms of clause 11 will not be subject to the PAYE provisions of the Fourth Schedule to Income Tax Act, 1962 as amended and/or replaced from time to time.

This agreement is subject to Service Provider submitting and updating an original Tax Clearance Certificate and IRP30 from the South African Revenue Service certifying that the taxes of Service Provider are in order or that suitable arrangements have been made with the South African Revenue Service.

37. **Expectancy of future involvement**

37.1 It is recorded that the Service Provider and Specialist should not, by reason of the conclusion of this Agreement, have any expectancy of being involved in any future phase of the Project or in any other CITY Project, whether future or on hand for the time being.

38. **Specialists obligations:**

38.1 It is agreed between the Parties:

All Specialists will be bound by the Policies, Directives and Frameworks of the City which may be applicable from time to time.

Where Specialists are provided with equipment, stationery, access cards or any other property on loan by the City in order to perform the services ("Equipment"), the Specialist will use such Equipment with due care and where such Equipment may be lost or damaged, the Specialist shall be liable for the cost thereof; which cost may be recovered from the Service Provider.

39. **Standard Operating Procedures**

39.1 The Parties agree that the procedure for the appointment of the resources under this contract shall be done in accordance with the Standard operating procedures (SOP), which SOP shall be incorporated into this contract.

39.2 Notwithstanding anything to the contrary contained in this Agreement, the Parties agree that the Specialist's performance shall be measured against the requirements as set out in the respective advertisement or as may be communicated to the Specialist from time to time in writing. Failure to perform the services as required to the satisfaction of the City may lead to the City issuing notice to the Service Provider to remedy the performance, failing which the City may suspend the services of the Service Provider for a predetermined period of time and or terminating this agreement.

39.3 This tender is to be awarded to the IS&T Department only. No other Department within the City of Cape Town may procure resources from this tender. Successful bidders are to please take note of this.

39.4 When the primary bidder's offices are closed during the year, e.g. during the Festive Period, during a lockdown period, or any other time of year when offices are closed then the City has the right to use the secondary bidder.

39.4 Bidders are to provide 3 reliable references from recognized companies. References are to include the following information:

39.5 Proof of experience with large and/or complex organizations, proof of reliable track records

39.6 The City is under no obligation to provide parking to contractors.

39.7 **Basic Conditions of Employment Act (BCEA) Considerations**

Where any of the above positions under **(5) Price Schedule** are deemed to be Independent Contractors, as defined and their Gross or Net Rate is below R205 433.30 annum or the latest Department of Labour threshold for BCEA (Basic Conditions of Employment Act) benefits as amended, provide a copy of their employee contract.
Note: classifying anyone earning below R205 433.30 per annum, or the latest regulation's rate related to the Basic Conditions of Employment Act (BCEA) #75 of 1997 as gazetted for the Minister of Labour, as an independent contractor renders this tender submission non-responsive and will not be considered for further evaluation. This tender will not appoint any resources below the latest gazetted rate protected by the BCEA unless they are FTE (full time employees) or permanent employees of the tendering entity.

40. **Confidentiality and Indemnity Agreement**

40.1 Although selection criteria for individual positions will be based upon the best fit (experience, training, EE status and gender) at the tendered rate. Note upon appointment, each resource must sign the appended Confidentiality and Indemnity Agreement, Annexure C. Copies of this Agreement must be circulated together with the CV of the candidate to the City of Cape Town's designated representative to be recorded.

40.2 NB. A signed copy of Annexure C must be maintained for the duration of the contracted position. Soft and hard copies must be maintained by the individual service provider at all times. Any failure to do so might result in termination of the overriding agreement in terms of the tendered position and the tendering entity (Service Provider) being held liable for any breach thereof. It is and will remain the responsibility of the Service Provider (tendering entity) to make certain that the designated representative of the City of Cape Town has a copy thereof.

41. **Time Statement- Payments**

The SAP report for signature is titled a "Time Statement". This will be collected when the contractor is officially rolled on to the SAP system and biometric clocking is enabled. All timesheets must be tendered via the SAP portal; no manual submissions will be entertained.

For invoicing purposes, note the following in the Monthly Hours Summary box on the lower left of the Time Statement.

1. If the Actual Additional hours / Short time < 0 (negative):

Then Invoice time = Total Planned Normal Time + Actual Additional hours / Short time (being negative, this will result in reducing the Total Planned Normal Time)

2. Else: Invoice time = Total Planned Normal Time. **TENDER NO: 401S/2022/23**

That is, we pay the lesser of either the Total Planned Normal Time or Total Actual Time. We are moving towards where the line manager will write the number of hours approved on the Time Statement.

Total Planned Normal Time may be less than Total Actual Time as Total Planned Normal Time reflects the core hours and working days. Resources may want to ensure they are available to start work on time by clocking in early and leaving after the core hours. Note that this is not considered to be Additional hours as all Additional hours must be pre-approved.

Also, note that Time Statements pertain to that month. That is, positive Actual Additional hours / Short time is not carried over to the following months' Time Statement. Requesting Time Statements before the end-of-the month may result in negative Actual Additional hours / Short time as the last working days of the month may not have been worked yet. Therefore, signed time sheets will only be available at 12:00 on the first working day of the next month.

Although implied in core hours and working days, as a further point for clarity, the City will pay a maximum of eight hours' times the number of days at work. It is not the intention to allow a build-up of Actual Additional hours / Short-time to cover for whole days of work. For example, we will not allow four days of ten hours to avoid from having to come to work one day a week.

Note that contractors are using the permanent staff's employee payroll system as we will not be creating a separate SAP "work schedule" rule for contractors. However, the City will not be paying contractors for public

holidays. As stated above the lesser of the two (planned and actual), the calculation of eight hours' times the number of days worked and that the City is moving towards the designated representative writing the hours the City is liable to pay on the timesheet.

Please note that the City has found that some contactors repeatedly forget to clock in, out or both. This causes additional paperwork for completion of manual entry forms. We have re-trained and issued "friendly" verbal warnings to relevant offenders. In the future we will send the names of such transgressors to the individual's agency and will ask you to apply the corrective measures.

ABSENTEEISM AND PUNCTUALITY – The line manager must be notified in both instances to make alternative arrangements. Continual absenteeism and punctuality issues will be taken up with respective Service provider.

TIME KEEPING – Core hours must be kept unless prior arrangement has been made.

VERIFICATION OF HOURS AND NON-BILLABLE TIME – All Time sheets must be submitted on the 1st of the new month. Ensure that all corrections have been completed before this date.

INTERNET USAGE – The City's usage policy should be used for this one.

TELEPHONE USAGE – Designed usage is for business use and should not be abused.

FOCUS AND ATTITUDE – Positive focus and attitude should be displayed at all times.

CONFIDENTIALITY – Data confidentiality and safekeeping is of utmost importance.

GENERAL CONDUCT – Politeness, willingness and professionalism must be displayed at all times.

IDENTIFICATION – Clear identification should be displayed at all times. Identifying yourself and reason for visit.

The CITY has a "no work, no remuneration" policy. That is, the City will only pay only for hours worked. No special pay will be made for short hours due to these reduced hour work weeks, such as over the Festive Season. Therefore, the City typically asks that resources clock out on leaving at 13:00 on the 24th of December and 31st of December, respectively. However, the City may pay for hours of work during prescribed training wherein the contractor or service provider pays for the training. **TENDER NO: 401S/2022/23**

Travel time, like Time Statements, pertain to that month ONLY. If a resource is required to drive City vehicles, they must complete the appended CITY VEHICLE INDEMNITY AGREEMENT which will be supplied by the Departmental Support Services Team upon request. The CITY will schedule the resources for evaluation.

Travel and subsistence must be in line with the City's AA rates.
The City of Cape Town does not anticipate that driver training will be required, at this time. The next steps are the following:

• Resources must be evaluated by the City's Occupational Health Practitioner, who will issue them with a certificate. (This may include but not be limited to an eye / vision exam.)

• Resources must take the medical certificate above and their ID book to the Fleet Risk Officer (Jeremy Thompson) for driver evaluation for the issuing of a competency certificate.

Regarding roadworthiness of City vehicles, the City's Fleet Operations are of the opinion that any vehicle that has left their premises is deemed to be roadworthy. As City of Cape Town Supervisors must to sign all City vehicles' logbooks' on a weekly basis, vehicles that have a problem must be taken to the fleet workshop for repairs. Resources (contractors) must complete the daily logbook and note any faults. If they feel that the vehicle is not roadworthy, they must immediately bring this to the attention of their supervisor.

Also note that vehicle (private or City of Cape Town issued) drivers will be personally responsible for any traffic violation(s) during the course of their work.

Where a resource uses their private vehicle, the City's SAP Time Statement (and Mileage Form called the CLAIM FOR OFFICIAL KILOMETRES TRAVELLED, Annexure D, where applicable) must be completed by the contractor and signed by the line manager before invoicing. See the payment section above for relevant information on submission dates, etc.

These forms and invoice with the City's PO number must be forwarded to Information Systems & Technology, Finance Clerk, currently Tebogo Moyo in IS&T (to create the SAP GRN). Note that parking will not be provided. Also note that vehicle insurance is to be provided by the contractor in their personal capacity or their agency and will not be provided by the City. That is, proper business vehicle insurance

must be provided.

42. Specialist Fees

42.1   As full consideration for the performance of the Services, the CITY shall pay the Service Provider the fees specified in the Price Schedule. The fees shall remain firm for the duration of the Tender.

42.2   The Service Provider shall charge the CITY for the Services rendered by the Specialist(s) at the fee at the rate per hour or portion thereof stated in the relevant price schedule and against the number of hours actually worked. This shall constitute the entire remuneration payable by the CITY to the Service Provider.

42.3   The Specialist shall comply with all internal system the CITY may use for the purpose of recording the time during which the Services are rendered.

42.4   The Service Provider shall submit to the CITY an invoice, after the completion of each phase of the Project. The CITY shall make payment to the Service Provider after the invoice is certified, as correct and accurate, by the City's Project Manager or their nominee.

42.5   Invoices shall comply with all the legal requirements for a VAT invoice and shall reflect at least the following information:

42.5.1   An invoice date (the date on which the invoice was issued).

42.5.2   A description of the Services, the time spent in rendering the Services and details of the amount payable for that phase.

42.5.3   The name of the Specialist for whose Services the invoice is submitted.

42.5.4   The total number of hours worked by the Specialist and the applicable tariff.

42.5.5   The VAT number and VAT amount which must be shown separately.

42.5.6   The total invoice amount.

42.6   Should VAT be levied in respect of the invoices submitted, the CITY shall bear and pay same.
Invoices shall, be supported and accompanied by copy/is) of the Specialist's time sheets issued by the CITY, verified by the CITY Project Manager when submitted to the CITY for payment.

42.7   Fees will not be paid until relevant timesheets have been submitted that include the signatures of the appropriate authorize personnel. The onus is upon the Service Provider to ensure it and its Specialist(s) meet the City's payment schedule requirements.

42.8   Apart from the cost and expense stipulated in this Agreement the CITY shall not be liable to the Service Provider for any additional costs unless prior written agreement has been obtained from the CITY and provided acceptable proof of such expense is submitted with the relevant invoice(s).

42.9   The Service Provider will at various times perform Services at the City's premises or other premises and/or facilities advised by the CITY and/or at the Service Provider's premises in accordance with the needs of the Project. The Service Provider warrants that the Specialist(s) will perform the Services at times and durations as directed by the CITY in accordance with the needs of the Project. The Service Provider shall bear the cost of travel of the Specialist between the Specialist's place of abode, place of work and the City's premises, as well as any premises within the Cape Town area where the Project needs to be implemented. The JD will dictate if contractors are to use their own vehicles or City vehicles. If candidates are to use their own vehicles, they will be reimbursed for travel costs as per SARS rates.

43. Protection of Personal Information

43.1   The supplier acknowledges that it will be processing personal information as defined in the Protection of Personal Information Act No. 4 of 2013 relating to City customers, on behalf of the City. Accordingly, it undertakes to ensure compliance with the Act in respect of its processing activities. In particular, it undertakes to keep such information confidential and not to disclose it unless required by law or in the course of the proper performance of its duties. Furthermore, it undertakes to maintain security measures

as envisaged in Sections 19 and 21 of the Act. The requirements of this apply to all agents and subcontractors acting on behalf of tenderers and must be included in all contracts between tenderers and their agents or subcontractors.

43.2   The supplier acknowledges that, for the purposes of the service level agreement to be determined for this tender, they may come into contact with or have access to personal information and other information that may be classified or deemed as private or confidential and for which CCT is responsible in terms of POPIA. Such personal information may also be deemed or considered as private and confidential as it relates to POPIA.

43.3   The supplier agrees that they will at all times comply with POPIA and CCT's Privacy Notice, and that it shall only collect, use and process personal information it comes into contact with pursuant to this agreement in a lawful manner, and only to the extent required to execute the services, or to provide the goods and to perform their obligations in terms of the service level agreement for this contract.

43.4   The supplier agrees that it shall put in place, and at all times maintain, appropriate physical, technological and contractual security measures to ensure the protection and confidentiality of the personal information that it, or its employees, its contractors or other authorised individuals comes into contact in relation to the service level agreement.

43.5   The supplier agrees that it shall notify CCT immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person.

43.6   Unless so required by law, the supplier agrees that it shall treat the personal information as confidential and further not disclose any personal information as defined in POPIA to any third party without the prior written consent of CCT.

43.7   The supplier hereby indemnifies and holds the CCT harmless against all claims, losses, damages and costs of whatsoever nature suffered by CCT arising from or in relation to the supplier's (and/or its employees', agents' and sub-contractors') non-compliance with applicable data protection laws and/or other legislation.

43.8   The supplier agrees that CCT may conduct regular data protection audits on the Supplier/Contractor and undertakes to give its full co-operation in this regard.

44.   Performance Monitoring

44.1   As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the City shall monitor the performance of the supplier on at least a monthly basis, andthe supplier agrees to provide the City with its full cooperation in this regard.

45.   Undercutting of Fees

45.1   Service Provider are not, under any circumstances, permitted to undercut an ICT Resources' fee, albeit via a 3rd party agreement.
45.2   Service Provider are obliged in term of this clause to pay the hourly tariff that is due to the relevant ICT resources, as stipulated in the "Pricing Schedule" (Minus the Service Commission due).
45.3   The City reserves the right to commence Contract cancellation proceedings against any Service Provider who are found to be in contravention of this clause.
45.4   Service Providers are not, under any circumstances, permitted to reimburse ICT Resources' fees by less than 80% of the contract price.

46.   Suspensions

46.1   Suspensions will not relieve the Service provider of any obligations or liabilities incurred prior to the suspension."

46.2   During any suspension period alternative supplier/s will be utilized for new requests, but active contractors are not affected. The suspension only applies to the category/schedule under scrutiny.

46.3   A permanent suspension disables the supplier from providing new resources for the duration of the contract on the category/schedule under scrutiny. Active contractors from the under-performing category/schedule as well as any other any other category/schedule are not affected.

(8) GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010)

TABLE OF CLAUSES

1. Definitions

1. 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 or her 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 in which an enterprise abroad is subsidised 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 recognised 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 with the conditions of the contract or order.

1.9 'Delivery ex stock' means immediate delivery directly from stock actually on hand.

1.10 'Delivery into consignee's 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 supplies are so delivered and a valid receipt is obtained.

1.11 'Dumping' occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.

1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are 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 supplies covered by the bid will be manufactured.

1.17 'Local content' means that portion of the bidding price which is not included in the imported content, provided that local manufacture does take place.

1.18 'Manufacture' means the production of products in a factory using labour, materials, components and machinery, and includes other, related value-adding activities.

1.19 'Order' means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 'Project site', where applicable, means the place indicated in bidding documents.

1.21 'Purchaser' means the organisation purchasing the goods.

1.22 'Republic' means the Republic of South Africa.

1.23 'SCC' means the Special Conditions of Contract.

1.24 'Services' means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance, and other such obligations of the supplier covered under the contract.

1.25 'Written' or 'in writing' means handwritten 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, 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 supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable, a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

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 the 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 the use of the goods or any part thereof by the purchaser.

7. Performance Security

7.1 Within 30 (thirty) 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 the 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.

7.2 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser, and shall be in one of the following forms:

   a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
   b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such 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 supplies 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 supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies 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 supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies 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 supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies 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 23 of the 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, specified in the SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in the SCC.

10.2 Documents to be submitted by the supplier are specified in the SCC.

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 in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

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

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

14. Spare parts

14.1 As specified in the SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
   (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
   (b) in the event of termination of production of the spare parts:

   (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

   (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

15.2 This warranty shall remain valid for 12 (twelve) 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

18 (eighteen) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the SCC.

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

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the SCC 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 in the SCC, 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 in the SCC.

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

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

16.4 Payment will be made in Rand unless otherwise stipulated in the SCC.

17. Prices

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

18. Contract Amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

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 the 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 or her 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 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

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

21.5 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 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies 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:

(a) 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;
(b) if the supplier fails to perform any other obligation(s) under the contract; or
(c) 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 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, 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 Accounting Officer/Authority, actively associated.

23.6 If a restriction is imposed, the purchaser must, within 5 (five) working days of such imposition, furnish the National Treasury with the following information:
  (i) the name and address of the supplier and/or person restricted by the purchaser;
  (ii) the date of commencement of the restriction;
  (iii) the period of restriction; and
  (iv) the reasons for the restriction.

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. 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 subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall, on demand, be paid forthwith by the contractor to the State, or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he or she 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 or her.

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 notify the purchaser promptly, 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 such dispute or difference amicably, by mutual consultation.

27.2 If, after 30 (thirty) 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 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
   (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

   (b) the purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of Liability

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

29. Governing language

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

30. Applicable Law

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

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, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence 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 the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act, Act 89 of 1998, as amended, an agreement between or concerted practice by firms, or a decision by an association of firms, is prohibited if it is

between parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).

34.2 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 the Competition Act, Act 89 of 1998.

34.3 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 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

(9) FORM OF GUARANTEE / PERFORMANCE SECURITY

Not applicable to this tender

(10) FORM OF ADVANCE PAYMENT GUARANTEE

Not applicable to this tender

(11) OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

AGREEMENT MADE AND ENTERED INTO BETWEEN THE CITY OF CAPE TOWN (HEREINAFTER CALLED THE "CCT") AND

………………………………………………………….........……………………………… ,
(Supplier/Mandatary/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I, ……………………………..…………………………….............…………………………… , representing

…………………..…………........……………………………….........………………………….. , as an employer
in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number: …………………….…………………………………………………………..

OR Compensation Insurer: .... Policy No.: ....

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed at ....on the.....................................day of...................................20….

_____   _____
Witness   **Mandatary**

Signed at .... on the....................................day of......................................20 ....

_____   _____
Witness   for and on behalf of
                                                                            City of Cape Town

(12) INSURANCE BROKER'S WARRANTY (PRO FORMA)

Logo

Letterhead of supplier's Insurance Broker

Date _____

CITY OF CAPE TOWN
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

TENDER NO.: **401S/2022/23**

TENDER DESCRIPTION: PROVISION OF ICT PROFFESSIONAL SERVICES

NAME OF SUPPLIER:_____

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CITY OF CAPE TOWN with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____ (Supplier's Insurance Broker)

(13) SPECIFICATION(S)

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT"

INTRODUCTION

The purpose of this tender is to appoint suppliers of Information System & Technology (IS&T) skills (hereinafter referred to as "Service Providers") to the City of Cape Town's IS&T department **only**. The contract will have appointments made for candidate/s for specific resource requirements that provide skills having satisfied the set position evaluation criteria. Such agreement/s shall commence on the dates specified in the associated Job description(s) and shall endure for the period specified in the Job description(s), unless terminated earlier in terms of this Agreement.

The Service Provider will act as an external and independent specialist provider to the City and not as an employee of the City or as an agent of the City or in any other capacity in relation to the City. Nothing in this Agreement shall be taken to constitute a Contract of Employment, nor is it the intention of either the Service Provider or the City that any person in the service of the Service Provider shall be an employee of the City. This Agreement does not confer any authority on the Service Provider to enter into any commitment on the City's behalf. The Service Provider acknowledges that it will have no right, at any time during the period of this Agreement, to act as the agent of the City nor to pledge its credit nor to enter into any contracts or undertakings nor to give any warranties nor to make any representations which may in any way be binding upon the City.

Both Parties acknowledge that no partnership, joint venture, employment or relationship shall come into existence between them by reason of the conclusion of this Agreement. Subject to the service providers undertaking to ensure that its employees, who are to be provided to the City in terms of this agreement, have accepted in writing that the remuneration which they are to receive for their services is based on total cost of employment (TCOE) and as such also compensates them for any other benefits or entitlements which ordinarily may apply to employees in local government. Over and above any other indemnities provided by the service provider to the City in terms of this agreement, the service provider indemnifies the City against any claim from its employees for any benefits, entitlements or other payments over and above the TCOE payment.

All requested documentation must be provided in Schedule 11: List of other documents attached by tenderer clearly indicating the document name. Any additional requested, or perceived (by the bidder) necessary documentation must be provided for in Schedule 12: Record of Addenda to Tender Documents clearly indicating the document name and what page number within this tender document it correlates.

The following categories (Categories A through F) contain individual specific background information on the City of Cape Town's IS&T's skills requirement per functional area and illustrates the purpose of this tender by providing the minimally acceptable qualifications and core competencies per functional role. The roles within the tables in the category below are directly and numerically referenced within the tables reflected under the various categories in (5) Price Schedule, above.

It is the intention to award each category, as per **(5) Price Schedule** above, to a primary and up to four additional secondary Service Providers. The Service Provider must submit a rate for each resource within a category being bid for as per the list of positions in **(5) Pricing Schedule**, cross referenced and adhering to the below minimal criteria per position, to be eligible for this tender.

PLEASE NOTE: The final tender submission must be submitted to the City of Cape Town as per (1) GENERAL TENDER INFORMATION. Submit (1) hard copy with no alterations or amendments to the City requested information and/or formatting contained therein other than for the supply of the pricing as stipulated in this pricing schedule.

It is advisable that bidders submit bids electronically on a USB along with their hardcopy submissions. The hardcopy and electronic copies of the tender response submitted must be exactly the same.

Please ensure that agency mark-ups (i.e. the difference between what the City is charged and what the ICT contractor resource is paid) are evident on the monthly invoices received and are within a maximum of 20%. If invoices show that agency mark-ups are more than 20%, invoices will be returned to the supplier for recalculation.

For the purposes of clarity in evaluation of our bid, please specify the category/ies of this tender for which your company will be submitting a bid (mark the relevant category with an **'YES'** or **'NO'**):

Category	Select category(ies) for which response submitted (Indicate YES or NO)
Category A – Business Applications (BA)	
Category B – Distributed Computing (DC)	
Category C – ERP Support Centre (ESC)	
Category D – Geographical Information Systems (GIS)	
Category E – Infrastructure	
Category F – Telecommunications	

Skills requirement Posting and CV Assessment Process

When a new IT resource requirement arises for sourcing via the City's selected Service Providers in a specific schedule, the following steps are taken:

The detailed requirements (job description, Annexure E) of the required IT skill is sent via email to the contact person of the primary Service Provider(s), which tenderers have indicated in the following table, to be able to provide the applicable skill;

Name(s) of your contact person	Email address	Other contact details

The awarded primary Service Provider (not partners) will have a maximum of 5 working days to submit a singular (at a time) for a maximum of 2 total submissions during this timeframe in a City format CV (Annexure F).

Please use the example of the job description (Annexure E), using the City's file naming convention with CV authorisation letter and Confidentiality and Indemnity Form (Annexure C) for new candidates. A candidate may only be represented by one company; however, a candidate may apply for more than one position with a CV for each position;

For each particular detailed requirement (job description, Annexure E) advertised in a category for a defined position, the mechanism followed will be that the engagement of the City will employ the Service Provider over a defined advertisement period of 5 days; beginning the day after the Job Description is circulated to the vendor (day 1), terminating 5 consecutive working days thereafter at 10h00 on the 5th day - the engagement model will begin with the highest ranked, appointed vendor for that specific schedule and engaging each vendor thereafter chronologically after 3 unsuccessful attempts have been made by the preceding vendor.

During this period the engaged vendor has an opportunity to present to the City of Cape Town a maximum of 2 CV's (Annexure F) in total over the 5-day period, however, the vendor is expected to determine the best fit for purpose and nominate a single CV at a time to the City of Cape Town's responsible person, the City of Cape Town will interview the nominated candidate within a 48-hour window period beginning the day after submission of the CV to the stipulated responsible person (2 working days) to determine suitability for the position.

It is the vendor's responsibility to make sure that all nominated candidates are informed of and available for interviews, where candidates' are not available, the City of Cape Town may request a replacement CV and count the "no-show" as a completed submission that does not meet minimum criteria;

Where the primary vendor has failed to provide a suitable candidate in the stipulated 5-day period where the maximum number of CV submissions (2) has been reached on or before the conclusion of the 5th consecutive day after advertisement, the mechanism defined above will be applied to the next highest ranked vendor for that specific category. This process shall be repeated until a suitable candidate has been sourced for the applicable position;

Where the process has exhausted the mechanism above, the City of Cape Town may apply a minimum cooling off period of approximately 1 calendar month, the position shall then be re-advertised using the abovementioned process by engaging vendors appointed for that Schedule;
The submitted CV's will be evaluated using the CV assessment process below.

CV assessment process
The CV assessment process for a new IT skill proceeds according to the following steps:

• The skill requirements from the job description (Annexure E) are evaluated by the associated line manager;

• A weight is assigned to each skill requirement;

• The elected candidate's CV is evaluated against the skills requirements by the line manager;

• A five-point rating system with three (3) points being the average expected outcome is used to evaluate the CV on the skill requirements;

• A cut-off point is established for inclusion and exclusion for interview;

• Where a candidate is found to be unsuitable after the interview process, the process is restarted by informing the vendor that the Job Description is still in circulation for a maximum of a 5-working days window period for a maximum of 3 attempts. Thereafter the next vendor, determined by the chronological SCM ranking order, awarded that specific schedule will be engaged for the same 5-day period and the entire process begins afresh until a suitable candidate is sourced OR all vendors have been exhausted, where a cooling off period will apply;

• Points are awarded for the EE-status and gender. From this total new score (CV, interview, EE status, gender) those capable of performing the job and best fit the requirements are determined;
• The resource with the highest overall score is chosen;

• The Purchase Order (PO) number is prepared for signature. Note that although a project may last longer, the duration stated aligns with our budgeting cycle. The project may continue with a new PO issued with a new duration period. If additional hours or travel allowance is not mentioned in the original Job Description Advertisement, no payments thereto will be allowed. Travel allowance is reserved for junior staff. When the City's rate increases, this new allowable billing rate will be passed along. VAT must be shown separately. (The travel allowance will be recalculated on an annual basis, typically at the beginning of the financial year in line with AA rates)

Candidate Requirements
Each candidate must be willing to be interviewed – this may entail a competency-based assessment, English proficiency tests (where applicable) and flights at the interviewees' expense. All mandatory questions detailed on the CV submitted must be answered in order to be considered for a position;

All appointees must be willing to complete the City's electronic timesheet recording system form - in SAP for longer engagements or the Short Project Timesheet called the Time and Attendance Register for Contractors, which will be linked to the payment of invoices for services rendered, the issuance of these mechanisms / documents will be handled through the IS&T Departmental Support Services;

Normal working hours will be from 07:30 to 15:30 OR 08:00 to 16:00 OR 08:30 to 16:30. Slight variances from these core times may be required without extra compensation.

Additional hours, as a rule, is not required. All Additional hours must be pre-approved by the responsible manager via the Executive Director: Corporate Services (For each iteration of that resource) and it be noted that

the responsible manager takes full responsibility for the issuance and administration thereof if choosing to engage in Additional hours' payment;

Certain positions may require that the resource is willing to perform shift work – where the normal working hours will be shifted to suit the work time for that particular position. No shift allowances will be paid for this. As some of these positions are project related, the appointee's individual services will be terminated at the end of the project;

Resources are to be informed that some positions may include working on projects that could be related to:
• Liquor Licensing
• Jobseekers
• Gambling
• Lost Pets

Please note that this is not a closed list, this list is to demonstrate for the purposes of the tender the types of projects that the City engages in.

Although the City is sympathetic to personal beliefs regarding the above, no candidate will be entitled to reject related work citing personal grounds. The City will not in this respect expect any resource to engage directly with any of the above listed substances / persons – the intension of this tender to procure specialist services in an IT project environment. Candidates must be duly informed thereof and agree upfront that these will not be problematic during their contract in terms of performing their duties. Any candidate that refuses duties based on the above may be terminated;

Other reasons for early termination include, inter alia, running out of funds, appointments of permanent staff in the appointee's position, change in the City's contracting or employment policy, etc. This is not a negative reflection upon the appointee. However, poor performance will not be tolerated and can also result in early termination, which would be a poor reflection upon the appointee. The City will endeavour to communicate with the individual and the agency well in advance of this latter situation.

Appointees must have no expectation of future employment or continuation of this contract or any other City project;

All appointments are subject to the basic conditions of employment; and
The City requires all contractors to have agreed that the Service Provider may represent them by signing the CV authorisation letter. This letter should be prepared by the contractor without any company logos, dated and signed authorising the agency to act solely on their behalf. The Service Provider may present CVs to the City in cases where the contractor has signed the CV authorisation letter for your company only. In cases where the contractor has signed more than one CV authorisation letter with different companies, at the City's discretion, we will either exclude the contractor's CV from all Service Providers or choose the latest dated CV authorisation letter (at the time of the closing date).

13.1   Resources and Skills Requirements for Category A – Business Applications (BA)

Business Applications (BA)
The Business Applications branch focuses on developing new software solutions, including spatial (GIS) applications, implementation and configuration of packaged software solutions as well as the configuration of office automation applications on the SharePoint platform. The Business Application branch consists of the following sections:

- **Business Intelligence & Spatial Applications**
  The GIS environment is built on the ESRI platform and uses the ESRI stack of tools combined with JavaScript and .NET framework. ESRI developers and specialists will be required in this space.

- **Office Productivity Automation**
  The is the SharePoint environment where resources are mainly SharePoint developers and change managers

- **Packaged Applications**
  Project managers with a good technical knowledge are used to coordinate the implementation of packaged solutions

- **Custom Development**
  Project managers, business analysts, developers (.NET, SharePoint, PHP), change managers and testers are optimization to execute tasks in the software development lifecycle of software development projects.

The table below is directly, numerically referenced with the tables reflected under the various categories in **(5) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Specifications for Business Applications (BA) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
A01.1	.NET Developer	Senior	B-degree, Relevant Microsoft certification will be beneficial	Participate in all phases of the software application development life cycle with an emphasis on solution design, development and configuration of internal and external web or mobile software solution optimization C#, JavaScript, CSS, HTML, HTML5, SQL Server (DBMS, SSRS, bonus for SSIS), Microsoft .NET Framework, .NET Core, ASP.NET MVC, and Team Foundation Server (TFSVC and/or TFS Git).	5+ years
A02.1	Full Stack PHP Developer	Senior	B-degree	Senior software development skills using the following technologies: Object Orientated PHP7.4+; MariaDB; modern PHP frameworks such as Symfony or Laravel; UI frameworks such as JQuery and Bootstrap; HTML5; JavaScript; ES6; GIT; NPM;	5+ years

Specifications for Business Applications (BA) Functions					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				Composer. Understand the project requirements and functional specifications, and then design, build and maintain modular, responsive, well-documented, cross-browser-tested applications. Deliver on time, every iteration/sprint. Applying coding standards, best practices and design patterns. Using and applying modern agile software development tools and methodologies including Continues Integration. Setup local dev environments, including web and database servers and databases.	
A03.1	SharePoint Developer	Senior	B-degree, Relevant Microsoft certification will be beneficial	Participate in all phases of the software application development life cycle with an emphasis on solution design, development and configuration of internal and external web or mobile software solution optimization SharePoint, C#, JavaScript, CSS, HTML, HTML5, SQL Server (DBMS, SSRS, bonus for SSIS), Microsoft .NET Framework, .NET Core, ASP.NET MVC, and Team Foundation Server (TFSVC and/or TFS Git). Must have SharePoint-specific development skills like building and deploying WSP packages from Visual Studio that contain artefacts like Visual Web Parts, Event Handlers, Timer Jobs, as well as branding and design elements.	5+ years
A04.1	Business Analyst	Senior	B-degree, FTI certification will be beneficial	Manage business and IT stakeholder relationships and expectations by developing a sound communication process using verbal as well as written skills. Provide leadership to team members and peers by collaborating with others; articulating ideas and viewpoints to senior management, peers and others; driving the resolution of issues. Analytical, problem-solving, and conceptual skills in order to Identify as well as	5+ years

	Specifications for Business Applications (BA) Functions				
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				facilitate the achieving of business requirements and needs. Provide project level analysis by producing required project analysis documentation (AS-IS vs To-BE analysis, system architectural designs, functional requirements, business process modelling, use cases, user interface mock ups, user acceptance testing plans and test cases). Sound data analysis and management skills, to assist with the development of strategic business as well as system reporting. Knowledge of relevant technology, tools, and middleware that enable business process enablement and business user productivity.	
A05.1	Project Manager	Senior	B-degree, PMI certification will be beneficial	Strong project management skills in a software development project. Strong verbal and electronic communication skills. Exceptional planning and optimization that result in project deliverables, on time and within budget. Stakeholder management skills. Exceptional knowledge of Agile, project management Principals, methodologies, and tools.	5+ years
A06.1	SQL Database Administrator	Senior	B-degree, Relevant Microsoft certification will be beneficial	Perform SQL/ MySQL / MariaDB Database Installation, Maintenance and Administration. Apply knowledge of database disaster recovery systems, database performance monitoring and tuning and database design. Apply knowledge of the Systems development lifecycle (SDLC) coupled with application database design and development. Developing database processes and solutions as it pertains to IT Architecture. Leading, coordinating and facilitating meetings with internal and external clients. Responding to enquiries and requests from clients.	5+ years

Specifications for Business Applications (BA) Functions					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
A07.1	Project Administrator	Intermediate	B-degree	Experience in general IT project management administrative tasks. Scribe and minute taking. Project document management. Meeting scheduling and coordination. Advanced knowledge of MS Office Tools like MS Project and MS Visio. Basic knowledge of project management Principals, methodologies, and tools.	3-4 years
A08.1	Quality Assurance Tester	Senior	B-degree, Relevant certification will be beneficial	Testing and quality assurance of a software solution from a Functional Analyst, visual and user experience perspective, including test support, user documentation and training delivery. Preparation and execution of test cases, test plans and drafting of test documentation. Experiences in the development of training material/user documentation and sometimes facilitating training sessions. Must be experienced in Negative, Positive, Functional, and Non-Functional testing.	5+ years
A09.1	IT Change Manager	Senior	B-degree, Relevant certification will be beneficial	IT change management and communications skills in the development and rollout of software solutions. Experience of change management Principals, methodologies (ADKAR, Prosci's, etc.) and tools. Exceptional communication skills, both written and verbal to establish and maintain strong relationships. Organized with a natural inclination for planning strategy and tactics. Acute business acumen and understanding of organizational issues and challenges. Project change management metrics. Risk assessment and management in relation to change, including the development of cutover and rollout plans.	5+ years
A10.1	Front-end Net developer	Senior	B degree	Understand the project requirements, functional specifications and graphic designer artefacts, and then	5+ years

Specifications for Business Applications (BA) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				design, build and maintain modular, responsive, well-documented, cross-browser-tested front-ends that meet corporate branding standards. Demo and deliver on time, every iteration/sprint, to the software development team. Participant must be experienced with in-depth knowledge of UI frameworks and technologies like HTML, Bootstrap, JSON, JavaScript, jQuery, CSS and CSS-programming frameworks, as well as ALM/DevOps tools to plan and track work items, and store code in version control. A strong understanding of User Interface (UI) design Principals, and User Experience (UX) design methods, with excellent attention to detail. Experience across a wide range of technologies will be beneficial, for example, PHP, Symphony, ASP.NET MVC, .NET Core, SharePoint and Angular projects.	
A11.1	Front-end PHP developer	Senior	B-Degree or Diploma (NQF6+)	Senior software development skills using the following technologies: PHP7.4+; modern PHP templating engines such as Twig or Blade; UI frameworks such as JQuery and Bootstrap; HTML5; JavaScript; ES6; GIT; NPM; Composer. Understand the project requirements and functional specifications, and then design, build and maintain modular, responsive, well-documented, cross-browser-tested User interfaces. A strong understanding of User Interface (UI) design Principals, and User Experience (UX) design methods, with excellent attention to detail. Deliver on time, every iteration/sprint. Using and applying modern agile software development tools and methodologies including Continues Integration. Setup local dev environments, including web and database	5+ years

Specifications for Business Applications (BA) Functions					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				servers and databases.	

13.2   Resources and Skills Requirements for Category B - Distributed Computing (DC)

The Distributed Computing branch is responsible for end user support (front facing) and optimization in end user experiences. From the imaging of the desktop or Laptop for user readiness to User Identification, Messaging Collaboration and Archiving, Printing Solutions to a Single Point of Contact the Service Desk, where users can call for support. The branch currently supports over 20000 Computer users in more than 750 sites across the City of Cape Town. Distributed Computing branch consists of the following sections:

- Front End Services (Desktop Support, Printing Solutions etc.)

- Messaging and Collaboration (Email, Video Conferencing, Archiving, SMS)

- Directory Services (Active Directory, User Profiling and Authentication, Software Deployment and Identity Lifecycle Management)

- Service Management (Service Desk, IT Change Management, Problem Management and Customer Relationship Management).

The table below is directly, numerically referenced with the tables reflected under the various categories in **(5) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
B01.	**Active Directory Administrator**				
B01.1	Active Directory Administrator	Junior	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems. Engineer certification in Domain Services and experience in managing an Enterprise Directory Services implementation. AD back-end experience.	2 years
B01.2	Active Directory Administrator	Intermediate	National Diploma/Degree or relevant technical	Relevant Microsoft Certified Systems. Engineer	4 years

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
			certification (MCSE).	certification in Domain Services and experience in managing an Enterprise Directory Services implementation. AD back-end experience.	
B01.3	Active Directory Administrator	Senior	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems. Engineer certification in Domain Services and experience in managing an Enterprise Directory Services implementation. AD back end Experience, including DNS, GPO and DHCP configuration and administration in an enterprise environment.	7 years
B01.4	Active Directory Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems. Engineer certification in Domain Services and experience in managing an Enterprise Directory Services implementation. AD back-end experience, including DNS, GPO and DHCP architecture and design in an enterprise environment with ITIL Foundation knowledge.	8 years
B02	**Audio Visual Technician**				
B02.1	Audio Visual Technician	Junior	National Diploma, or Relevant Technical Certification.	Relevant Audio Visual Certified Systems Engineer certification in Delegate Conference Systems and	2 years

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				experience in managing chambers & Auditorium Audio Visual implementations. Experience required. Audio Visual experience.	
B02.2	Audio Visual Technician	Intermediate	National Diploma, or Relevant Technical Certification.	Relevant Audio Visual Certified Systems Engineer certification in Delegate Conference Systems and experience in managing chambers & Auditorium Audio Visual implementations. Experience required. Audio Visual & Acoustics experience.	4 years
B03	Change Analyst				
B03.1	Change Analyst	Junior	National Diploma / Degree or ITIL Foundation Certification / Practitioner Level Certification and 3 years' experience.	Relevant Change Management ITIL certification and experience. IT Change Management experience.	2 years
B03.2	Change Analyst	Intermediate	National Diploma / Degree or ITIL Foundation Certification / Practitioner Level Certification and 3 years' experience.	Relevant Change Management ITIL certification and experience. IT Change Management experience.	4 years
B03.3	Change Analyst	Senior	National Diploma / Degree or ITIL Foundation Certification / Practitioner Level Certification and 3 years' experience.	Relevant Change Management ITIL certification and experience. IT Change Management experience.	7 years
B03.4	Change Analyst	Principal	National Diploma / Degree or ITIL Foundation Certification / Practitioner Level Certification and 3	Relevant Change Management ITIL certification and experience. IT Change Management	8 years

	Specifications for Distributed Computing Functions (DC)				
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
			years' experience.	experience, including implementation experience of ITIL Processes.	
B04.	**Cloud Platform Solutions Administrator**				
B04.1	Cloud Platform Solutions Administrator	Principal	Microsoft Certified Systems Engineer: Cloud Platform	Experience in implementing Front/Backend end Cloud solutions	8 years
B05	**End user support Technician**				
B05.1	End user support Technician	Junior	National Diploma/Degree or relevant technical certification (MCSE). ITIL Certification.	Experience in supporting end-user systems, such as desktops, laptops, tablets and smartphones, and providing technical support to end users across a broad range of technical services. Supports the end user environment, including restoration of functionality and field support functions. Mandatory: Valid driver's license and own vehicle. Physically abled and fit. Shift work. Willingness and ability to travel within the metro to attend to end users.	1 years
B05.2	End user support Technician	Intermediate	National Diploma/Degree or relevant technical certification (MCSE). ITIL Certification.	Experience in supporting end-user systems, such as desktops, laptops, tablets and smartphones, and providing technical support to end users across a broad range of technical services. Supports the end user	2 years

	Specifications for Distributed Computing Functions (DC)				
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				environment, including restoration of functionality and field support functions. Mandatory: Valid driver's license and own vehicle. Physically abled and fit. Shift work. Willingness and ability to travel within the metro to attend to end users.	
B05.3	End user support Technician	Senior	National Diploma/Degree or relevant technical certification (MCSE). ITIL Certification.	Experience in supporting end-user systems, such as desktops, laptops, tablets and smartphones, and providing technical support to end users across a broad range of technical services. Supports the end user environment, including restoration of functionality and field support functions. Mandatory: Valid driver's license and own vehicle. Physically abled and fit. Shift work. Willingness and ability to travel within the metro to attend to end users.	3 years
B05.4	End user support Technician	Principal	National Diploma/Degree or relevant technical certification (MCSE). ITIL Certification.	Experience in supporting end-user systems, such as desktops, laptops, tablets and smartphones, and providing technical support to end users across a broad range of technical	4 years

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				services. Supports the end user environment, including restoration of functionality and field support functions. Mandatory: Valid driver's license and own vehicle. Physically abled and fit. Shift work. Willingness and ability to travel within the metro to attend to end users.	
B06	**Enterprise Email Archive Systems Administrator**				
B06.1	Enterprise Email Archive System Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE Messaging), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Mandatory: Certified in Veritas Enterprise Vault Archiving. Recommended: Knowledge of MS Active Directory; TCP/IP Networking & Firewall Rules;	Relevant Electronic Faxing Systems Engineer certification a focus on Microsoft Exchange Messaging Services and faxing into and from SAP ERP System. Experience in managing an On Premise Enterprise Electronic Faxing system implementation. Level: 8+ Years' Microsoft Exchange back-end Experience. Experience in Architecting/Designing of Highly Available Email Archive Solutions. Extensive working knowledge of PowerShell & TCP/IP and firewall rules for publishing via OWA.	8 years

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
B07	**IT Trainer Manager**				
B07.1	IT Trainer Manager	Principal	Relevant B-Degree	"Analyse the business training needs in order to identify how the training interventions will add value to the individual and the business ; Design training material and Develop training material related to the productivity tools used within the business; Develop competency based assessments ;Facilitate training interventions in order to ensure maximum knowledge transfer; Track and Evaluate delegate feedback ;Compile Training reports ;The IT Trainer will provide technical support to all users ; The IT Trainer will also support project and change management teams in training new processes ;Research and self-study to keep abreast of new developments with Information Technology and training field"	8 years
B08	**Citrix Support Engineer**				
B08.1	Citrix Support Engineer	Senior	National Diploma/Degree or relevant technical certification (Citrix).	Experience in supporting the Citrix Virtual Environment with user and backend support.	3 years

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
B09	**Microsoft Exchange Administrator**				
B09.1	Microsoft Exchange Administrator	Junior	National Diploma/Degree or relevant technical certification (MCSE Messaging Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP Networking & Firewall Rules.	Experienced in an ITIL environment, Microsoft Exchange 2013/16 & Outlook 2010/13/16 user administration. Experienced in administering Exchange backend system, user profiling and transport rules.	2 years
B09.2	Microsoft Exchange Administrator	Intermediate	National Diploma/Degree or relevant technical certification (MCSE Messaging Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP Networking & Firewall Rules.	Experience in an ITIL environment, Microsoft Exchange 2013/16 back end experience. Administering back-end system communication protocols and rules. Experienced in DNS, Microsoft Axtive Directory and TCP/IP. Troubleshooting system communications issues on both internal and internet communications.	4 years
B09.3	Microsoft Exchange Administrator	Senior	National Diploma/Degree or relevant technical certification (MCSE Messaging Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP Networking & Firewall Rules.	Experience in an ITIL environment, Microsoft Exchange 2013/16 & Outlook 2010/13/16 user administration, Microsoft Exchange 2013/16 back-end Experience. Managing transport rules, system updates & testing using WSUS, Patch Management.	8 years

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
	Specifications for Distributed Computing Functions (DC)				
				Reporting using PowerShell & SCOM. Configuration and administration in an enterprise Microsoft Exchange environment.	
B09.4	Microsoft Exchange Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE Messaging Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP Networking & Firewall Rules.	Relevant Microsoft Skype for Business user administration and system back end experience. Administering back-end system in all communication modalities. Troubleshooting system communications issues. Experienced in publishing system modalities externally to the internet. Experienced in determining systems threshold for monitoring. Experiencing in extracting reporting on the systems and respective modalities.	8 years
B10	**Microsoft Skype for Business Administrator**				
B10.1	Microsoft Collaboration System Administrator for Business Administrator	Junior	National Diploma/Degree or relevant technical certification (MCSE Messaging), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory;	1-2 Years Microsoft Skype for Business user administration. Intermediate Level: 3-4 Years Microsoft Skype for Business back end experience. Administering back-end system communication. Troubleshooting system communications	2 years

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
			SAN technologies and TCP/IP.	issues.	
B10.2	Microsoft Collaboration System Administrator for Business Administrator	Intermediate	National Diploma/Degree or relevant technical certification (MCSE Messaging), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP.	Microsoft Skype for Business back end experience. Administering back-end system communication. Troubleshooting system communications issues.	4 years
B10.3	Microsoft Collaboration System Administrator for Business Administrator	Senior	National Diploma/Degree or relevant technical certification (MCSE Messaging), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP.	Microsoft Skype for Business back-end Experience. Managing communication Pools, system updates & testing using WSUS, Patch Management. Reporting using PowerShell & SCOM. Configuration and administration in an enterprise Microsoft Skype for Business environment.	7 years
B10.4	Microsoft Collaboration System Administrator for Business Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE Messaging), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP.	Experience in an ITIL environment, Microsoft Skype for Business 2015, Microsoft Exchange 2013/16 & Outlook 2010/13/16 user administration, Microsoft Exchange back-end & Microsoft Skype for Business 2015 Experience. Experience in Architecting/Designing of Skype for	8 years

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				Business High Availability Solutions. Extensive working knowledge of PowerShell & TCP/IP and firewall rules for the External publishing of the Skype for Business and Exchange user access and interfaces.	
B11	**Mobile Device Management specialist \ consultant**				
B.11.1.	Mobile Device Management Specialist\consultant	Senior	Microsoft Certified Engineer; Mobile device management certification (SAP Afaria\ZEN Mobile) Mandatory: Microsoft Certification (MSCE or higher) with 5 years' experience. MDM Product certification and experience	"Relevant Microsoft Certified Systems Engineer certification in Messaging Services and experience in managing an Enterprise Exchange System implementation. "	5 years
B.12	**Problem Analyst**				
B12.1	Problem Analyst	Junior	National Diploma or ITIL Practitioner Level certification	Problem management experience. Microsoft Certified Engineer and Cisco Certified Network Associate certified Knowledge and experience in Project management Networking Experience	2 Years
B12.2.	Problem Analyst	Intermediate	National Diploma or ITIL Practitioner Level certification	Problem management experience. Microsoft Certified Engineer and Cisco Certified Network Associate certified	4 Years

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				Knowledge and experience in Project management Networking Experience	
B12.3	Problem Analyst	Senior	National Diploma or ITIL Practitioner Level certification	Problem management experience. Microsoft Certified Engineer and Cisco Certified Network Associate certified Knowledge and experience in Project management Networking Experience	7 Years
B12.4	Problem Analyst	Principal	National Diploma or ITIL Practitioner Level certification	Problem management experience, including implementation experience of ITIL Processes. Microsoft Certified Engineer and Cisco Certified Network Associate certified Knowledge and experience in Project management Networking Experience	8 years
B13	**Project Manager**				
B.13.1.	Project Manager	Principal	Project Management certification.	Knowledge and experience in implementing and managing large scale Distributed Computing projects. Mandatory: Valid driver's license and own vehicle.	8 years
B.14.	**Quality Assurance Analyst**				
B14.1	Quality Assurance Analyst	Senior	Relevant National Diploma.	Relevant ITIL certification and experience as	5 years

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				Quality Assurance Analyst in an IT Service Desk environment	
B15	**Service Desk Agent**				
B.15.1	Service Desk Agent	Junior	Relevant National Certificate and ITIL Foundation	A+ certification, N+ certification and relevant ITIL certification and experience in IT Call Centre environment. Mandatory: Shift work	2 years
B16	**Service Level Manager (SLM)**				
B16.1	Service Level Manager(SLM)	Senior	Relevant B-Degree	Relevant ITIL certification and experience in IT Service Management operations and implementation within a big organisation.	5 years
B.17	**Software Deployment Administrator**				
B.17.1.	Software Deployment Administrator	Junior	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems Engineer certification in software deployment and experience in software deployment and update services in a large scale enterprise environment. SCCM back-end experience.	2 Years
B.17.2.	Software Deployment Administrator	Intermediate	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems Engineer certification in software deployment and experience in software deployment and update services in a large scale enterprise	4 Years

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				environment. SCCM back-end experience.	
B.17.3.	Software Deployment Administrator	Senior	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems Engineer certification in software deployment and experience in software deployment and update services in a large scale enterprise environment. SCCM back-end Experience, including WSUS, Patch Management, SQL Report Writing and PowerShell configuration and administration in an enterprise environment.	7 Years
B.17.4	Software Deployment Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems Engineer certification in software deployment and experience in software deployment and update services in a large scale enterprise environment. 8+ Years SCCM back-end Experience, including WSUS, Patch Management architecture and design in an enterprise environment with ITIL Foundation knowledge. SQL and PowerShell knowledge is also required.	8 years

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
B18	**Technical Writer**				
B18.1	Technical Writer	Junior	National Diploma/Degree or relevant technical certification.	Experience in report writing, business and technical and presentation. Ability to present complex technical reports in business terms and data analytics. Advanced experienced in Microsoft Office / Office 365 products.	2 Years
B18.2	Technical Writer	Intermediate	National Diploma/Degree or relevant technical certification.	Experience in report writing, business and technical and presentation. Ability to present complex technical reports in business terms and data analytics. Advanced experienced in Microsoft Office / Office 365 products, including excellent communication skills, both verbal and written. Experience in data analytics and process building.	4 Years
B18.3	Technical Writer	Senior	National Diploma/Degree or relevant technical certification.	Experience in report writing, business and technical and presentation. Ability to present complex technical reports in business terms and data analytics. Advanced experienced in Microsoft Office / Office 365 products, including excellent communication	7 years

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				skills, both verbal and written. Experience in data analytics and process building. PowerShell scripting is also advantageous.	
B18.4	Technical Writer	Principal	National Diploma/Degree or relevant technical certification.	Demonstrated technical writing skills and document authoring; Good communication skills both written and verbal; Ability to identify complex information needs of the department and organise and develop documentation that addresses those needs; Knowledge of advanced Microsoft Suite of products and Technical Writing tools; Ability to translate complex IT technical jargon into easy understandable language catering for all audiences.	8 years
B19	**Video Conference Engineer**				
B19.1	Video Conference Engineer	Junior	National Diploma/Degree or relevant technical certification (PVCE).	Relevant Video Conference Certified Systems Engineer certification in Polycom Video Conference Systems and experience in managing a Polycom Bridge implementation. Video End Point management experience.	2 Years
B19.2	Video Conference	Intermediate	National Diploma/Degree or relevant technical	Relevant Video Conference Certified Systems	4 Years

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
	Engineer		certification (PVCE).	Engineer certification in Polycom Video Conference Systems and experience in managing a Polycom Bridge implementation. Installation of Video Conferencing endpoints; Managing of Video Conference call on the Video Bridge.	
B19.3.	Video Conference Engineer	Senior	National Diploma/Degree or relevant technical certification (PVCE).	Relevant Video Conference Certified Systems Engineer certification in Polycom Video Conference Systems and experience in managing a Polycom Bridge implementation. Video Conference endpoints installation and management; Video Conference Bridge management; Call testing and call scheduling; Implementing call automation solutions; Monitoring of Video & Audio call quality and optimization;	7 Years
B19.4	Video Conference Engineer	Principal	National Diploma/Degree or relevant technical certification (PVCE).	Relevant Video Conference Certified Systems Engineer certification in Polycom Video Conference Systems and experience in managing a Polycom Bridge implementation	8 years

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				Implementing and documenting video conferencing system following ITIL Processes; Implementing and facilitating adoption and awareness programmes for Video & Audio Conference Systems. Architecting & Designing of Video & Audio Conference systems.	
B20	**Interation Specialist**				
B20.1	Interation Specialist	Principal	Relevant Technology based certification and/ or qualification.	"Demonstrated strong technical analysis and research ability in Communications Technology Systems. Domain specific experience in Unified Communications solutions design and implementation. Comprehensive understanding of the Information Technology (ICT) Infrastructure landscapes and how all layers of the ISO stack are integrated. Strong communication and documentation and technical writing ability. Up to date with the current Unified Communications technologies and have a sound knowledge of the same. Ensuring that the business	8 years

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				requirements related to technology are defined and addressed. Identify relevant technology solutions to overcome the business problems and assuring the realization of business benefits. Architecture Design: designing various architectures that help in the efficient working of the project. The architecture design may also include designing various technologies. Strong Project Management Competency: Effectively and efficiently deals with the ongoing projects, keeping a track of daily work, verifying the work done, and timely completion of the work.	
B21	Solution Architect				
B21.1	Solution Architect	Principal	IT Degree or relevant technical certification (MCSE).	Extensive knowledge of computer systems, operating systems (Microsoft/Unix), system security measures, database management and web platforms. Background in both hardware and software. Excellent ability to communicate technical information to lay persons,	8 years

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				especially to management. Solutions architecture and design in an enterprise environment with ITIL knowledge.	
B22	**ITSM Technical Consultant**				
B22.1	ITSM Technical Consultant	Intermediate	ITIL Intermediate Certification Project Management Certification	Deploy/Implement ITSM solution (maintaining and troubleshooting those solutions), Configure ITSM Tool to align with IT Processes, Integration between ITSM tool and other systems	5+ years relevant experience
B22.2	ITSM Technical Consultant	Senior	ITIL Intermediate Certification, ITIL Managers/Expert Certification advantageous, Project Management Certification, National Diploma in IT or equivalent	Deploying/Implementing ITSM solution (maintaining and troubleshooting those solutions), Configure ITSM Tool to align with IT Processes, Integration between ITSM tool and other systems, Advise on ITIL best practice and methodology	10+ years relevant experience
B23	**Service Level Management Specialist**				
B23.1	Service Level Management Specialist	Intermediate	ITIL Intermediate Certification, Project Management Certification	Ensure that all IT Service Management processes, Operational Level Agreements (OLAs) and Service Level Agreements (SLAs) are in place, as agreed upon ITSM Tool configuration for OLA/SLA targets Assist with negotiating	5+ years relevant experience

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				Service Level Agreements and ensuring that these are met. Configure Workflows & Notifications	
B23.2	Senior Service Level Management Specialist	Senior	ITIL Intermediate Certification ITIL Managers/Expert Certification advantageous Project Management Certification National Diploma in IT or equivalent	Design, Configure & Implement and Service Level Management Process Assist in facilitating the developing of OLAs between relevant stakeholders within IS&T Assist with drawing up and implementation of SLAs between IS&T and CCT Business units OLA/SLA Metrics and Reporting Configure Workflows & Notifications Ability to communicate effectively with Senior as well Junior CCT staff; in both technical and non-technical language	8+ years relevant experience
B24	Product Specialist				
B24.1	Product Specialist	Intermediate	ITIL Intermediate Certification Project Management Certification	Subject Matter Expert (SME) for the ITSM Solution who will be responsible for any additional configuration for the ITSM Solution	5+ years relevant experience
B25	ITSM Asset and configuration management specialist				
B25.1	ITSM Asset and configuration management specialist	Intermediate	ITIL Intermediate Certification Project Management Certification	Integration with current Asset Management system Create and maintain the base	5+ years relevant experience

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				level for configuration items (CIs) and related information in the CMDB Responsible for ensuring ICT hardware and software assets and their configurations are known, recorded and accessible. Responsible for maintaining the relationships between the configuration items that make up the services, systems and applications used by the business. Configure Workflows & Notifications	
B25.2	Senior ITSM Asset and configuration management specialist	Senior	ITIL Intermediate Certification ITIL Managers/Expert Certification advantageous Project Management Certification National Diploma in IT or equivalent	Design, Configure & Implement an Asset and Configuration Management Database Integration with current Asset Management system Create and maintain the base level for configuration items (CIs) and related information in the CMDB Responsible for ensuring ICT hardware and software assets and their configurations are known, recorded and accessible. Responsible for maintaining the relationships between the configuration items	8+ years relevant experience

Specifications for Distributed Computing Functions (DC)					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				that make up the services, systems and applications used by the business. Configure Workflows & Notifications	
B26	**Product Specialist**				
B26.1	Product Specialist	Senior	ITIL Intermediate Certification ITIL Managers/Expert Certification advantageous Project Management Certification National Diploma in IT or equivalent	Subject Matter Expert (SME) for the ITSM Solution who will be responsible for any additional configuration for the ITSM Solution	8+ years relevant experience
B27	**Report Writer**				
B27.1	Report Writer	Intermediate	National Diploma in IT or equivalent Data Analytics Certification ITIL Foundation Certification	Responsible for taking raw information from data queries and translating that information to a target audience in a form that is clear and easy to understand Operational ITSM Reporting	5+ years relevant experience
B27.2	Senior Report Writer	Senior	National Diploma in IT or equivalent Project Management Certification Data Analytics Certification ITIL Foundation Certification	Responsible for taking raw information from data queries and translating that information to a target audience in a form that is clear and easy to understand Tactical & Strategic ITSM Reporting	8+ years relevant experience
B28	**Developer**				
B28.1	Developer	Intermediate	ITIL Foundation Certification National Diploma in IT or equivalent	Responsible for supporting the development, implementation	5+ years relevant experience

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				and support of the IT Service Management system. Provide technical solutions to resolve any identified problems within the ITSM tool	
B28.2	Senior Developer	Senior	National Diploma in IT or equivalent Project Management Certification Data Analytics Certification ITIL Foundation Certification	Responsible for supporting the development, implementation and support of the IT Service Management system. Provide technical solutions to resolve any identified problems within the ITSM tool	8+ years relevant experience
29	**Business Analyst**				
B29.1	Business Analyst	Intermediate	ITIL Intermediate Certification Project Management Certification	Analyse and model business requirements Translate business requirements into systems design and technical specifications Drawing up of Process Documentation and Implementation Plans Reporting	5+ years ITSM experience
B29.2	Senior Business Analyst	Senior	National Diploma in IT or equivalent ITIL Intermediate Certification Project Management Certification	Analyse and model business requirements Translate business requirements into systems design and technical specifications Drawing up of Process Documentation and Implementation Plans Reporting	8+ years ITSM experience

Specifications for Distributed Computing Functions (DC)					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				Ability to communicate effectively with Senior as well Junior CCT staff; in both technical and non-technical language	

13.3 Resources and Skills Requirements for Category C - ERP Support Centre (ESC) 3

The ERP Support Centre Branch is responsible for the maintenance and support of the SAP Application across the following Modules:

Finance, Human Resources, Revenue(ISU), Flexible Real Estate, Infrastructure Life Cycle Management, Integrated Services, (including Customer Relationship Management(CRM) and Digital Services (including Public Service Records Management (PSRM) Business Partner, eServices and BI/BW/BW4HANA & SAC), Software Development and User Support, (including Governance, Risk and Compliance (GRC)).

In addition, the ESC is responsible for implementing new or enhancing existing SAP Solutions by adhering to ASAP Project Management methodology. Key project resources are required, such as, Project Managers, Solution Architects, Business Analysts, Functional Analysts, SAP Developers, Testers, Change Managers and SAP Trainers.

The table below is directly, numerically referenced with the tables reflected under the various categories in **(5) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Specifications for ERP Support Centre (ESC) Functions					
Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
C.01	ABAP Object Oriented Developer				
C01.1	ABAP Object Oriented Developer	Senior	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in ABAP Object Oriented Testing and Debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C01.2	ABAP Object Oriented Developer	Principal	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
				roles requirements. Performing SAP Programming in ABAP Object Oriented Testing and Debugging functions related to the implementation and enhancement of SAP modules.	
C02	**Agentry Developer**				
C02.1	Agentry Developer	Senior	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Agentry. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C02.2	Agentry Developer	Principal	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Agentry. Testing and debugging functions related to the implementation	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				and enhancement of SAP modules.	
C03	**Application Tester**				
C03.1	Application Tester	Senior	Bachelor's level degree or SAP related qualification	Ability to test application in all required SAP testing phases.	5+ years
C03.2	Application Tester	Principal	Bachelor's level degree or SAP related qualification	Ability to test application in all required SAP testing phases.	8+ years
C04	**BW Functional Analyst**				
C04.1	BW Functional Analyst	Senior	SAP BW Certification	SAP BW System Configuration and Setup. Analysis and Solution Implementation. Project Execution.	5+ years
C04.2	BW Functional Analyst	Principal	SAP BW Certification	SAP BW System Configuration and Setup. Analysis and Solution Implementation. Project Execution.	8+ years
C04.3	BW Functional Analyst	Expert	SAP BW Certification	SAP BW System Configuration and Setup. Analysis and Solution Implementation. Project Execution.	10+ years
C05	**SAP Change Manager**				
C05.1	SAP Change Manager	Senior	Recognized Change Management accreditation/ qualification	Experience in at least one of the following areas, but with a working knowledge of all:	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				• Change Management • Transformation Management • Organizational Design & Development • Communication • Leadership Development • Training Management The ability to deliver Change Management solutions and documentation to the highest standards.	
C05.2	SAP Change Manager	Principal	Recognized Change Management accreditation/ qualification	Experience in at least one of the following areas, but with a working knowledge of all: • Change Management • Transformation Management • Organizational Design & Development • Communication • Leadership Development • Training Management The ability to deliver Change Management solutions and documentation to the highest standards.	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C06	**GRC Access Request Management Functional Analyst**				
C06.1	GRC Access Request Management Functional Analyst	Senior	SAP GRC Certification	GRC System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	5+ years
C06.2	GRC Access Request Management Functional Analyst	Principal	SAP GRC Certification	GRC System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	8+ years
C06.3	GRC Access Request Management Functional Analyst	Expert	SAP GRC Certification	GRC System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	10+ years
C07	**Mobile Developer (Java Script and Angular)**				
C07.1	Mobile Developer (Java Script and Angular)	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements Performing SAP Programming in Java Script and Angular Mobile. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C07.2	Mobile Developer (Java Script and Angular)	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements Performing SAP Programming in Java Script and Angular Mobile. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+ years
C08	Java Mobile Developer (Java Script)				
C08.1	Mobile Developer (Java Script)	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements Performing SAP Programming in Java Mobile. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C08.2	Mobile Developer (Java Script)	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming,	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				report, interface, output files, security and roles requirements Performing SAP Programming in Java Mobile. Testing and debugging functions related to the implementation and enhancement of SAP modules.	
C09	**SAP (FI CO) Management Accounting Functional Analyst**				
C09.1	SAP (FI CO) Management Accounting Functional Analyst	Senior	SAP FI Certification	FI CO Configuration and Set-up. Analysis and Solution. SAP Profit Centre Accounting and Integration between modules. CATT's, Quick Test, Conversion Tools, LSMW & Project Execution.	5+ years
C09.2	SAP (FI CO) Management Accounting Functional Analyst	Principal	SAP FI Certification	FI CO Configuration and Set-up. Analysis and Solution. SAP Profit Centre Accounting and Integration between modules. CATT's, Quick Test, Conversion Tools, LSMW & Project Execution.	8+ years
C10	**SAP Accounts Payable (AP) Functional Analyst**				

Specifications for ERP Support Centre (ESC) Functions					
Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
C10.1	SAP Accounts Payable (AP) Functional Analyst	Senior	SAP Accounts Payable Certification	SAP AP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	5+ years
C10.2	SAP Accounts Payable (AP) Functional Analyst	Principal	SAP Accounts Payable Certification	SAP AP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	8+ years
C10.3	SAP Accounts Payable (AP) Functional Analyst	Expert	SAP Accounts Payable Certification	SAP AP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	10+ years
C10.4	SAP Accounts Payable (AP) Solution Architect	Expert	SAP Accounts Payable Certification	SAP AP System Configuration and Setup. Analysis and Solution implementation. Project Execution. Expertise in architecture, design, integration and implementation of SAP Accounts Payable solutions.	10+ years
C11	SAP Authorisations Functional Analyst				
C11.1	SAP Authorisations Functional Analyst	Senior	SAP Authorisations Certification	SAP Authorisation System Configuration and Setup. Analysis and Solution implementation. Project Execution.	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C11.2	SAP Authorisations Functional Analyst	Principal	SAP Authorisations Certification	SAP Authorisation System Configuration and Setup. Analysis and Solution implementation. Project Execution.	8+ years
C11.3	SAP Authorisations Functional Analyst	Expert	SAP Authorisations Certification	SAP Authorisation System Configuration and Setup. Analysis and Solution implementation. Project Execution.	10+ years
C12	**SAP BPC Solution Architect**				
C12.1	SAP BPC Solution Architect	Senior	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. Advanced SAP BPC NW10.1 (Standard / Embedded) solution design and configuration skills for financial modelling and detailed planning. Knowledge of BW 7.4 and the SAP Netweaver landscape and integration with other SAP solutions on the Netweaver platform SAP ABAP/ programming skills will be advantageous. Project	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Execution.	
C12.2	SAP BPC Solution Architect	Principal	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. Advanced SAP BPC NW10.1 (Standard / Embedded) solution design and configuration skills for financial modelling and detailed planning. Knowledge of BW 7.4 and the SAP Netweaver landscape and integration with other SAP solutions on the Netweaver platform SAP ABAP/ programming skills will be advantageous. Project Execution.	8+ years
C12.3	SAP BPC Solution Architect	Expert	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. Advanced SAP BPC NW10.1 (Standard / Embedded) solution design and configuration skills for financial modelling and detailed planning. Knowledge of BW 7.4 and the SAP Netweaver	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
				landscape and integration with other SAP solutions on the Netweaver platform SAP ABAP/ programming skills will be advantageous. Project Execution.	
C13	SAP BPC Techno-Functional Analyst				
C13.1	SAP BPC Techno-Functional Analyst	Senior	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. SAP BPC NW10.1 (Standard) EPM front-end skills (EPM Reporting / Input Schedules). High-level understanding of SAP BW 7.4 integration with BPC Programming and/or Visual Basic skills will be advantageous. Project Execution.	5+ years
C13.2	SAP BPC Techno-Functional Analyst	Principal	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. SAP BPC NW10.1 (Standard) EPM front-end skills (EPM Reporting / Input Schedules). High-level understanding of SAP BW 7.4 integration with BPC Programming	8+ years

| **Specifications for ERP Support Centre (ESC) Functions** |

Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
				and/or Visual Basic skills will be advantageous. Project Execution.	
C13.3	SAP BPC Techno-Functional Analyst	Expert	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. SAP BPC NW10.1 (Standard) EPM front-end skills (EPM Reporting / Input Schedules). High-level understanding of SAP BW 7.4 integration with BPC Programming and/or Visual Basic skills will be advantageous. Project Execution.	10+ years
C14	**SAP Business Partner (BP) Functional Analyst**
C14.1	SAP Business Partner (BP) Functional Analyst	Senior	SAP BP Certification	SAP BP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	5+ years
C14.2	SAP Business Partner (BP) Functional Analyst	Principal	SAP BP Certification	SAP BP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	8+ years
C14.3	SAP Business Partner (BP) Solution Architect	Expert	SAP BP Certification	SAP BP System Configuration and Setup. Analysis and Solution	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				implementation Project Execution.	
C15	**SAP Case Management (CM) Functional Analyst**				
C15.1	SAP Case Management (CM) Functional Analyst	Senior	SAP CM Certification	SAP CM System Configuration and Setup. Analysis and Solution implementation. Project Execution.	5+ years
C15.2	SAP Case Management (CM) Functional Analyst	Principal	SAP CM Certification	SAP CM System Configuration and Setup. Analysis and Solution implementation Project Execution.	8+ years
C15.3	SAP Case Management (CM) Functional Analyst	Expert	SAP CM Certification	SAP CM System Configuration and Setup. Analysis and Solution implementation Project Execution.	10+ years
C16	**SAP Contact Centre CRM Integrator Functional Analyst**				
C16.1	SAP Contact Centre CRM Integrator Functional Analyst	Senior	Related SAP Certification	SAP Contact Centre CRM Integrator. System Configuration and Set-up. Analysis and Solution Implementation Project Execution.	5+ years
C16.2	SAP Contact Centre CRM Integrator Functional Analyst	Principal	Related SAP Certification	SAP Contact Centre CRM Integrator. System Configuration and Set-up.	8+ years

	Specifications for ERP Support Centre (ESC) Functions				
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Analysis and Solution Implementation Project Execution.	
C17	**SAP Contact Centre Telephony Functional Analyst**				
C17.1	SAP Contact Centre Telephony Functional Analyst	Senior	Related SAP Certification	SAP Contact Centre Telephony System Configuration and Set-up. Analysis and Solution Implementation Project Execution.	5+ years
C17.2	SAP Contact Centre Telephony Functional Analyst	Principal	Related SAP Certification	SAP Contact Centre Telephony System Configuration and Set-up. Analysis and Solution Implementation Project Execution.	8+ years
C18	**SAP CRM Developer**				
C18.1	SAP CRM Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP CRM. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C18.2	SAP CRM Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP CRM. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+ years
C18.3	SAP CRM Developer	Expert	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP CRM. Testing and debugging functions related to the implementation and enhancement of SAP modules	10+ years
C19	**SAP CRM Investigative Case Management (ICM) Functional Analyst**				
C19.1	SAP CRM Investigative Case Management (ICM) Functional Analyst	Senior	SAP CRM ICM Certification	SAP CRM ICM System Configuration and Set-up.	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Analysis and Solution implementation. Project Execution.	
C19.2	SAP CRM Investigative Case Management (ICM) Functional Analyst	Principal	SAP CRM ICM Certification	SAP CRM ICM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+ years
C20	**SAP CRM Service Management Functional Analyst**				
C20.1	SAP CRM Service Management Functional Analyst	Senior	SAP CRM Certification	SAP CRM Service Management System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+ years
C20.2	SAP CRM Service Management Functional Analyst	Principal	SAP CRM Certification	SAP CRM Service Management System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+ years
C21	**SAP EHS (Environment, Health & Safety) Contractor**				
C21.1	SAP EHS (Environment, Health & Safety) Contractor	Senior	SAP EHS Certification	SAP HCM EHS Basic Configuration. HCM Integration beneficial.	5+ years
C21.2	SAP EHS (Environment, Health & Safety) Contractor	Principal	SAP EHS Certification	SAP HCM EHS Basic Configuration. HCM Integration beneficial.	8+ years

Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
Specifications for ERP Support Centre (ESC) Functions					
C22	**SAP e-Services Functional Analyst**				
C22.1	SAP e-Services Functional Analyst	Senior	SAP experience & 1 eServices Project Implementation.	SAP eServices System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+ years
C22.2	SAP e-Services Functional Analyst	Principal	SAP experience & many eServices Project Implementation.	SAP eServices System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+ years
C22.3	SAP e-Services Solution Architect	Expert	SAP experience & many eServices Project Implementation.	SAP portal Configuration and Set-up Analysis and Solution. Advanced SAP portal solution design and configuration skills for single view of the customer (business partner). Knowledge of integration with other SAP solutions. SAP ABAP/ programming skills will be advantageous. Project Execution.	10+ years
C23	**SAP FI Treasury Functional Analyst**				
C23.1	SAP FI Treasury Functional Analyst	Senior	SAP FI Certification	SAP FI Treasury System Configuration and Set-up. Analysis and Solution	5+ years

	Specifications for ERP Support Centre (ESC) Functions				
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				implementation. Project Execution.	
C23.2	SAP FI Treasury Functional Analyst	Principal	SAP FI Certification	SAP FI Treasury System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+ years
C24	**SAP Finance (FI) Functional Analyst**				
C24.1	SAP Finance (FI) Functional Analyst	Senior	SAP FI Certification	FI Configuration and Set-up. Analysis and Solution Implementation. SAP New GL, SAP Profit Centre Accounting and Integration between modules. Project Execution.	5+ years
C24.2	SAP Finance (FI) Functional Analyst	Principal	SAP FI Certification	FI Configuration and Set-up. Analysis and Solution Implementation. SAP New GL, SAP Profit Centre Accounting and Integration between modules. Project Execution.	8+ years
C25	**SAP Folders Management (FM) Functional Analyst**				
C25.1	SAP Folders Management (FM) Functional Analyst	Senior	SAP FM Certification	SAP FM Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+ years
C25.2	SAP Folders	Principal	SAP FM Certification	SAP FM	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
	Management (FM) Functional Analyst			Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	
C26	**SAP Geo-Enablement PM Functional Analyst**				
C26.1	SAP Geo-Enablement (Geo.e) PM Functional Analyst	Senior	SAP Geo.e Certification	SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+ years
C26.2	SAP Geo-Enablement (Geo.e) PM Functional Analyst	Principal	SAP Geo.e Certification	SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+ years
C27	**SAP GEO-enablement REM Functional Analyst**				
C27.1	SAP Geo-Enablement (Geo.e) REM Functional Analyst	Senior	SAP Geo.e Certification	SAP Geo.e REM Configuration. SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+ years
C27.2	SAP Geo-Enablement (Geo.e) REM Functional Analyst	Principal	SAP Geo.e Certification	SAP Geo.e REM Configuration. SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+ years
C28	**SAP GEO-enablement Case Functional Analyst**				

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C28.1	SAP Geo-Enablement (Geo.e) Case Functional Analyst	Senior	SAP Geo.e Certification	SAP Geo.e Case Configuration. SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+ years
C28.2	SAP Geo-Enablement (Geo.e) Case Functional Analyst	Principal	SAP Geo.e Certification	SAP Geo.e Case Configuration. SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+ years
C29	**SAP HANA Authorisations Functional Analyst**				
C29.1	SAP HANA Authorisations Functional Analyst	Senior	Related SAP Certification	SAP HANA Authorisations. Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+ years
C29.2	SAP HANA Authorisations Functional Analyst	Principal	Related SAP Certification	SAP HANA Authorisations. Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+ years
C29.3	SAP HANA Authorisations Functional Analyst	Expert	Related SAP Certification	SAP HANA Authorisations. Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C30	**SAP HANA SQL Developer**				
C30.1	SAP HANA SQL Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP HANA SQL. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C30.2	SAP HANA SQL Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP HANA SQL. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+ years
C31	**SAP HCM Payroll Functional Analyst**				

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C31.1	SAP HCM Payroll Functional Analyst	Senior	SAP HCM Payroll Certification	All other levels: SAP HCM Payroll & PA. Configuration, including Schemas, Rules & Wage Types. Interface between Time Management & Payroll. HCM Integration beneficial.	5+ years
C31.2	SAP HCM Payroll Functional Analyst	Principal	SAP HCM Payroll Certification	All other levels: SAP HCM Payroll & PA. Configuration, including Schemas, Rules & Wage Types. Interface between Time Management & Payroll. HCM Integration beneficial.	8+ years
C32	**SAP HCM Talent Management Functional Analyst**				
C32.1	SAP HCM Talent Management Functional Analyst	Senior	SAP HCM Talent Management	SAP HCM Talent Management Configuration. Portal (ESS & MSS). HCM Integration beneficial.	5+ years
C32.2	SAP HCM Talent Management Functional Analyst	Principal	SAP HCM Talent Management	SAP HCM Talent Management Configuration. Portal (ESS & MSS). HCM Integration beneficial.	8+ years
C33	**SAP HCM Time Management Functional Analyst**				
C33.1	SAP HCM Time Management Functional Analyst	Senior	SAP HCM TM Certification	SAP HCM Time Configuration	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				(positive and negative time), including e-Leave. Interface between Time Management and Payroll. HCM Integration beneficial.	
C33.2	SAP HCM Time Management Functional Analyst	Principal	SAP HCM TM Certification	SAP HCM Time Configuration (positive and negative time), including e-Leave. Interface between Time Management and Payroll. HCM Integration beneficial.	8+ years
C34	**SAP HCM Organisational Management Functional Analyst**				
C34.1	SAP HCM Organisational Management Functional Analyst	Senior	SAP HCM OM Certification	SAP HCM Org Management Configuration. Interface between Org Management and Personnel Administration. HCM Integration beneficial.	5+ years
C34.2	SAP HCM Organisational Management Functional Analyst	Principal	SAP HCM OM Certification	SAP HCM Org Management Configuration. Interface between Org Management and Personnel Administration. HCM Integration beneficial.	8+ years
C35	**SAP HCM Personnel Administration Functional Analyst**				

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C35.1	SAP HCM Personnel Administration Functional Analyst	Senior	SAP HCM Personnel Administration Certification	SAP HCM Personnel Administration Configuration. Integration between PA, Org management, Time and Payroll. HCM Integration beneficial.	5+ years
C35.2	SAP HCM Personnel Administration Functional Analyst	Principal	SAP HCM Personnel Administration Certification	SAP HCM Personnel Administration Configuration. Integration between PA, Org management, Time and Payroll. HCM Integration beneficial.	8+ years
C36	**SAP HCM PCPS Functional Analyst**				
C36.1	SAP HCM PCPS Functional Analyst	Senior	SAP HCM Personnel Cost Planning and Simulation Certification	SAP HCM PCPS Configuration. Integration between PCPS and Org management and Finance/Budgets. HCM Integration beneficial.	5+ years
C36.2	SAP HCM PCPS Functional Analyst	Principal	SAP HCM Personnel Cost Planning and Simulation Certification	SAP HCM PCPS Configuration. Integration between PCPS and Org management and Finance/Budgets. HCM Integration beneficial.	8+ years
C37	**SAP HCM Integration Specialist**				

	Specifications for ERP Support Centre (ESC) Functions				
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C37.1	SAP HCM Integration Specialist	Senior	SAP HCM Certification for all HCM modules	SAP HCM Configuration. Integration between HCM modules and other Functional areas such as FI/CO, Plant maintenance. HCM Integration essential.	5+ years
C37.2	SAP HCM Integration Specialist	Principal	SAP HCM Certification for all HCM modules	SAP HCM Configuration. Integration between HCM modules and other Functional areas such as FI/CO, Plant maintenance. HCM Integration essential.	8+ years
C38	**SAP IDM Contractor**				
C38.1	SAP IDM Contractor	Senior	SAP IDM Certification	IDM System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	5+ years
C38.2	SAP IDM Contractor	Principal	SAP IDM Certification	IDM System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	8+ years
C39	**SAP ISU Functional Analyst**				
C39.1	SAP ISU Functional Analyst	Senior	SAP ISU Certification	ISU configuration. Business Analysis. Solution	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Implementation Project Execution.	
C39.2	SAP ISU Functional Analyst	Principal	SAP ISU Certification	ISU configuration. Business Analysis. Solution Implementation. Project Execution.	8+ years
C39.3	SAP ISU Functional Analyst	Expert	SAP ISU Certification	ISU configuration. Business Analysis. Solution Implementation Project Execution.	10+ years
C39.4	SAP ISU Solution Architect	Expert	SAP ISU Certification	ISU configuration. Business Analysis. Solution Implementation. Project Execution. SAP Integration across modules. ISU configuration. Business Analysis. Solution Implementation. Project Execution. Integration with 3rd party vendors.	10+ years
C40	**SAP Land Use Management (LUM) Functional Analyst**				
C40.1	SAP Land Use Management (LUM) Functional Analyst	Senior	SAP REM Certification	SAP LUM Configuration and Set-up. Analysis and Solution. Integration between modules. Project Execution.	5+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C40.2	SAP Land Use Management (LUM) Functional Analyst	Principal	SAP REM Certification	SAP LUM Configuration and Set-up. Analysis and Solution. Integration between modules. Project Execution.	8+ years
C40.3	SAP Real Estate Solution Architect	Expert	SAP REM Certification	SAP Real Estate Configuration and Set-up Analysis and Solution. SAP Integration across modules. ISU configuration. Business Analysis. Solution Implementation. Project Execution. Integration with 3rd party vendors. Advanced SAP Real Estate solution design and configuration skills. Knowledge of landscape integration with other SAP solutions. SAP ABAP/ programming skills will be advantageous. SAP Certifications will be advantageous. Project Execution.	10+ years
C41	**SAP Materials Management (MM) Functional Analyst**				

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C41.1	SAP Materials Management (MM) Functional Analyst	Senior	SAP MM certification	SAP MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution	5+ years
C41.2	SAP Materials Management (MM) Functional Analyst	Principal	SAP MM certification	SAP MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution	8+ years
C41.3	Scarce Skills Specialist SAP Materials Management (MM) Solution Architect	Expert	SAP MM certification	SAP MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution	10+ years
C42	**SAP Mobile Functional Analyst**				
C42.1	SAP Mobile Functional Analyst	Senior	SAP Mobile Certification	SAP Mobile System Configuration and Set-up Analysis and Solution implementation. Project Execution	5+ years
C42.2	SAP Mobile Functional Analyst	Principal	SAP Mobile Certification	SAP Mobile System Configuration and Set-up. Analysis and Solution implementation. Project Execution	8+ years
C42.3	SAP Mobile Functional Analyst	Expert	SAP Mobile Certification	SAP Mobile System Configuration and Set-up. Analysis and Solution	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				implementation Project Execution	
C42.4	SAP Mobile Solution Architect	Expert	SAP Mobile Certification	SAP Mobile System Configuration and Set-up. Analysis and Solution implementation. Project Execution. Expertise in architecture, design, integration and implementation of SAP Mobile solutions.	10+ years
C43	**SAP Plant Maintenance (PM) Functional Analyst**				
C43.1	SAP Plant Maintenance (PM) Functional Analyst	Senior	SAP PM Certification	SAP PM System Configuration and Set-up. Analysis and Solution implementation Project Execution	5+ years
C43.2	SAP Plant Maintenance (PM) Functional Analyst	Principal	SAP PM Certification	SAP PM System Configuration and Set-up. Analysis and Solution implementation. Project Execution	8+ years
C43.3	SAP Plant Maintenance (PM) Functional Analyst	Expert	SAP PM Certification	SAP PM System Configuration and Set-up. Analysis and Solution implementation Project Execution	10+ years
C43.4	SAP Plant Maintenance (PM) Solution Architect	Expert	SAP PM Certification	SAP PM System Configuration and Set-up.	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Analysis and Solution implementation Project Execution. Expertise in architecture, design, integration and implementation of SAP Plant Maintenance solutions.	
C.44	**SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)**				
C44.1	SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)	Senior	SAP PM Certification	SAP PM System Configuration and Set-up for Quality Management. Analysis and Solution implementation Project Execution	5+ years
C44.2	SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)	Principal	SAP PM Certification	SAP PM System Configuration and Set-up for Quality Management. Analysis and Solution implementation Project Execution	8+ years
C45	**SAP Process Orchestration Developer**				
C45.1	SAP Process Orchestration Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP	5+ years

	Specifications for ERP Support Centre (ESC) Functions				
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Programming in SAP Process Orchestration. Testing and debugging functions related to the implementation and enhancement of SAP modules.	
C45.2	SAP Process Orchestration Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Process Orchestration. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+ years
C45.3	SAP Process Orchestration Developer	Expert	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Process Orchestration.	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Testing and debugging functions related to the implementation and enhancement of SAP modules.	
C46	**SAP Programme Manager**				
C46.1	SAP Programme Manager	Senior	Recognized Project or Programme Management accreditation/ qualification.	Organizing and executing assigned business projects/ programmes, according to various requirements	10+ years
C46.2	SAP Programme Manager	Principal	Recognized Project or Programme Management accreditation/ qualification.	Organizing and executing assigned business projects/ programmes, according to various requirements	13+ years
C47	**SAP Project Manager**				
C47.1	SAP Project Manager	Senior	Recognized Project Management accreditation/ qualification.	Project Management Skills, including Project Management methodology, Interpersonal Skills & SAP Landscape Knowledge.	5+ years
C47.2	SAP Project Manager	Principal	Recognized Project Management accreditation/ qualification.	Project Management Skills, including Project Management methodology, Interpersonal Skills & SAP Landscape Knowledge.	8+ years
C48	**SAP Business Analyst**				

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C48.1	SAP Business Analyst	Senior	Related Qualification	Business Analyst Skills. Interpersonal Skills.	5+ years
C48.2	SAP Business Analyst	Principal	Related Qualification	Business Analyst Skills. Interpersonal Skills.	8+ years
C49	**SAP Project Portfolio Management (PPM) Developer**				
C49.1	SAP Project Portfolio Management (PPM) Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Project Portfolio Management (PPM). Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C49.2	SAP Project Portfolio Management (PPM) Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Project	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Portfolio Management (PPM). Testing and debugging functions related to the implementation and enhancement of SAP modules.	
C50	**SAP Project Portfolio Management (PPM) Functional Analyst**				
C50.1	SAP Project Portfolio Management (PPM) Functional Analyst	Senior	SAP PS and / PPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+ years
C50.2	SAP Project Portfolio Management (PPM) Functional Analyst	Principal	SAP PS and / PPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation Project Execution.	8+ years
C50.3	SAP Project Portfolio Management (PPM) Functional Analyst	Expert	SAP PS and / PPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+ years
C50.4	SAP Project Portfolio Management (PPM) Solution Architect	Expert	SAP PS and / PPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation Project Execution. Expertise in architecture, design, integration and	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
				implementation of SAP Project Portfolio Management.	
C51	**SAP Project Systems (PS) Functional Analyst**				
C51.1	SAP Project Systems (PS) Functional Analyst	Senior	SAP PS Certification	SAP PS System Configuration and Set-up. Analysis and Solution implementation Project Execution.	5+ years
C51.2	SAP Project Systems (PS) Functional Analyst	Principal	SAP PS Certification	SAP PS System Configuration and Set-up. Analysis and Solution implementation Project Execution.	8+ years
C52	**SAP Real Estate Management (REM) Functional Analyst**				
C52.1	SAP Real Estate Management (REM) Functional Analyst	Senior	SAP REM Certification	SAP REM Configuration and Set-up. Analysis and Solution Integration between modules. Project Execution.	5+ years
C52.2	SAP Real Estate Management (REM) Functional Analyst	Principal	SAP REM Certification	SAP REM Configuration and Set-up. Analysis and Solution Integration between modules. Project Execution.	8+ years
C53	**SAP Software Development Architect**				
C53.1	SAP Software Development Architect	Principal	Developer specific SAP Certification	Analysing business requirements	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in 1 or more of the following (ABAP Object Oriented, Agentry, SAP Workflow, SAP GEO-enablement framework, SAP Project Portfolio Management (PPM), SAP CRM, SAP Process Orchestration, SAPUI5, HTML Container Mobile (Java Script), SAP HANA SQL). Responsible for architecture of SAP ABAP software solutions for projects. Responsible for one or more developers, coordinating development tasks and ensuring work is completed on deadline. Testing and debugging functions related to the implementation and enhancement of SAP	

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				modules.	
C53.2	SAP Software Development Architect	Expert	Developer specific SAP Certification	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in 1 or more of the following (ABAP Object Oriented, Agentry, SAP Workflow, SAP GEO-enablement framework, SAP Project Portfolio Management (PPM), SAP CRM, SAP Process Orchestration, SAPUI5, HTML Container Mobile (Java Script), SAP HANA SQL). Responsible for architecture of SAP ABAP software solutions for projects. Responsible for one or more developers, coordinating development tasks and ensuring work is completed on deadline. Testing and debugging	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				functions related to the implementation and enhancement of SAP modules.	
C54	**SAP SOLMAN Functional Analyst**				
C54.1	SAP SOLMAN Functional Analyst	Senior	SAP SOLMAN Certification	SOLMAN System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	5+ years
C54.2	SAP SOLMAN Functional Analyst	Principal	SAP SOLMAN Certification	SOLMAN System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	8+ years
C54.3	SAP SOLMAN Functional Analyst	Expert	SAP SOLMAN Certification	SOLMAN System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	10+ years
C54.4	SAP SOLMAN Solution Architect	Expert	SAP SOLMAN Certification	SOLMAN System Configuration and Set-up. Analysis and Solution Definition. Project Execution. Expertise in architecture, design, integration and implementation of SAP Solution Manager.	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
C55	SAP Workflow Developer				
C55.1	SAP Workflow Developer	Senior	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Workflow. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C55.2	SAP Workflow Developer	Principal	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Workflow. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C56	**SAPUI5 Developer**				
C56.1	SAPUI5 Developer	Senior	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAPUI5. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C56.2	SAPUI5 Developer	Principal	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAPUI5. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+ years
C57	**User Experience (UX) Functional Analyst**				

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C57.1	User Experience (UX) Functional Analyst	Senior	UX Experience	User experience design of applications	5+ years
C57.2	User Experience (UX) Functional Analyst	Principal	UX Experience	User experience design of applications	8+ years
C58	**SAP Trainer**				
C58.1	SAP Trainer	Senior	Trainer Experience	SAP Trainer Experience	5+ years
C58.2	SAP Trainer	Principal	Trainer Experience	SAP Trainer Experience	8+ years
C59	**SAP Security Specialist**				
C59.1	SAP Security Specialist	Principal	SAP Security Experience	SAP Security Configuration and Set-up. Analysis and Solution. Advanced SAP Security solution design and configuration skills. Knowledge of integration with other SAP solutions SAP ABAP/ programming skills will be advantageous. Project Execution.	8+ years
C59.2	SAP Security Specialist	Expert	SAP Security Experience	SAP Security Configuration and Set-up. Analysis and Solution. Advanced SAP Security solution design and configuration skills. Knowledge of integration with other SAP	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
				solutions SAP ABAP/ programming skills will be advantageous. Project Execution.	
C60	**SAP Analytics Cloud (SAC) Functional Analyst**				
C60.1	SAP Analytics Cloud (SAC) Functional Analyst	Senior	SAC Experience	SAP SAC Configuration and Set-up. Analysis and Solution Integration between modules. Project Execution.	5+ years
C60.2	SAP Analytics Cloud (SAC) Functional Analyst	Principal	SAC Experience	SAP SAC Configuration and Set-up. Analysis and Solution Integration between modules. Project Execution.	8+ years
C61	**SAP Case Management Developer**				
C61.1	SAP Case Management Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Case Management. Testing and debugging functions related to the implementation	5+ years

\n Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
Specifications for ERP Support Centre (ESC) Functions					
				and enhancement of SAP modules.	
C61.2	SAP Case Management Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Case Management. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+ years
C62	SAP HCM Solution Architect				
C62.1	SAP HCM Solution Architect	Principal	SAP Certification. SAP Landscape Integration	SAP Integration across modules. SAP Integration within HCM (PA/Payroll, Time, Org Management, LSO, Personnel Cost Planning & Simulation, Environment, Health and Safety (EHS), Talent Management and e-Recruitment). HCM configuration, both back-end	10+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				and Portal capabilities (ESS, MSS, HCM custom). Business Analysis. Solution Implementation . Project Execution. Interfaces (inbound and outbound) Workflow	
C63	**SAP Migration Specialist**				
C63.1	SAP Migration Specialist	Senior	Migration SAP Certification is beneficial in data services	Analyzing business extraction rules and signoff. Building extraction rules from source system. Transforming both master data and transactional data set. Loading into target system. Technical recons and Business recons including signoff.	5+ years
C63.2	SAP Migration Specialist	Principal	Migration SAP Certification is beneficial in data services	Analyzing business extraction rules and signoff. Building extraction rules from source system. Transforming both master data and transactional data set. Loading into target system. Technical recons and	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				Business recons including signoff.	
C64	**OData Developer**				
C64.1	OData Developer	Senior	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in OData. Testing and Debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C64.2	OData Developer	Principal	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in OData. Testing and Debugging functions related to the implementation and enhancement	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	Function/Role	Level	Qualification	Core Skill	Years of experience required
				of SAP modules.	
C65	SAP Geo-Enablement framework Developer				
C65.1	SAP Geo-Enablement framework Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP GEO-enablement framework. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+ years
C65.2	SAP Geo-Enablement framework Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP GEO-enablement framework. Testing and debugging functions related to the implementation	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
				and enhancement of SAP modules.	
C65.3	SAP Geo-Enablement framework Developer	Expert	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP GEO-enablement framework. Testing and debugging functions related to the implementation and enhancement of SAP modules.	10+ years
C66	**SAP Hana Analytics Functional Analyst**				
C66.1	SAP Hana Analytics Functional Analyst	Senior	Related SAP Certification for all levels	SAP HANA Analytics System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+ years
C66.2	SAP Hana Analytics Functional Analyst	Principal	Related SAP Certification for all levels	SAP HANA Analytics System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+ years

Specifications for ERP Support Centre (ESC) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skill**	**Years of experience required**
C67	**SAP HANA Solution Architect**				
C67.1	SAP HANA Solution Architect	Expert	Related SAP Certification with many HANA implementations.	SAP HANA Configuration and Set-up. Analysis and Solution. Advanced SAP HANA solution design and configuration skills. Knowledge of integration with other SAP solutions. SAP ABAP/ programming skills will be advantageous. Project Execution.	10+ years

13.4 Resources and Skills Requirements for Category D - Geographical Information Systems (GIS)

Geographic Information Systems (GIS) is a computer-based method for collecting, managing, analysing, modelling, and presenting geographic or spatial data. GIS allows you to overlay maps and datasets and query them in terms of their spatial relationships to each other. For example, you could load different layers for rivers, creeks and streams, flood maps, and land parcels to determine which citizens to warn in a storm event.

GIS is an analysis tool that's used in a wide range of areas, including health, city government, transportation, urban planning, business marketing, geology and archaeology. It's used to route emergency and fleet vehicles, determine the best places for new wineries and other businesses, and conducting demographic, market, and political research.

The table below is directly, numerically referenced with the tables reflected under the various categories in **(5) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Specifications for Geographic Information Systems (GIS) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
D01.1	GIS Developer	Senior	Minimum relevant B degree or National Diploma supported by industry-specific/related qualifications and relevant experience	Participate in all phases of the software application development life cycle with an emphasis on solution design, development utilising C#, JavaScript, CSS, HTML, HTML5, SQL Server, Microsoft .NET Framework, WCF and Web API. Also, have a working knowledge and experience of the Esri 10.x ArcGIS products such as ArcGIS for Portal, ArcGIS Pro SDK and ArcGIS services.	5+ years
D01.2	GIS Specialist/Technician/ Analyst	Senior	Minimum relevant B degree or National Diploma supported by industry-specific/related qualifications and relevant experience	Participate in all phases of the software application development life cycle with an emphasis on solution design, development and configuration of internal and external web or	5+ years

Specifications for Geographic Information Systems (GIS) Functions					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				mobile software solution optimization C#, JavaScript, CSS, HTML, HTML5, SQL Server, Microsoft .NET Framework and ASP.NET MVC	
D01.3	GIS System and SolutionDesign Architect	Principal	Minimum relevant B degree or National Diploma supported by industry-specific/related qualifications and relevant experience	Applies a substantial body of professional knowledge in application solution architecture and design, coupled with in depth experience to develop and implement a wide range of projects, programs, systems, policies and practices in relation to the Application Solutions Architecture/ Design which could impact across several Departments in the Organization by providing a comprehensive professional software	8+ years
D01.4	Business Analyst	Senior	B-degree, FTI certification and GIS experience will be beneficial	Manage business and IT stakeholder relationships and expectations by developing a sound communication process using verbal as well as written skills. Provide leadership to team members and peers by collaborating with others; articulating ideas and viewpoints to senior management,	5+ years

Specifications for Geographic Information Systems (GIS) Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				peers and others; driving the resolution of issues. Analytical, problem-solving, and conceptual skills in order to Identify as well as facilitate the achieving of business requirements and needs. Provide project level analysis by producing required project analysis documentation (AS-IS vs To-BE analysis, system architectural designs, functional requirements, business process modelling, use cases, user interface mock ups, user acceptance testing plans and test cases). Sound data analysis and management skills, to assist with the development of strategic business as well as system reporting. Knowledge of relevant technology, tools, and middleware that enable business process enablement and business user productivity.	
D01.5	Project Manager	Senior	B-degree, PMI certification and GIS experience will be beneficial	Strong project management skills in a software development project. Strong verbal and electronic communication skills. Exceptional	5+ years

Specifications for Geographic Information Systems (GIS) Functions

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				planning and optimization that result in project deliverables, on time and within budget. Stakeholder management skills. Exceptional knowledge of Agile, project management Principals, methodologies, and tools.	

13.5 Resources and Skills Requirements for Category E - Infrastructure

The table below is directly, numerically referenced with the tables reflected under the various categories in **(5) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Specifications for Infrastructure Functions					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
E01	**IBM Engineer**				
E01.1	IBM SAN Engineer	Senior	IBM Certified Specialist	IBM Storage Technical Specialist ; Knowledge and relevant experience on Cisco Fibre Channel SAN Switches	5+ years
E01.2	IBM SAN Engineer	Principal	IBM Certified Specialist	IBM Storage Technical Specialist ; Knowledge and relevant experience on Cisco Fibre Channel SAN Switches	8+ years
E02	**Lenovo Systems Engineer**				
E02.1	Lenovo Systems Engineer	Senior	Lenovo Certified Technician	Knowledge and experience on Xclarity Resource Management solutions, and, X86 Server Hardware specialist	5+ years
E02.2	Lenovo Systems Engineer	Principal	Lenovo Certified Technician	Knowledge and experience on Xclarity Resource Management solutions, and, X86 Server Hardware specialist	8+ years
E03	**Linux System Engineer**				
E03.1	Linux System Engineer	Senior	Linux Foundation Certified Engineer	Proven experience in the design and implementation of Linux system architecture.	5+ years

Specifications for Infrastructure Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
E03.2	Linux System Engineer	Principal	Linux Foundation Certified Engineer	Proven experience in the design and implementation of Linux system architecture.	8+ years
E04	Microsoft SharePoint Administrator				
E04.1	Microsoft SharePoint Administrator	Senior	MCSE: Productivity	Proven experience as a Microsoft SharePoint solution specialist	5+ years
E04.2	Microsoft SharePoint Administrator	Principal	MCSE: Productivity	Proven experience as a Microsoft SharePoint solution specialist	8+ years
E05	Microsoft Windows Server Engineer				
E05.1	Microsoft Windows Server Engineer	Senior	MCSE: Cloud Platform & Infrastructure	Knowledge and relevant experience on Windows Server 2016 and 2019; Knowledge and relevant experience on MS System Centre Suite; Knowledge and relevant experience on Cloud Data Platform; Knowledge and relevant experience in Designing & Implementing Server Infrastructure	5+ years
E05.2	Microsoft Windows Server Engineer	Principal	MCSE: Cloud Platform & Infrastructure	Knowledge and relevant experience on Windows Server 2016 and 2019; Knowledge and relevant experience on MS System Centre Suite; Knowledge and relevant experience on Cloud Data Platform; Knowledge and relevant experience in	8+ years

Specifications for Infrastructure Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				Designing & Implementing Server Infrastructure	
E06	**Cloud Engineers**				
E06.1	Cloud Engineers	Senior	Relevant OEM qualifications	Cloud engineers such as Microsoft, SAP, Oracle or related equivalent; Domain specific experience in solution design and implementation; Cloud productivity suite integration experience; Demonstrated strong technical analysis ability	5+ years
E06.2	Cloud Engineers	Principal	Relevant OEM qualifications	Cloud engineers such as Microsoft, SAP, Oracle or related equivalent; Domain specific experience in solution design and implementation; Cloud productivity suite integration experience; Demonstrated strong technical analysis ability	8+ years
E07	**Oracle Database Administration**				
E07.1	Oracle DatabaseAdministrator	Senior	Relevant Oracle qualifications	Understanding of Oracle and Unix fundamentals; Knowledge and experience of SAP on Oracle	5+ years
E07.2	Oracle DatabaseAdministrator	Principal	Relevant Oracle qualifications	Understanding of Oracle and Unix fundamentals; Knowledge and experience of SAP on Oracle	8+ years
E08	**SAP Basis Administration**				
E08.1	SAP Basis Administrator	Senior	Relevant SAP Basis	Understanding of Oracle and Unix	5+ years

Specifications for Infrastructure Functions					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
			qualifications	fundamentals; Knowledge and experience of SAP on Oracle; Knowledge and experience of SAP BI, SAP PI/PO, SAP Solution Manager, and SAP Portals	
E08.2	SAP Basis Administrator	Principal	Relevant SAP Basis qualifications	Understanding of Oracle and Unix fundamentals; Knowledge and experience of SAP on Oracle; Knowledge and experience of SAP BI, SAP PI/PO, SAP Solution Manager, and SAP Portals	8+ years
E9	**SAP HANA Administration**				
E09.1	SAP HANA Systems Administrator	Senior	Relevant SAP HANA Certification	Understanding of SAP, SAP HANA and Linux fundamentals; Understanding of Oracle and Unix fundamentals; Knowledge and experience of database administration, installation and maintenance; Knowledge and experience in database performance tuning indexing and recovery; Knowledge and experience of SAP HANA; Knowledge and experience of SAP BI, SAP PI/PO, SAP Solution Manager, and SAP Portals; and Experience in installation of SAP Netweaver platforms.	5+ years

Specifications for Infrastructure Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
E09.2	SAP HANA Systems Administrator	Principal	Relevant SAP HANA Certification	Understanding of SAP, SAP HANA and Linux fundamentals; Understanding of Oracle and Unix fundamentals; Knowledge and experience of database administration, installation and maintenance; Knowledge and experience in database performance tuning indexing and recovery; Knowledge and experience of SAP HANA; Knowledge and experience of SAP BI, SAP PI/PO, SAP Solution Manager, and SAP Portals; and Experience in installation of SAP Netweaver platforms.	8+ years
E.10	**Enterprise ERP Solutions**				
E10.1	ERP Solution Architect	Senior	Relevant Technology based certification and / or qualification in an ERP suite	Demonstrated strong technical analysis ability; Domain specific experience in solution design and implementation of an ERP system; Comprehensive understanding of the Infrastructure landscapes and how all layers of the ISO stack is integrated; Strong documentation and technical writing ability.	5+ years
E10.2	ERP Solution Architect	Principal	Relevant Technology based certification and /	Demonstrated strong technical analysis ability; Domain specific	8+ years

Specifications for Infrastructure Functions

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
			or qualification in an ERP suite	experience in solution design and implementation of an ERP system; Comprehensive understanding of the Infrastructure landscapes and how all layers of the ISO stack is integrated; Strong documentation and technical writing ability.	
E.10.3	ERP Solution Architect	Expert/Scarce skill	Relevant Technology based certification and / or qualification in an ERP suite	Demonstrated strong technical analysis ability; Domain specific experience in solution design and implementation of an ERP system; Comprehensive understanding of the Infrastructure landscapes and how all layers of the ISO stack is integrated; Strong documentation and technical writing ability.	12+ years
E11	**Security Operations Analyst**				
E11.1	Security Operations Analyst	Senior	Cyber Security Analyst with relevant technical qualification	Proven experience in SIEM technology; Incident response; Incident investigations; Documentation of incidents and preservation.	5+ years
E11.2	Security Operations Analyst	Principal	Cyber Security Analyst with relevant technical qualification	Proven experience in SIEM technology; Incident response; Incident investigations; Documentation of incidents and preservation.	8+ years

Specifications for Infrastructure Functions					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
E12	Data Loss Protection				
E12.1	Data Loss Protection administrator	Senior	Relevant ForcePoint technical qualification	Experience and hands on knowledge with Data Loss Protection security controls (Data in Motion/Use/Rest) and tools; Knowledge of enterprise and endpoint protection technology and loss protection strategies e.g. ForcePoint DLP	5+ years
E12.2	Data Loss Protection administrator	Principal	Relevant ForcePoint technical qualification	Experience and hands on knowledge with Data Loss Protection security controls (Data in Motion/Use/Rest) and tools; Knowledge of enterprise and endpoint protection technology and loss protection strategies e.g. ForcePoint DLP	8+ years
E13	Application Delivery Controller and Web Application Firewall Management (ADC & WAF)				
E13.1	ADC & WAF Engineer	Senior	Citrix ADC networking certifications	Experience configuring Citrix NetScaler ADC appliances; Citrix Netscalar ADC and WAF solutions; Citrix ADC AAA solutions; Citrix API security solutions	5+ years
E13.2	ADC & WAF Engineer	Principal	Citrix ADC networking certifications	Experience configuring Citrix NetScaler ADC appliances; Citrix Netscalar ADC and WAF solutions; Citrix ADC AAA	8+ years

Specifications for Infrastructure Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				solutions; Citrix API security solutions	
E.14	**Cloud Engineers**				
E14.1	Cloud Security Engineer	Senior	Netskope CASB certifications	Experience configuring Netskope CASB, API, DLP, SSPM and CSPM; Cloud Productivity suite integration experience; Identity lifecycle and governance solutions integration; Netskope CASB solutions	5+ years
E14.2	Cloud Security Engineer	Principal	Netskope CASB certifications	Experience configuring Netskope CASB, API, DLP, SSPM and CSPM; Cloud Productivity suite integration experience; Identity lifecycle and governance solutions integration; Netskope CASB solutions	8+ years
E15	**Public Key Infrastructure (PKI) Systems Engineer**				
E15.1	Public Key Infrastructure(PKI) Systems Engineer	Senior	Relevant technical qualification	Demonstrate knowledge in system administration (Windows / Linux); Knowledgeable with x.509 digital certificates; EJBCA or equivalent enterprise PKI solutions e.g. AppViewX CERT+	5+ years
E15.2	Public Key Infrastructure(PKI) Systems Engineer	Principal	Relevant technical qualification	Demonstrate knowledge in system administration (Windows / Linux); Knowledgeable with x.509 digital	8+ years

Specifications for Infrastructure Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				certificates; EJBCA or equivalent enterprise PKI solutions e.g. AppViewX CERT+	
E16	**Information Security Solution Architect**				
E16.1	Information Security Solution Architect	Senior	Relevant information security technical qualification e.g. CISSP, CISM, CDPSE	Information Security frameworks e.g. NIST, ISO27000, CIS; SIEM, SOAR, Vulnerability Management, Cloud Security, Application delivery, API security, integration skills	5+ years
E16.2	Information Security Solution Architect	Principal	Relevant information security technical qualification e.g. CISSP, CISM, CDPSE	Information Security frameworks e.g. NIST, ISO27000, CIS; SIEM, SOAR, Vulnerability Management, Cloud Security, Application delivery, API security, integration skills	8+ years
E.17.	**Infrastructure Project Managers**				
E17.1	Infrastructure Project Manager	Senior	Relevant project management certification	Proven experience in managing large scale Infrastructure related projects	5+ years
E.17.2	Infrastructure Project Manager	Principal	Relevant project management certification	Proven experience in managing large scale Infrastructure related projects	8+ years
E18	**Technical Writers**				
E18.1	Technical writer	Senior	National Diploma / Degree or Equivalent qualification in Business Administration or Information Technology	Demonstrated technical writing skills and document authoring; Good communication skills both written and verbal; Ability	5+ years

Specifications for Infrastructure Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				to identify complex information needs of the department and organise and develop documentation that addresses those needs; Knowledge of advanced Microsoft Suite of products and Technical Writing tools; Ability to translate complex IT technical jargon into easy understandable language catering for all audiences.	
E18.2	Technical writer	Principal	National Diploma / Degree or Equivalent qualification in Business Administration or Information Technology	Demonstrated technical writing skills and document authoring; Good communication skills both written and verbal; Ability to identify complex information needs of the department and organise and develop documentation that addresses those needs; Knowledge of advanced Microsoft Suite of products and Technical Writing tools; Ability to translate complex IT technical jargon into easy understandable language catering for all audiences.	8+ years
E19	**Architect**				
E19.1	Infrastructure architect	Principal	Relevant Architecture certification (e.g. TOGAF)	Proven experience in Architecture role in large, complex organizations	8+ years

Specifications for Infrastructure Functions					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
E20	**Architect**				
E20.1	Technology architect	Principal	Relevant Architecture certification (e.g. TOGAF)	Proven experience in the design, implementation and oversight of Technology and Innovation programs.	8+ years

13.6   Resource and Skills Requirement for Category F – Telecommunications

The Telecommunications Branch is responsible for all communications, both fibre, copper and radio, for the city. Including providing comprehensive telephony, internet access and remote data connectivity services.

The current capital broadband fibre project started in 2015 and is planned to be completed in 2022 at a total cost of R1.5 billion. This project goal is to connect all primary city facilities with high speed fibre and to sell spare capacity to Internet Service Providers.

The project involves installation of core fibre routes between some 50 switching facilities, access routes to some 700 premises and a MPLS network being operated to provide a Metro Area Network that is extremely flexible and reliable, covers requirements over the Cape Metropolitan Area and capable of accommodating the current corporate network as well as all other operational technology networks in the city in order to act as an enabler to meet the city's vision of the smartest city in Africa.

Due to the additional temporary load the project places on resource requirements it is the intension to appoint various Telecommunications contractors to assist with the completion of this project.

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Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
F01.1	Data Network and Infrastructure Planner	Intermediate	National Diploma OR 3yr trade certificate or relevant vendor industry certification (i.e. Vendor Certified Network/Design Professional such as Cisco, Huawei, Alcatel)	Experience in a Telecommunications environment IS&T relevant discipline plus 2 years speciality and experience in data network and infrastructure planning, circuit design and provisioning in the areas of Metro Area Network, Local area networks, Data centres, Wi-Fi, Network Peering and Network Security. Experience with GE Smallworld will be advantageous. Code 8 driver's license essential	2 to 5 years
F01.2	Data Network and Infrastructure Planner	Senior	National Diploma OR 3yr trade certificate or relevant vendor industry certification (i.e. Vendor Certified Network/Design Professional such as Cisco, Huawei, Alcatel,	Experience in a Telecommunications environment IS&T relevant discipline plus 4 years speciality and experience in data network and infrastructure planning, circuit design and provisioning in the areas of Metro Area Network, Local area networks, Data centres, Wi-Fi, Network Peering and Network Security. Experience with GE Smallworld will be advantageous. Code 8 driver's license essential	5 to 8 years
F01.3	Data Network and Infrastructure Planner	Principal	Degree or Advanced Diploma (NQF7) OR relevant vendor industry certification (i.e. Vendor Certified Inter-Network/ Inter- Design Expert such as Cisco, Huawei,	Experience in a Telecommunications environment IS&T relevant discipline plus 6 years speciality and experience in data network and infrastructure planning, circuit design and provisioning in the areas of Metro Area Network, Local	8+ years

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
			Alcatel, Nokia, Juniper, Extreme, etc.) with 3-year post- qualification experience	area networks, Data centres, Wi-Fi, Network Peering and Network Security. Experience with GE Smallworld will be advantageous. Code 8 driver's license essential and own transport	
F02.1	Network Engineer	Junior	National Diploma OR 3yr trade certificate or relevant vendor industry certifications (i.e. Vendor Certified Network Associate/Professional such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.) or N6 certificate with relevant years post qualification experience	Perform Network evaluation, planning, provisioning and, assurance (maintenance) and implementation (fulfilment) across MAN, WAN and LAN data networks. Knowledge in data telecommunications network (MAN, WAN and LAN) capacity planning and design and provisioning. Experience with a telecommunications system of approximately 1,000 users. Understanding of outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization. Designed and implemented a dynamic internet protocol routing system, especially OSPF. Follow Change management processes. Ability to work independently. Must have valid driver's license and own transport	2 to 5 years
F02.2	Network Engineer	Intermediate	National Diploma OR 3yr trade certificate or relevant vendor industry certifications (i.e. Vendor Certified Network Associate/Professional such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.) or N6 certificate with relevant years post qualification experience	Perform Network evaluation, planning, provisioning and, assurance (maintenance) and implementation (fulfilment) across MAN, WAN and LAN data networks. Knowledge in data telecommunications network (MAN, WAN and LAN) capacity planning and design and provisioning. Experience with a telecommunications system of approximately 3,000 users. Understanding of outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization. Designed and implemented a dynamic internet protocol routing system, especially OSPF. Follow Change management processes. Ability to work independently. Must have valid driver's license and own transport. Troubleshooting and support skills	5 to 8 years

Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
F02.3	Network Engineer	Senior	Degree or Advanced Diploma (NQF7) OR relevant vendor industry certification (i.e. Vendor Certified Network Professional such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.) with 3-year post-qualification experience	Perform Network evaluation, planning, provisioning and, assurance (maintenance) and implementation (fulfilment) across MAN, WAN and LAN data networks. Knowledge in data telecommunications network (MAN, WAN and LAN) capacity planning and design and provisioning. Experience with a telecommunications system of approximately 5,000 users. Understanding of outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization. Designed and implemented a dynamic internet protocol routing system, especially OSPF. Follow Change management processes. Ability to work independently. Must have valid driver's license and own transport. Supervisory experience. Troubleshooting and support skills	8 to 10 years
F02.4	Network Engineer	Principal	Degree or Advanced Diploma (NQF7) OR relevant vendor industry certification (i.e. Vendor Certified Inter-Network/ Inter- Design Expert such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.) with 3-year post- qualification experience	Perform Network evaluation, planning, provisioning and, assurance (maintenance) and implementation (fulfilment) across MAN, WAN and LAN data networks. Knowledge in data telecommunications network (MAN, WAN and LAN) capacity planning and design and provisioning. Experience with a telecommunications system of approximately 10,000 users. Understanding of outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization. Designed and implemented a dynamic internet protocol routing system, especially OSPF. Follow Change management processes. Ability to work independently. Must have valid driver's license and own transport. Supervisory experience	10+ years
F03.1	Network Security Engineer	Junior	National Diploma OR 3yr trade certificate or relevant vendor industry certification (i.e. Vendor Certified Network Associate such as Cisco,	Perform Network evaluation, planning, provisioning and, assurance (maintenance) and implementation (fulfilment) for Network Security. Knowledge in data telecommunications network	5+ years

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
			Huawei, Alcatel, Nokia, Juniper, Extreme, etc.) or N6 certificate with relevant years post qualification experience. [Network Security environment – advantage would be experience and certification in Palo Alto systems]	(MAN, WAN,LAN,Network Security) capacity planning and design and provisioning. Experience with a telecommunications system of approximately 1,000 users. Understanding of outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization. Designed and implemented a dynamic internet protocol routing system, especially OSPF. Follow Change management processes. Ability to work independently. Implementation and Operation of Networks and Network Security (i.e. configurations of solutions, routers, switches, VLANs, Spanning tree, Security Protocols, Routing Protocols, Next Gen Firewall Intrusion and detection/prevention protocols, intrusion detection, penetration and vulnerability preventative mechanisms, best practice security coding practices, ethical hacking and threat methods, UNIX and Linux OS, User identity and Privileged Access Management, application of security and encryption technology). Knowledge and experience of Network Security implementation, DNS. Encryption technologies and standards, VPN's VLANs, VoIP and other network routing methods. Security, Network and web related protocols (e.g., TCP/IP, UDP, IPSEC, HTTP, HTTPS, SSL, TLS, routing protocols, etc.). Advanced Persistent Threats (APT). Phishing and social engineering protection. Centralised Network / Security access controllers. Gateway anti-malware and enhanced authentication. Configure and install firewalls and intrusion detection systems. Perform vulnerability testing, risk analyses and security assessments. Develop automation scripts to handle and track incidents. Investigate intrusion incidents, conduct forensic investigations and mount incident responses. Authentication, authorization and encryption solutions. Define,	

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				implement and maintain corporate security policies. Troubleshooting and support – network security. Evaluation and research new technologies and processes that enhance security capabilities. Test security solutions using industry standard analysis criteria. Deliver technical reports and formal papers on test findings. Respond to information security issues during each stage of a project's lifecycle. Supervise changes in software, hardware, facilities, telecommunications and user needs. Analyse and advise on new security technologies and program conformance. Recommend modifications in legal, technical and regulatory areas that affect IS&T security. Must have valid driver's license and own transport	
F03.2	Network Security Engineer	Intermediate	National Diploma OR 3yr trade certificate or relevant vendor industry certification (i.e. Vendor Certified Network Associate such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.) or N6 certificate with relevant years post qualification experience. [Network Security environment – advantage would be experience and certification in Palo Alto systems]	Perform Network evaluation, planning, provisioning and, assurance (maintenance) and implementation (fulfilment) for Network Security. Knowledge in data telecommunications network (MAN, WAN,LAN,Network Security) capacity planning and design and provisioning. Experience with a telecommunications system of approximately 1,000 users. Understanding of outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization. Designed and implemented a dynamic internet protocol routing system, especially OSPF. Follow Change management processes. Ability to work independently. Implementation and Operation of Networks and Network Security (i.e. configurations of solutions, routers, switches, VLANs, Spanning tree, Security Protocols, Routing Protocols, Next Gen Firewall Intrusion and detection/prevention protocols, intrusion detection, penetration and vulnerability preventative mechanisms, best practice security coding practices, ethical hacking and threat methods, UNIX and Linux OS, User identity	8+ years

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				and Privileged Access Management, application of security and encryption technology). Knowledge and experience of Network Security implementation, DNS. Encryption technologies and standards, VPN's VLANs, VoIP and other network routing methods. Security, Network and web related protocols (e.g., TCP/IP, UDP, IPSEC, HTTP, HTTPS, SSL, TLS, routing protocols, etc.). Advanced Persistent Threats (APT). Phishing and social engineering protection. Centralised Network / Security access controllers. Gateway anti-malware and enhanced authentication. Configure and install firewalls and intrusion detection systems. Perform vulnerability testing, risk analyses and security assessments. Develop automation scripts to handle and track incidents. Investigate intrusion incidents, conduct forensic investigations and mount incident responses. Authentication, authorization and encryption solutions. Define, implement and maintain corporate security policies. Troubleshooting and support – network security. Evaluation and research new technologies and processes that enhance security capabilities. Test security solutions using industry standard analysis criteria. Deliver technical reports and formal papers on test findings. Respond to information security issues during each stage of a project's lifecycle. Supervise changes in software, hardware, facilities, telecommunications and user needs. Analyse and advise on new security technologies and program conformance. Recommend modifications in legal, technical and regulatory areas that affect IS&T security. Must have valid driver's license and own transport	
F03.3	Network Security Engineer	Senior	Degree or Advanced Diploma (NQF7) OR relevant vendor industry certification (i.e. Vendor Certified Network Professional such as Cisco, Huawei, Alcatel,	Perform Network evaluation, planning, provisioning and, assurance (maintenance) and implementation (fulfilment) for Network Security. Knowledge in data telecommunications network (MAN, WAN,LAN,Network Security)	10+ years

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
			Nokia, Juniper, Extreme, etc.) with 3-year post-qualification experience. [Network Security environment – advantage would be experience and certification in Palo Alto systems]	capacity planning and design and provisioning. Experience with a telecommunications system of approximately 1,000 users. Understanding of outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization. Designed and implemented a dynamic internet protocol routing system, especially OSPF. Follow Change management processes. Ability to work independently. Implementation and Operation of Networks and Network Security (i.e. configurations of solutions, routers, switches, VLANs, Spanning tree, Security Protocols, Routing Protocols, Next Gen Firewall Intrusion and detection/prevention protocols, intrusion detection, penetration and vulnerability preventative mechanisms, best practice security coding practices, ethical hacking and threat methods, UNIX and Linux OS, User identity and Privileged Access Management, application of security and encryption technology). Knowledge and experience of Network Security implementation, DNS. Encryption technologies and standards, VPN's VLANs, VoIP and other network routing methods. Security, Network and web related protocols (e.g., TCP/IP, UDP, IPSEC, HTTP, HTTPS, SSL, TLS, routing protocols, etc.). Advanced Persistent Threats (APT). Phishing and social engineering protection. Centralised Network / Security access controllers. Gateway anti-malware and enhanced authentication. Configure and install firewalls and intrusion detection systems. Perform vulnerability testing, risk analyses and security assessments. Develop automation scripts to handle and track incidents. Investigate intrusion incidents, conduct forensic investigations and mount incident responses. Authentication, authorization and encryption solutions. Define, implement and maintain corporate	

Specifications for Telecommunications

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				security policies. Troubleshooting and support – network security. Evaluation and research new technologies and processes that enhance security capabilities. Test security solutions using industry standard analysis criteria. Deliver technical reports and formal papers on test findings. Respond to information security issues during each stage of a project's lifecycle. Supervise changes in software, hardware, facilities, telecommunications and user needs. Analyse and advise on new security technologies and program conformance. Recommend modifications in legal, technical and regulatory areas that affect IS&T security. Must have valid driver's license and own transport. Supervisory experience	
F03.4	Network Security Engineer	Principal	Degree or Advanced Diploma (NQF7) OR relevant vendor industry certification (i.e. Vendor Certified Network Professional such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.) with 3-year post-qualification experience. [Network Security environment – advantage would be experience and certification in Palo Alto systems]	Perform Network evaluation, planning, provisioning and, assurance (maintenance) and implementation (fulfilment) for Network Security. Knowledge in data telecommunications network (MAN, WAN,LAN, Network Security) capacity planning and design and provisioning. Experience with a telecommunications system of approximately 1,000 users. Understanding of outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization. Designed and implemented a dynamic internet protocol routing system, especially OSPF. Follow Change management processes. Ability to work independently. Implementation and Operation of Networks and Network Security (i.e. configurations of solutions, routers, switches, VLANs, Spanning tree, Security Protocols, Routing Protocols, Next Gen Firewall Intrusion and detection/prevention protocols, intrusion detection, penetration and vulnerability preventative mechanisms, best practice security coding practices, ethical hacking and threat methods, UNIX and Linux OS, User identity	15+ years

Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				and Privileged Access Management, application of security and encryption technology). Knowledge and experience of Network Security implementation, DNS. Encryption technologies and standards, VPN's VLANs, VoIP and other network routing methods. Security, Network and web related protocols (e.g., TCP/IP, UDP, IPSEC, HTTP, HTTPS, SSL, TLS, routing protocols, etc.). Advanced Persistent Threats (APT). Phishing and social engineering protection. Centralised Network / Security access controllers. Gateway anti-malware and enhanced authentication. Configure and install firewalls and intrusion detection systems. Perform vulnerability testing, risk analyses and security assessments. Develop automation scripts to handle and track incidents. Investigate intrusion incidents, conduct forensic investigations and mount incident responses. Authentication, authorization and encryption solutions. Define, implement and maintain corporate security policies. Troubleshooting and support – network security. Evaluation and research new technologies and processes that enhance security capabilities. Test security solutions using industry standard analysis criteria. Deliver technical reports and formal papers on test findings. Respond to information security issues during each stage of a project's lifecycle. Supervise changes in software, hardware, facilities, telecommunications and user needs. Analyse and advise on new security technologies and program conformance. Recommend modifications in legal, technical and regulatory areas that affect IS&T security. Must have valid driver's license and own transport. Supervisory experience	
F04.1	Business Analyst - Telecommunication	Principal	Relevant B Degree	Knowledge of Telecommunications management and broadband project management. Knowledge of Broadband project management in respect of civil, construction and telecommunications fibre optic	10+ years

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				facility management tools. Business analysis and strategy development. Business analysis and strategy development. Technology definition and specification development. Strategic planning and policy advisory. Business development and innovation management. Undertaking financial analysis and business modelling. Determining how to take existing projects forward. Fulfil the role of telecommunications specialist. Write functional specifications. Prepare project definition reports and other project and Telecommunications related documentation. Document projects. Run workshops	
F05.1	Technician OSP	Senior	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, or a related field	At least 8-10 years' telecommunications industry experience of which 5 years fibre network planning experience in a team lead/supervisory role, including infrastructure build, patching and splicing planning. Ability to perform site surveys, plan and prepare drawings for construction of new, and removal or rearrangement of existing, overhead or underground lines, cables, and conduits to obtain optimum and economical utilization of telecommunications network infrastructure; Knowledge of all aspects of civils route planning using different methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and other legislative constraints regarding permitting and acquisition. Knowledge of procurement an advantage: requests for quotes and Ability to research new developments in the industry and telecoms environment ordering of materials and equipment required. Knowledge of procurement an advantage: requests for quotes and ordering of materials and equipment required. Technical correctness and accuracy of OSP and fibre network plans/accuracy and relevance of OSP and fibre network	8+ years

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				records. As-built document verification vs. original plan. Wayleave and permitting synchronisation in ensuring plan is executable monitoring of material stock availability procurement of quotes from service providers Computer literate (Word, Xcel, Outlook, Sharepoint, Smallworld) Able bodied, driver's license	
F06.1	Planner (Civils and Fibre)	Intermediate	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, or a related field	At least 8-10 years' telecommunications industry experience of which 5 years fibre network planning experience in a team lead/supervisory role, including infrastructure build, patching and splicing planning. Ability to perform site surveys, plan and prepare drawings for construction of new, and removal or rearrangement of existing, overhead or underground lines, cables, and conduits to obtain optimum and economical utilization of telecommunications network infrastructure; Knowledge of all aspects of civils route planning using different methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and other legislative constraints regarding permitting and acquisition. Knowledge of procurement an advantage: requests for quotes and Ability to research new developments in the industry and telecoms environment ordering of materials and equipment required. Knowledge of procurement an advantage: requests for quotes and ordering of materials and equipment required. Technical correctness and accuracy of OSP and fibre network plans/accuracy and relevance of OSP and fibre network records. As-built document verification vs. original plan. Wayleave and permitting synchronisation in ensuring plan is executable monitoring of material stock availability procurement of quotes from service providers Computer literate (Word, Xcel, Outlook, SharePoint,	8+ years

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				Smallworld) Able bodied, driver's license	
F06.2	Planner (Civils and Fibre)	Senior	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, or a related field	At least 8-10 years' telecommunications industry experience of which 5 years fibre network planning experience in a team lead/supervisory role, including infrastructure build, patching and splicing planning. Ability to perform site surveys, plan and prepare drawings for construction of new, and removal or rearrangement of existing, overhead or underground lines, cables, and conduits to obtain optimum and economical utilization of telecommunications network infrastructure; Knowledge of all aspects of civils route planning using different methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and other legislative constraints regarding permitting and acquisition. Knowledge of procurement an advantage: requests for quotes and Ability to research new developments in the industry and telecoms environment ordering of materials and equipment required. Knowledge of procurement an advantage: requests for quotes and ordering of materials and equipment required. Technical correctness and accuracy of OSP and fibre network plans/accuracy and relevance of OSP and fibre network records. As-built document verification vs. original plan. Wayleave and permitting synchronisation in ensuring plan is executable monitoring of material stock availability procurement of quotes from service providers Computer literate (Word, Xcel, Outlook, SharePoint, Smallworld) Able bodied, driver's license	10+ years
F07.1	Technician OSP Construction (Civils and Fibre)	Intermediate	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, or a related field	At least 5-8 years' telecommunications industry experience of which 2 years as senior technician in Telecoms OSP/Civils implementation Perform Quality of	8+ years

Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				the OSP/CIVILS/FIBRE infrastructure implemented, conformance to Telecoms quality and technical standards and specifications Safety of the OSP and civils network infrastructure installed,i.e. conformance to health and safety guidelines during implementation in conjunction with OHSA representative Risk management and mitigation with regards to OSP/Fibre and civils network infrastructure implementation and timeline commitments Deviation assessment and deviation request confirmation Quality of contractor's service and service delivery with regards to technical requirements specifications and standards Certification from relevant professional body or authority for completed builds Quality of As-Built information and documentation received Technical expertise in monitoring the quality of implementation of the City's OSP/FIBRE, civils infrastructure Ensures installations conform to the plans and to telecoms industry standards, specifications and regulations Testing and inspection of the civils network infrastructure Control supervision and coordination of the implementation of the City's OSP/CIVILS/FIBRE Acts as technical expert on the City behalf to collaborate with an outsourced service provider and verify the quality of the installations Computer literate (Word, Xcel, Outlook, SharePoint,) Able bodied, sdriver's licence, available 24/7 - if required	
F07.2	Technician OSP Construction (Civils and Fibre)	Senior	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, or a related field	At least 5-8 years' telecommunications industry experience of which 2 years as senior technician in Telecoms OSP/Civils implementation Perform Quality of the OSP/CIVILS/FIBRE infrastructure implemented, conformance to Telecoms quality and technical standards and	10+ years

Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				specifications Safety of the OSP and civils network infrastructure installed,i.e. conformance to health and safety guidelines during implementation in conjunction with OHSA representative Risk management and mitigation with regards to OSP/Fibre and civils network infrastructure implementation and timeline commitments Deviation assessment and deviation request confirmation Quality of contractor's service and service delivery with regards to technical requirements specifications and standards Certification from relevant professional body or authority for completed builds Quality of As-Built information and documentation received Technical expertise in monitoring the quality of implementation of the City's OSP/FIBRE, civils infrastructure Ensures installations conform to the plans and to telecoms industry standards, specifications and regulations Testing and inspection of the civils network infrastructure Control supervision and coordination of the implementation of the City's OSP/CIVILS/FIBRE Acts as technical expert on the City behalf to collaborate with an outsourced service provider and verify the quality of the installations Computer literate (Word, Xcel, Outlook, SharePoint,) Able bodied, driver's licence, available 24/7 - if required	
F08.1	Technician Facilities Construction - Telecommunication	Intermediate	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, or a related field	At least 8-10 years' telecommunications industry experience with at least 5 years' experience) as resident engineer and technical lead in telecommunications facility infrastructure construction, installation and inside plant planning and implementation experience in a team lead/supervisory role Supervise the construction of Telecommunications facilities and high sites to ensure compliance to laws, standards and specifications	8+ years

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				Supervision and control of implementation of the City's inside plant infrastructure (structured cabling and infrastructure pathway installations and equipment installed inside a Telecoms facility such as a switching centre, high site construction and commissioning e.g. foundations for lattice masts; overseeing Engineering certification of lattice masts and associated or data centre including the main distribution frame and equipment extending inward therefrom, DC and AC power distribution, air conditioning, UPS, access control, CCTV and building management to satisfy a specified Supervise, control and manage all resources assigned to projects in terms of their compliance to the City's and TRelecoms policies and procedures Ensure Health & Safety rules and regulations are followed Management, Health & Safety rep) on the project at all times and escalate issues when necessary Manage risks as part of the project team Maintain continuous liaison with Telecoms sister divisions to encourage and ensure process Ensure all compliance certificates are in place prior to project handover e.g. electrical COCsm Ensure all new infrastructure information from the field are submitted to Planning for the required update of records on the network inventory database Computer literate (Word, Excel, Outlook, SharePoint,) Able bodies, drivers license, available 24/7 - if required site acquisition/permitting process Scrutiny of plans and specifications for developments and provision of Roads & Storm water and related infrastructure maintaining registers of all plans, wayleaves, permits and work programmes Examine the proposals to check compliance with the relevant legislation and polices Networking with other service providers Inspecting the works relating to or impacting on the provision of e.g. Roads and Storm water infrastructure by visiting	

Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
				building development, construction and maintenance sites coordinating relevant project activities including liaising with site engineers and contractors regarding optic fibre routes Permit Applications as required Ensuring compliance with all relevant legislation Completing zoning and Building Performing administrative duties relevant to evaluating and selecting a prospective site Providing input and assisting in the coordination of the technical design proposal dealing with Environmental and land Use/Wayleaves Consultants Liaising with third parties, town planning and other consultants/ contractors Computer literate (Word, Excel, Outlook, SharePoint,) Able bodied, driver's license	
F08.2	Technician Facilities Construction - Telecommunication	Senior	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, or a related field	At least 8-10 years' telecommunications industry experience with at least 5 years' experience) as resident engineer and technical lead in telecommunications facility infrastructure construction, installation and inside plant planning and implementation experience in a team lead/supervisory role Supervise the construction of Telecommunications facilities and high sites to ensure compliance to laws, standards and specifications Supervision and control of implementation of the City's inside plant infrastructure (structured cabling and infrastructure pathway installations and equipment installed inside a Telecoms facility such as a switching centre, high site construction and commissioning e.g. foundations for lattice masts; overseeing Engineering certification of lattice masts and associated or data centre including the main distribution frame and equipment extending inward therefrom, DC and AC power distribution, air conditioning, UPS, access control, CCTV and building management to satisfy a specified Supervise, control and manage all resources assigned to projects in terms of their compliance to the City's and TRelecoms policies and procedures	10+ years

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				Ensure Health & Safety rules and regulations are followed Management, Health & Safety rep) on the project at all times and escalate issues when necessary Manage risks as part of the project team Maintain continuous liaison with Telecoms sister divisions to encourage and ensure process Ensure all compliance certificates are in place prior to project handover e.g. electrical COCsm Ensure all new infrastructure information from the field are submitted to Planning for the required update of records on the network inventory database Computer literate (Word, Excel, Outlook, SharePoint,) Able bodies, driver's license, available 24/7 - if required site acquisition/permitting process Scrutiny of plans and specifications for developments and provision of Roads & Storm water and related infrastructure maintaining registers of all plans, wayleaves, permits and work programmes Examine the proposals to check compliance with the relevant legislation and polices Networking with other service providers Inspecting the works relating to or impacting on the provision of e.g. Roads and Storm water infrastructure by visiting building development, construction and maintenance sites coordinating relevant project activities including liaising with site engineers and contractors regarding optic fibre routes Permit Applications as required Ensuring compliance with all relevant legislation Completing zoning and Building Performing administrative duties relevant to evaluating and selecting a prospective site Providing input and assisting in the coordination of the technical design proposal dealing with Environmental and land Use/Wayleaves Consultants Liaising with third parties, town planning and other consultants/ contractors Computer literate (Word, Excel, Outlook, SharePoint,) Able bodied, driver's license	

Specifications for Telecommunications

Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
F09.1	Safety Officer - Telecommunications	Intermediate	3-year National Diploma, B-TECH or first Degree in Occupational Health & Safety or related field	The Health & Safety Officer will develop, implement and maintain Health & Safety structures, systems and strategies within the Telecoms Branch to ensure on-going legal compliance and establish occupational health and safety in all Telecoms' work environments. Ensure consistent compliance with all policies and procedures and safe practices by conducting regular inspections On-going liaison with other Health & Safety officials and departments within the City and outside Conduct internal audits, implement practices, maintain and revise safety and environmental management processes and systems in accordance with the City's policies and standards as well as worldwide industry standards Lead workplace hazard analyses and develop mitigation action plans Ensure relevant personnel, visitors and contractors are provided and wear proper personal protective equipment at all times Enforce control and preventative measures as set out in the Branch's policies and standards for occupational health and safety Engage disciplinary action for violation of health and safety procedures Report on the status of occupational health and safety, incidents and compliance occupational health and safety, incidents and compliance Perform workplace orientations and training to employees, contractors, suppliers and visitors. Develop and deliver safety training as required Thorough knowledge of health and safety legislation in South Africa e.g. OHSACT and COID ACT Thorough knowledge of Health and Safety best practice and standards especially in the field of Telecommunications and construction in the public sector Registration with a professional body desirable Excellent general administrative abilities Able bodied, driver's license, available 24/7 – if Required	8+ years

Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
F09.2	Safety Officer - Telecommunications	Senior	3-year National Diploma, B-TECH or first Degree in Occupational Health & Safety or related field	The Health & Safety Officer will develop, implement and maintain Health & Safety structures, systems and strategies within the Telecoms Branch to ensure on-going legal compliance and establish occupational health and safety in all Telecoms' work environments. On-going liaison with other Health & Safety officials and departments within the City and outside Ensure consistent compliance with all policies and procedures and safe practices by conducting regular inspections On-going liaison with other Health & Safety officials and departments within the City and outside Conduct internal audits, implement practices, maintain and revise safety and environmental management processes and systems in accordance with the City's policies and standards as well as worldwide industry standards Lead workplace hazard analyses and develop mitigation action plans Ensure relevant personnel, visitors and contractors are provided and wear proper personal protective equipment at all times Enforce control and preventative measures as set out in the Branch's policies and standards for occupational health and safety Engage disciplinary action for violation of health and safety procedures Report on the status of occupational health and safety, incidents and compliance Perform workplace orientations and training to employees, contractors, suppliers and visitors. Develop and deliver safety training as required Thorough knowledge of health and safety legislation in South Africa e.g. OHSACT and COID ACT Thorough knowledge of Health and Safety best practice and standards especially in the field of Telecommunications and construction in the public sector Registration with a professional body desirable Excellent general administrative abilities Able bodied, driver's license, available 24/7 – if Required	10+ years

Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
F09.3	Safety Officer - Telecommunications	Principal	3-year National Diploma, B-TECH or first Degree in Occupational Health & Safety or related field 10 years' relevant experience in a consultancy role in large parastatal in the Health & Safety industry	The Health & Safety Officer will develop, implement and maintain Health & Safety structures, systems and strategies within the Telecoms Branch to ensure on-going legal compliance and establish occupational health and safety in all Telecoms' work environments. On-going liaison with other Health & Safety officials and departments within the City and outside Ensure consistent compliance with all policies and procedures and safe practices by conducting regular inspections On-going liaison with other Health & Safety officials and departments within the City and outside Conduct internal audits, implement practices, maintain and revise safety and environmental management processes and systems in accordance with the City's policies and standards as well as worldwide industry standards Lead workplace hazard analyses and develop mitigation action plans Ensure relevant personnel, visitors and contractors are provided and wear proper personal protective equipment at all times Enforce control and preventative measures as set out in the Branch's policies and standards for occupational health and safety Engage disciplinary action for violation of health and safety procedures Report on the status of occupational health and safety, incidents and compliance Perform workplace orientations and training to employees, contractors, suppliers and visitors. Develop and deliver safety training as required Thorough knowledge of health and safety legislation in South Africa e.g. OHSACT and COID ACT Thorough knowledge of Health and Safety best practice and standards especially in the field of Telecommunications and construction in the public sector Registration with a professional body desirable Excellent general administrative abilities Able bodied, driver's license, available 24/7 – if Required	12+ years

Specifications for Telecommunications					
Role	**Function/Role**	**Level**	**Qualification**	**Core Skills**	**Years of experience required**
F10.1	Project Administrator	Senior	NQF4 plus accredited 1-year project management certificate or National Diploma	Knowledge of Microsoft SharePoint or equivalent document management system Experience in SAP CRM or other ERP system environment Proven ability to use and maintain complex project administration systems Experience with administration of project documentation (specifications, closeout documents, POs and invoices) The ability to work systematically and accurately in complex settings Project site visits and vendor admiration Proficiency in Microsoft Office (Excel, Word in particular) Excellent communications skills	8 years' experience
F11.1	Project Coordinator	Senior	B Tech or first Degree	Knowledge of Microsoft SharePoint or equivalent document management system Experience in SAP CRM or other ERP system environment Experience in maintaining overall project administrative processes. Ability to Coordinate the Implementation of projects across different departments. Interdepartmental liaison in respect of driving, monitoring and reporting on all aspects of project implementation. Manage project governance compliance. Manage Project legislation- and policy requirements. Experience with administration of project documentation (specifications, closeout documents, POs and invoices) The ability to work systematically and accurately in complex settings Proficiency in Microsoft Office (Excel, Word in particular) Excellent communications skills.	8 years' experience
F12.1	Project Manager	Meet qualifications and skills	B-Tech/First Degree with Project Management as a subject or Proven project management skills within a Telecoms multi project environment	Requires extensive understanding of the dynamics of Project Management within organizations Preferable to have theoretical and applied knowledge in an engineering or telecoms project environment Knowledge of project management and governance especially on large projects in a multi-disciplinary environment Knowledge of Microsoft SharePoint	8 years

Specifications for Telecommunications					
Role	Function/Role	Level	Qualification	Core Skills	Years of experience required
				or equivalent document management system Experience in SAP or other ERP system environment Proven ability to use and maintain complex project administration systems Experience with administration of project documentation (specifications, closeout documents, POs and invoices) The ability to work systematically and accurately in complex settings Proficiency in Microsoft Office (Excel, Word in particular) Excellent communications skills	

PLEASE NOTE: The final tender submission must be submitted to the City of Cape Town as per (1) GENERAL TENDER INFORMATION. Submit (1) hard copy with no alterations or amendments to the City requested information and/or formatting contained therein other than for the supply of the pricing as stipulated in this pricing schedule(5).

It is advisable that bidders submit bids electronically on a USB along with their hardcopy submissions.
The hardcopy and electronic copies of the tender response submitted must be exactly the same. For evaluation purposes, the committee will be using the electronic copy; it is therefore imperative that the tenderer ensures the electronic copy and hard copy is exactly the same, as the electronic copy will be used when evaluating the tender.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT"

14. EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT's agent upon request.

15. FORMS FOR CONTRACT ADMINISTRATION

The supplier shall complete, sign and submit with each invoice, the following:

a)   Monthly Project Labour Report **(Annexed)**.

Not applicable to this tender.

The Monthly Project Labour Report must include details of <u>all</u> labour (including that of sub-contractors) that are South African citizens earning less than R350.00 per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with

copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments

to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.

(14) MONTHLY PROJECT LABOUR REPORT (EXAMPLE)

ANNEX 1

CITY OF CAPE TOWN
MONTHLY PROJECT LABOUR REPORT

CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Instructions for completing and submitting forms

General

1. The Monthly Project Labour Reports must be completed in full, using typed, proper case characters; alternatively, should a computer not be available, handwritten in black ink.
2. Incomplete / incorrect / illegible forms will not be accepted.
3. Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted out services or works) shall apply to the completion and submission of these forms.
4. This document is available in Microsoft Excel format upon request from the City's EPWP office, tel 021 400 9406, email EPWPLR@capetown.gov.za.

Project Details

5. If a field is not applicable insert the letters: NA
6. Only the Project Number supplied by the Corporate EPWP Office must be inserted. The Project Number can be obtained from the Coordinator or Project Manager or from the e-mail address in point 4 above.
7. On completion of the contract or works project the anticipated end date must be updated to reflect the actual end date.

Beneficiary Details and Work Information

8. Care must be taken to ensure that beneficiary details correspond accurately with the beneficiary's ID document.

9. A new beneficiary is one in respect of which a new employment contract is signed in the current month. A certied ID copy must accompany this labour report on submission.
10. Was the beneficiary sourced from the City's job seeker database?
11. The contract end date as stated in the beneficiary's employment contract.
12. Where a beneficiary has not worked in a particular month, the beneficiary's name shall not be reflected on this form at all for the month in question.
13. Training will be recorded separately from normal working days and together shall not exceed the maximum of 23 days per month
14. Workers earning more than the maximum daily rate (currently R450 excluding any benefits) shall not be reflected on this form at all.

Submission of Forms

15. Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (.pdf) format, together with the completed form in Microsoft Excel format.
16. Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and ID documents are only required in respect of new beneficiaries.
17. If a computer is not available hardcopy forms and supporting documentation will be accepted.

PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

CONTRACT OR WORKS PROJECT NAME: (6)		EPWP SUPPLIED PROJECT NUMBER: (6)	
DIRECTORATE:		DEPARTMENT:	
CONTRACTOR OR VENDOR NAME:		CONTRACTOR OR VENDOR E-MAIL ADDRESS:	
CONTRACTOR OR VENDOR CONTACT PERSON:		CONTRACTOR OR VENDOR TEL. NUMBER:	CELL / WORK

PROJECT LABOUR REPORT CURRENT MONTH (mark with "X")

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR

ACTUAL START DATE (yyyy/mm/dd)	ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd) (7)

TOTAL PROJECT EXPENDITURE / VALUE OF WORK DONE TO-DATE (INCLUDING ALL COSTS, BUT EXCLUDING VAT)

R

ANNEX 1 (continued)

MONTHLY PROJECT LABOUR REPORT

**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

BENEFICIARY DETAILS AND WORK INFORMATION

CONTRACT OR WORKS PROJECT NUMBER:		Year	Month		Sheet	
					1	of

	(8)	(8)	(8)	(9)			(10)	(11)	(12)		(13)	(14)
No.	First name	Surname	ID number	New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	Job seeker database (Y/N)	Contract start date (DDMMYY)	Contract end date (DDMMYY)	No. days worked this month (excl. training)	Training days	Rate of pay per day (R – c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
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16												
17												
18												
19												
20												
										0	0	R -

Declared by Contractor or Vendor to be true and correct:	Name		Signature	
	Date			

Received by Employer's Agent / Representative:	Name		Signature	
	Date			